



## Wellington Phoenix Academy | Boarding House Admission

### AGREEMENT FOR ADMISSION TO PHOENIX ACADEMY BOARDING

(Once completed and signed by both parties, this document becomes a contract between Phoenix Academy and the applicant)

#### PLAYER INFORMATION

Player's Full Name: \_\_\_\_\_  
Surname First Names

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Present Academy: \_\_\_\_\_ Year Level: \_\_\_\_\_

Past association with Phoenix Academy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ethnic Identity (please tick)

NZ Maori

NZ European

Pacific Island

Asian

Other (please state) \_\_\_\_\_

## PARENTS/CAREGIVERS

**Mother's/Caregiver(s) Full Name:** \_\_\_\_\_  
Surname First Name

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone No ( ) \_\_\_\_\_ Home Phone No ( ) \_\_\_\_\_

Fax No ( ) \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**Father's/Caregiver(s) Full Name:** \_\_\_\_\_  
Surname First Name

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_

Work Phone No ( ) \_\_\_\_\_

Home Phone No ( ) \_\_\_\_\_

Fax No ( ) \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## CORRESPONDENCE

**Newsletters are to be sent to: (please circle)**

Father / Mother / Other \_\_\_\_\_

**Invoices/Accounts to be sent to: (please circle)**

Father / Mother / Other \_\_\_\_\_

**Reports are to be sent to: (please circle)**

Father / Mother / Other \_\_\_\_\_

Other emergency contact if parents/caregivers unavailable

Full Name: \_\_\_\_\_  
Surname First Name

Relationship to boarder: \_\_\_\_\_

Contact details: \_\_\_\_\_

## PERSONAL INFORMATION

- Are there special family circumstances Phoenix Academy Staff should be aware of?  
Yes / No If Yes please specify:

\_\_\_\_\_

Your family consists of:

\_\_\_\_\_

- Please specify anyone that may not visit your child or take them offsite:

\_\_\_\_\_

- Does your child have their own medical insurance?  
Yes / No If Yes please specify:

\_\_\_\_\_

- Does your child suffer from any physical or mental disability which may affect their full participation in hostel life? **Yes / No** If Yes please specify:  
\_\_\_\_\_
- Does your child have special dietary requirements? **Yes / No** If Yes please attach medical certificate

### MEDICAL INFORMATION

Name of family doctor: \_\_\_\_\_

Contact details: \_\_\_\_\_

Name of family dentist: \_\_\_\_\_

Contact details: \_\_\_\_\_

Does your child suffer from any of the following: (please tick)

Asthma

Hay fever

Food Allergy

Insect bite/sting allergy

Antibiotic Allergy

Specify \_\_\_\_\_

Is your child currently taking medication?	Yes / No	If Yes please specify
_____		
_____		

Does your child wear	Glasses	Yes / No
	Contact lenses	Yes / No
	Hearing Aid	Yes / No

Any recurrent problems with

Ears

Nose

Eyes

Throat

Please tick and specify

Has your child been immunised against the following: (please tick)

Polio

Hepatitis B

Tetanus

Measles (MMR) x2

Had s	German Measles/Measles	Yes / No
	Whooping Cough	Yes / No
	Chicken Pox	Yes / No
	Mumps	Yes / No
	Rheumatic Fever	Yes / No
	Appendicitis	Yes / No
	Tonsillitis	Yes / No
	Glandular Fever	Yes / No
	Meningitis	Yes / No
	Covid 19 vaccination (both)	Yes / No

I/We consent to my child being treated by a health provider (including a dentist/doctor) at the discretion of  
**Phoenix Academy Boarding staff:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MEDICATION CONSENT FORM**

Over-the-counter medications are held in our sick bay for the relief of minor pain, coughs, colds, and fever. Please sign beside each medication that you authorise to be given to your child.

- Panadol Yes / No
- Ibuprofen Yes/ No
- Cough Syrup Yes / No
- Antihistamine tablets Yes/No
- Anti nauseous tablets Yes / No

**Prescription medications**

Please list prescription medications, their dose and frequency your child is taking.

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I/We consent to our child receiving prescribed medication, if necessary, from Phoenix Academy staff who hold a current First Aid Certificate.

Girls need to supply their own throat lozenges, crêpe bandages, strapping tape, gel (ice packs), wheat bag.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I give permission for Phoenix Academy Boarding to use photographs taken of my child partaking in Phoenix Academy activities for promotional purposes and on Phoenix Academy social media

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## MANAGEMENT AND SUPERVISION

Phoenix Academy Boarding seeks to ensure the highest quality of care and safety for your child. Like all families living in close quarters for lengthy periods it is necessary to put in place sound ground rules to ensure harmonious living.

Boarding staff will be acting 'in loco parentis' of your child. We expect your child to accept and obey all reasonable instructions given by our staff.

## DISCIPLINE PROCEDURES

To ensure all boarders are clear on what is expected of them by way of behaviour, duties, dress etc – and what consequences can be expected for failure to meet these expectations, we have set out 'levels' of behaviour and consequences.

### Level 1: Basic Expectations

1. Completing rostered duties.
2. Behaving appropriately – noise level, language, manners etc.
3. Obeying rules with regard to visitors, cellphones, personal responsibilities.
4. Cars at Phoenix boarding.

### Consequences of not meeting these expectations:

1. Detention ie = ¼ hour of chores around Phoenix Academy Boarding.
2. Confiscation of item (eg cell phone).
3. Removal of privilege (eg car).

### Level 2:

1. Speaking very rudely to staff.
2. Being in main office without permission.
3. Failing to meet Level 1 expectations twice.

**Consequences:** Gated for full week but allowed sport and home leave.

**Level 3:**

1. Late home from leave.
2. Leaving Phoenix House without permission.
3. Wilful damage to fixtures, fittings, or furniture.
4. Repetition of a Level 2 action.
5. Defying staff – refusing to do something when asked.

**Consequences:**

1. Grounded for 24 hours.
2. Grounded for weekdays.
3. Grounded entirely for 1 week including weekend leave. (Sports leave will be granted for a specific time ONLY.)

**Level 4:**

1. Taking alcohol or illegal substances.
2. Failing to come back to Phoenix Academy from leave.
3. Taking overnight leave without permission.
4. Striking another student or staff member.

**Consequences:** Suspension or expulsion from Phoenix Academy Boarding may be the result.

***If parents need to contact staff for clarification at any time – please do so.***

## OFF-SITE ACTIVITIES FOR BOARDERS

### INTRODUCTION

At Phoenix Academy Boarding we want to create a boarding environment that enables boarders to enjoy a recreational life as close as possible to that provided in their own home. As an institution however, we carry a high level of responsibility and accountability for the safety of boarders to an extent that exceeds that of parents. We must accord to the level of 'reasonable parents' not 'ordinary parents'. This naturally leads us to feel cautious in what we can permit boarders to do. This form is an endeavour to strike a balance between your and our responsibility thus preventing excessive restrictions on what your child can do. Please take time to consider these issues and contact hostel staff should you have any questions or concerns.

**Supervised activities:**

These are any activities your child chooses to participate in that are organised by and supervised by staff and/or other organisations or adults. Examples could include sporting trips, swimming pools and House trips to the beach.

***I give permission for my daughter to participate in supervised activities*** (sign) \_\_\_\_\_

**Unsupervised local activities:**

These are activities within the city and its locality for which Phoenix Academy Boarding provides no staff supervision. Examples could include trips to town, visiting friends in the local area, going to the movies, and attendance at clubs or societies. It excludes any overnight activities or visits for which your specific permission is sought.

***I give permission for my child to participate in unsupervised local activities*** (sign) \_\_\_\_\_

**Other unsupervised activities:**

Detail here any activities not shown above that you are happy for your child to participate in without any supervision by staff. Examples could include tramping, mountain biking etc. (Further activities can be added by email or writing.)

***I give permission for my child to participate in other unsupervised activities as follows:***

\_\_\_\_\_ Sign: \_\_\_\_\_

***I give permission for my child to use various forms of transportation, including Ubers, taxis and buses***

Sign: \_\_\_\_\_

***I give permission for my child to be a passenger in a car with anyone holding a full driver's license***

Sign: \_\_\_\_\_

I understand that participation in any activity carries a degree or risk either of bodily or emotional injury or property loss. I accept full responsibility for my child when she is participating in the unsupervised activities indicated above - including any financial cost. I also understand that in all instances staff have the final decision in allowing my child to participate in any activity, that they will act prudently in this respect, and that further conditions are likely to be applied to those activities that present significant risk.

My child understands that permission must be sought and granted for any off-site excursion and that conditions may apply in addition to parental consent. Said child understands that they must act within the rules of the hostel at all times and that they should not act in such a way as to endanger either themselves or others.

Student's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **BOARDER COMPUTER AND INTERNET USE AGREEMENT**

(this form covers the use of computers and Internet by boarders using Phoenix Academy computers)

**I understand that:**

- The primary purpose for hostel computers and other Information Technology resources is to support teaching and classroom learning.
- The boarding hostel will do its best to keep me safe while using global information systems such as the computer and the Internet.



- I know that I am **not permitted** to access or send material through the Internet which is offensive (eg pornographic), dangerous, inappropriate at school/boarding house, or illegal\*.
- I am forbidden to pass on such material by copying, storing or printing it.
- I am **not permitted** to install or download any software on a hostel computer

**Students:** \* Please ask a boarding staff member if you need any of these terms explained to you.

**I understand how important it is to:**

1. **Take care of Information Technology resources, such as computers and the Internet.**
  - Be careful with equipment and furniture
  - Not to tamper with computer settings
  - Respect the copyrights on software that prohibit copying
  - Use only hostel software on hostel computers.
2. **Be considerate of other users**
  - Share available equipment
  - Be careful not to waste computer resources, eg paper
  - Avoid disruption of the running of any computer or network
  - Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others
  - Remove immediately from the screen any material that would not be allowed at the school, which I accidentally come across, and report to staff right away
  - Do not log on as another person or give my password to anyone else to use.
3. **Be responsible for privacy and security**
  - I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photograph or credit card information
  - I will use discs only to backup work or take it to and from home
  - I will report to staff if I come across a virus or security problem.

## BOARDER CELLPHONE CONTRACT

1. I request that my child \_\_\_\_\_ be allowed to keep a cell phone at the hostel.
2. I accept that Phoenix Academy Boarding takes no responsibility for the cell phone and is exempt from all liability, unless the phone has been collected by the hostel staff.
3. I understand and agree that:

Years 9,10 & 11

- The cell phone will not be used during prep time.
- The cell phone will be handed in to the office each evening by 8.30pm (it may be collected at breakfast time each morning).

Years 12 &13

- The cell phone will not be used during prep time.
- The cell phone may not be used between the hours of 10.00pm and 6.30am.

**Failure to comply with any of these rules may result in confiscation.**

4. Having a cell phone is a privilege. Should the conditions stated not be adhered to, this privilege will be withdrawn.

5. Cell phone Number: \_\_\_\_\_

Make and Model: \_\_\_\_\_

Signed (Parent): \_\_\_\_\_

Signed (Student): \_\_\_\_\_

Date: \_\_\_\_\_

**Boarder**

I have read this Agreement and know the importance of the hostel rules for the use of computers and the Internet.

I know that if I break these rules, I might lose the right to use a hostel computer, may be charged for any damage incurred through inappropriate use, and the boarding hostel may take other disciplinary action against me, which could include my removal from using computers.

NAME (PRINTED)

YEAR LEVEL/CLASS

SIGNATURE

DATE

**Parents/Caregivers\***

I have read this Agreement and understand that my child is responsible for using hostel equipment and the Internet as outlined.

I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement.

I understand while the hostel will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the Internet or through e-mail, it is the responsibility of my child to have no involvement in such material.

I give my permission for \_\_\_\_\_ to be given access at the hostel to global information systems such as the Internet or e-mail.

NAME (PRINTED)

SIGNATURE

DATE

\* If you would like to discuss this document or need help please contact the hostel staff.

## PRIVACY ACT

The information supplied in this contract is subject to the Privacy Act. We wish to advise the following:

- The information is being collected to determine eligibility for Phoenix Academy Boarding.
- It will be stored in the office. Only boarding hostel staff and other authorised persons will have access to it.
- You have a right to access this information and to ask for a correction if it is factually wrong.

In order to protect your child's health and safety and to enhance their learning opportunities the hostel seeks your consent to share information with third parties.

We give consent for the personal information supplied in this contract and any supplementary information to it to be made available to health providers, (nurses, doctors, dentists, hospitals, pharmacy), the Ministry of Education, NZ Qualifications Authority, and other agencies at Phoenix Academy staff discretion.

We give consent for our name and phone number to be put on the Phoenix Academy Parents Contact List that is shared with other Phoenix Academy families    Yes/No (please cross one out)

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Signature of Mother/Caregiver

Date

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Signature of Father/Caregiver

Date

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Signature of Boarder

Date

### Further consent to terms and conditions for enrolment at Phoenix Academy

1. One full term's notice in writing must be given (exceptional circumstances aside) before a boarder is withdrawn from the hostel. Inadequate notice incurs a late withdrawal fee of one ten school weeks of Hostel fees.
2. Parents/Caregivers are required to ensure that their child has sufficient funds in the bank account to cover personal cash requirements.
3. For New Zealand residents, hostel fees are payable over ten months of the year, February – November on the 20<sup>th</sup> of the month by direct debit.
4. For international students hostel fees are payable by the half-year in advance.
5. The hostel reserves the right to charge interest on overdue accounts at the retail banking rates and at the time the overdue debt was incurred.
6. The boarding hostel reserves the right to recover all costs including debt recovery, legal fees and all other expenses incidental to overdue accounts.
7. Parents/Caregivers understand that if their payment defaults two months in a row their child may forfeit their place at Phoenix Academy Boarding.
8. Parents/Caregivers understand that if information supplied in this contract is false, misleading or omitted it may result in the contract being cancelled and your child's place being forfeited.
9. Parents/Caregivers understand that in the event of your child being excluded from the boarding hostel for breach of its code of conduct or rules, no part of the fees already due and paid for, from when the exclusion occurs shall be refunded or compensated for in any way.

We have **read, understood and consent** to all the terms and conditions set out in the hostel contract.

\_\_\_\_\_  
Signature of Mother/Caregiver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father/Caregiver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Boarder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Boarding Manager

\_\_\_\_\_  
Date

SIGNED this day \_\_\_\_\_ of \_\_\_\_\_

At \_\_\_\_\_ Year \_\_\_\_\_