



KAITAO INTERMEDIATE SCHOOL

TE KURA TAKAWAENGA O KAITAO ROTOHOKAHOKA

Consent form Te Maru o Ngongotaha Kahui Ako

Why we are sharing information

Our school/kura is part of a group of education providers that shares information to:

- Identify children and young people who might need additional learning support
- Ensure that adults who work with our students (teachers, teacher aides) have the skills and resources they need
- Decide what additional learning support will best help our young people, whether individually or in groups.

The Ministry of Education may use information on the register for the purpose of administration and analysis. This allows the Ministry to plan ahead to provide appropriate staff, specialists, and other support services.

The information we will share

In most cases the information shared **will not identify your child** individually and **will be numerical information only**. Information shared is for a collective learning support register that **may** contain:

- Name, gender and ethnicity, to identify support that reflects the child's identity, language and culture
- Date of birth and year level, to identify age appropriate support
- Any health issue, disability or learning needs that will require additional support
- Services and support children are already receiving, the type of support needed, and other relevant information

Who will see the information

Only a small group of people will have access to the register. It will include our school's Learning Support Coordinator and the Senior Leadership Team (Principal, Deputy Principal, Assistant Principal and Special Needs Coordinator). They will meet regularly to discuss how best to respond to the needs of the young people on our register. In some situations, other organisations will be needed to help support a child or young person. We will seek your agreement before other organisations are involved.

How we will keep the information safe

Any information will be transmitted and stored securely via password protected files, which only authorised people will be able to access. Information about children and young people no longer enrolled with us, or who no longer need learning support will be removed from the group register.

What will happen if you do/don't agree to your child's information being shared

If you do not agree to your child's information being included on the register, we will still provide support for your child's needs within our school/kura, but your child may not be able to gain early access to resources provided across the group.

If you do agree, we will put information about your child's additional support needs on the group's learning support register. You can request to correct/change information about your child via our Learning Support Coordinator, at any time. You can decide to withdraw your consent at any time.

I agree to personal information about _____ *[child's full name]* being included on the Kaitao School Learning Support Register, and allow that information to be shared with the group of people listed for the purposes explained above.

Signed: _____

Date: _____

Te Maru o Ngongotaha Kahui Ako

Aorangi School, Kaharoa School, Kaitao Intermediate School, Kawaha Point School, Kea St - Specialist School, Mamaku School, Ngongotaha School, Rotorua Primary, Selwyn School, Sunset Primary, Western Heights High School, Western Heights Primary School.