



Wadestown School

Student Pre-Enrolment Form 2023

(Developed July 2023)

Office use only
Date received:

Child's full name:			
Siblings already at school:			
Date of birth:		Age:	
Preschool/s attended:			
Previous school/s attended:		Year level at previous school (year or grade):	
Parent Name:		Contact number:	
Email address:			
Parent Name:		Contact number:	
Email address:			
Home address: (please supply main residential address)			
Please list any medical needs your child has:			
Would you like to discuss your child's medical needs? (Please circle)			YES / NO
Does your child have any additional needs? (please circle any that apply)			
Learning Needs: Dyslexia, Auditory Processing, Requires numeracy support, Requires reading support, Requires writing support, gifted, double gifted, sensory overload, speech and language,			
Behaviour: ADD, Autism, emotional regulation issues, communication issues, anger issues.			
Social: extreme shyness, issues connecting with their peers			
If so, please describe these here:			
Would you like to discuss your child's additional needs? (Please circle)			YES / NO
Would you like to visit the school? (Please select from dropdown)			YES / NO



What aspirations do you have for your child at Wadestown School? (optional)

Is there anything else you would like to share with us? (optional)

Once your form has been received, one of our Deputy Principals will be in contact to offer you a tour of the school:

Robyn Grover (DP Years 1 - 4) or Cathrine Wilkinson (DP Years 5 - 8).

Please return this form to the School Office at Rose Street or email to: office@wadestown.school.nz
Contact [Helen Dammer](#) or [Megan Smith](#) for additional information or assistance,
or call 04 472 4779.

School Office opening hours: 8:00 am to 4.30pm during term time.

Wadestown School Website: www.wadestown.school.nz

Important information:

Please note that Wadestown School is one school, split over two individual sites:

Our Year 1-2 students attend our Weld Street site ([72 Weld Street](#)) before transitioning to our Rose Street site ([2 Rose Street](#)) for Year 3 - 8. It takes approximately 10 minutes to walk between the two sites. Our school office is located at our Rose Street site.

We look forward to partnering with you

Ngā mihi nui,

Amanda Frater (Principal/Tumuaki)



Enrolling your child at Wadestown School

Welcome to Wadestown School and thank you for choosing our school for your child.

Contained below is some information to assist you in the process of enrolling your child.

Wadestown School Enrolment Zone:

Please note that we have an enrolment zone here at Wadestown School. This means that all students enrolling at our school must be living in our school zone. Our enrolment zone can be found [here](#). A map is included for reference at the end of this document.

One school over two sites:

Please note that Wadestown School is a split site; our Year 1 - 2 students are situated at 68 Weld Street and our Year 3 - 8 students are situated at 2 Rose Street.

Our two sites are approximately 1 kilometre in distance. Our school office is located at Rose Street.

The process for enrolling all students at Wadestown School: Information for Parents and Caregivers

Fill in the pre-enrolment form; either online or by hand and deliver in person

- Once your enrolment form has been received, you will receive an email from the office to confirm your child's enrolment
- If you have selected to speak to one of our DPs about your child's needs (medical, learning etc) you can expect to receive a phone call or an email from them.

Locate your child's identification documents (passport, birth certificate etc) and their immunisation records.

Complete the three Wadestown School forms:

- a. General Permissions Form
- b. ICT Agreement
- c. Emergency Contact form

Visit our Rose Street School Office with the completed documentation and talk with either Helen Dammer or Megan Smith. Feel free to call the main office if you have any questions.



When enrolling your child/ren at Wadestown School you will need to bring the following documentation:

Student Identification:

- your child/ren's birth certificate and/or passport and an original copy of this
- your child/ren's immunisation certificate and an original copy of this
- Your domestic visa (if required) and an original copy of this

Wadestown School forms: (please click on the link below for the forms)

- All our forms are located on [SchoolDocs](#), the login is wadestown, and the password 6012

Emergency lunchbox:

All students at Wadestown School are also required to bring an emergency lunchbox. In the event of an emergency, students will be given this box of food to eat. This food is most easily stored in a 2 litre ice-cream container. We have additional containers with lids, should you require one. You can bring your child/ren's emergency lunch box with you. This will then be given to the classroom teacher and stored in their classroom until the end of the year.

Sighting original documentation

It is a requirement for enrolment that we sight the original documentation (e.g. passport, birth certificate).

The office staff are happy to make a copy of this documentation in the office for you. Please ask if you would like [Helen](#) or [Megan](#) to assist you with this.

Enrolment of preschool students

1. Fill in the pre-enrolment form; either online or by hand and deliver in person to our office (2 Rose Street)
2. Preschool visits will be arranged with [Robyn Grover](#), Deputy Principal (Year 1- 4) and SENCo.
3. If you have selected to speak to [Robyn Grover](#) about your child's needs (medical, learning etc) you can expect to receive a phone call or an email from her.
4. Your child's stationery pack will be ready for them at school on their first day. This will be invoiced to your student statement.
5. Please bring in your child/ren's emergency lunch box. This will be stored in their classroom. Please contact the [office](#) for detailed information about the emergency lunch.

Enrolment of students transferring from another school

1. Fill in the pre-enrolment form either online or by hand and deliver in person
2. School visits will be arranged with one of our Deputy Principals.



3. If you have selected to speak to either [Robyn Grover](#), or [Cathrine Wilkinson](#), Deputy Principal (Year 5-8) about your child/ren's needs you can expect to receive a phone call or email from them.
4. Please bring to the office or email:
 - a. proof of address e.g. power bill, rental agreement.
 - b. a copy of your Immunisation Status certificate
5. To assist with their transition to Wadestown School, it is helpful for us to have a copy of your child/ren's previous school report. This will be shared with their new teacher.
6. Wadestown School uses OfficeMax for our stationery. Please click [here](#) for the list. Students are welcome to bring any unused stationery from their school so it can be reused.

Enrolment of students from overseas with New Zealand Residency, Student Visa Approval Certificate and/or Overseas Passports

Please note that at this current time, Wadestown School does not accept international students or students on international visas.

1. Fill in the pre-enrolment form; either online or by hand and deliver in person
2. School visits will be arranged with one of our Deputy Principals.
3. If you have selected to speak to either [Robyn Grover](#), or [Cathrine Wilkinson](#), about your child/rens' needs (medical, learning etc) you can expect to receive a phone call from them.
4. Please bring in:
 - a. Your child's Proof of New Zealand Residency or Citizenship certificate and an original copy of this. The office must sight the original for enrolment purposes.
 - b. Your child/ren's NZ or Australian passport and an original copy of this.
 - c. Your child/ren's NZ Student Visa Approval certificate and an original copy of this.
5. Please bring a copy of:
 - a. Your child's Immunisation Status certificate
 - b. And, proof of your home address e.g. rental, power bill
6. Wadestown School uses OfficeMax for our stationery. Please click [here](#) for the list.

Student Needs: Medical, Learning and Behavioural

It is helpful to make us aware of any additional needs your child has so we can support your child in their learning and behaviour. Students with medical needs will also be cared for and additional support put in place to ensure their safety at school.

Student information is kept private and confidential.

Student medical needs

- Asthma - If your child has asthma then you will need to complete an asthma plan. Click [here](#) for the plan.



- Allergies - If your child has allergies you will need to complete the ASCIA form relevant to your child.
 - Please click [here](#) for Anaphylaxis
 - Please click [here](#) for the Drug Medication Allergy
 - Please click [here](#) if your child has medication which needs to be administered during school time/events.

Additional learning or behavioural needs

- Any information that you are willing to share and provide to the teachers can be helpful in supporting your child at school. It is your choice if you wish to share written reports with the school.
- Some students may have a diagnosis of additional learning needs e.g. Dyslexia, Auditory Processing, Double Giftedness, Speech and Language as some examples and it can be helpful for the classroom teacher to be aware of this.
- Some students may require additional support in the key areas of learning; reading, writing or mathematics. With this information, teachers will be able to adapt their learning programmes to meet your child's needs.
- Some students may have a diagnosis of ADD, Autism, challenges with emotional regulation or managing anger etc and we can work to support your child with this.
- We are also interested in knowing if your child is receiving tutoring outside of school. In situations such as these, it is helpful for the teacher to be able to talk to the tutor and to work together to support the child in their learning.

Support at School

At Wadestown School, we have a variety of different supports in place to assist our students.

Our Reading Recovery Teacher, Angela Clark works with students one-on-one to assist them with their reading and writing. Students are referred to work with Angela at the age of 6 years old.

Robyn Grover, our SENCO, coordinates meetings with our families and their children through Individual Educational Plans (IEPs). Robyn can discuss how this works and supports students to reach their learning goals. The classroom teacher is also involved in this process and plays a key part in supporting your child.

We also have Teacher Aides who provide additional support for students with their learning in the classroom. Sometimes, where it is deemed useful, behavioural support is also provided by our Teacher Aides.

Our Wadestown School Uniform

At Wadestown School all students wear our school uniform. Students have some choice in the items that they wear and can select additional pieces for the cooler months.



We encourage students to wear footwear that is practical for walking in. Both our school sites are surrounded by steep hills. Supportive footwear is recommended.

Students are also required to have a good quality, waterproof jacket that will protect them from both the wind and rain. Please note that there is no regulation school raincoat.

Students representing the school at sporting events such as Interzone sporting competitions and events, are required to wear our Wadestown School Sports uniform.

We encourage our students to look smart and to take pride in their uniform.

Information about the where to purchase the school uniform

- NZ Uniform Shop: Open weekdays as well as on a Saturday (please click [here](#) for a list of uniform items and costs)
- Our Wadestown School Pre-loved Clothing System: This is available at both sites. Please note that sizes do vary and are only based on what other parents donate. This can be a handy way of sourcing additional uniform pieces. Payment is via internet banking to either another parent or to the school. Payment details are contained inside the uniform item.

