

ST MARY'S CATHOLIC SCHOOL PAPAKURA

Together We Learn, We Pray, We Serve



Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia

Dear Parents / Caregivers

Below is a checklist to ensure you have completed all the required documentation, before submitting your child's enrolment application to the school office.

- Completed Enrolment forms, signed by both parents / caregivers. Please ensure you have read the 'Conditions of Enrolment'.
- Completed 'Agreement for the Payment of Attendance Dues', signed by both parents / caregivers.
- Provided the 'Preference of Enrolment Certificate' ensuring it has been completed, signed and stamped by your Priest.
- Provided your child's Birth Certificate OR Passport. A photocopy may be made at the school office, for your convenience.
- Provided copies of New Zealand residency/work permit or citizen papers, if applicable.
- Provided an Immunisation Certificate. (Available through your GP or from your child's Plunket Book). A photocopy may be made at the school office, for your convenience.
- Completed 'Request for Administering Medication' form. We require this form to be completed if you wish us to administer any medication (e.g. pamol/antihistamine) during school hours. This will also apply if your child suffers from asthma. We will require an inhaler to be provided by you, to store in the school office.
- Completed Digital Agreement (Year 0 – 4 **OR** Year 5 – 8).
- Ensure we have a suitable email address for regular communication. Please also ensure you have downloaded our school APP so you may receive updates and reminders.
- Provided a copy of your child's last school report, where applicable.

If you have any queries, please do not hesitate to contact the school office on (09) 298 4450 or email: office@stmaryspapakura.school.nz Thank you.