



Thursday 9 February 2023

## Ruawai College Information and Consent Documents

Tena koutou,

We are writing to you to let you know about several documents that are coming home today with your student - they are as follows:

- 1. EOTC Health Form**
- 2. Student EOTC Contract**
- 3. Bus Code of Conduct**

These documents are also being emailed out to you as Microsoft Word documents, and will be available on Facebook, Skool Loop, and the school website.

### EOTC Health Form and Student EOTC Contract

In any one year students are often involved in EOTC (Education Outside the Classroom) i.e., offsite school trips. Each time they go on a trip you are required to complete their current health status as part of the EOTC paperwork. This year, we are asking that you complete your student's health form at the start of the year to avoid filling it out multiple times. This means you as the parent/guardian of the student are responsible for updating Ruawai College on any health status changes. Reminders will be given to the school community throughout the year. As part of this kaupapa, we ask that you complete the Student EOTC Contract also.

We hope this will assist you in cutting down on the paperwork and time that you spend on completing the health form. It is extremely important that the information is up to date, is correct, and that you do let us know if anything changes for your student.

The EOTC Health Form and Student EOTC Contract will be completed on an annual basis.

### Bus Code of Conduct

As we look to review our processes and procedures as part of Health & Safety at Ruawai College, we are asking whānau to complete the Bus Code of Conduct. It lays out very clearly the expectations around bus behaviour for the safety of everyone who travels on the bus.

This code of conduct applies to any bus that students travel on to and from Ruawai College. Please read through this document carefully and if you have any questions, please ring the Assistant Principal, Mrs Karen Exley.

Once this code of conduct has been completed, this document will follow the student throughout their time here at Ruawai College - it will not need to be completed again.

Please return the three documents no later than **Friday 17 February 2023** to the school office or [admin@ruawaicollege.school.nz](mailto:admin@ruawaicollege.school.nz). We will be contacting you to ensure that the forms are returned if they are not received in the office by this date.

If you have any questions please contact the school office in the first instance.

Ngā mihi,

A handwritten signature in black ink, appearing to read 'Raeleen Harré', with a stylized flourish underneath.

Raeleen Harré  
Principal