



Newcastle Mandarin Chinese School - Enrolment Form

To apply for a place at the school, please fill in and sign the enrolment form below. This form acts as an agreement to be bound by the school rules. Please return the form with a £3.00 administration fee and cheques should be made payable to 'Newcastle Mandarin Chinese School' and write your child's name on the back of the cheque. Your child will be offered a free trial session.

If you wish to continue with further lessons, the school will require a payment of fees in advance at the beginning of each term or pro-rata in the case of late enrolment. An administration fee of £5 will be charged for late payments.

Child's details

Name		中文姓名	
Date of Birth		Age	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male (check box)		
Name of Weekday School		Year Group	
Any Medical conditions?			
Home background (Check box that applies to you) <input type="checkbox"/> Both parents speak Mandarin <input type="checkbox"/> One parent speaks Mandarin <input type="checkbox"/> Parents do not speak Mandarin	Media Consent From time to time the school may wish to publish example of work or photos of pupils on the school website. I/We hereby DO / DO NOT (delete as appropriate) give permission for photos of my/our child and examples of his/her work to be included in the school's website.		

Parental details

Name 1		Name 2	
Address			
Telephone 1	Home	Telephone 2	Home
	Mobile		Mobile
E-mail 1		E-mail 2	

Emergency contact details (if different from above)

Name 1		Telephone 1	Home	
			Mobile	
Name 2		Telephone 2	Home	
			Mobile	

Print Name		Signature		Date	
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For Official use only

Recommended Starts Level		Start Date		Signature	
Administration Fee Paid	<input type="checkbox"/> YES <input type="checkbox"/> NO (check box)				

Further information about the school and contact details can be obtained by visiting our website or contact us via email:
 Website: www.newcastlemandarin.org.uk Email: enquiries@newcastlemandarin.org.uk

CONDITIONS OF ENTRY

The School Constitution defines overall aims and how it is run. The school also sets out a range of necessary policies (detailed in School handbook) in order to manage it efficiently. It is parents/volunteers' responsibilities to fully understand and comply with them.

It is your responsibility as parents to ensure that the school have your emergency contact details and you are responsible for your child's entire health and safety and behaviour whilst in school.

At the beginning of every term, the tuition fee for the full term should be paid. Refunds will only be issued for sessions cancelled by the school. No refunds will be issued for missed sessions due to other reasons. Late payment will incur a late administration fee.

The school and teachers promise to make every effort to look after your child/children, however, parents have FULL and ultimate responsibility for their children.

All parents share EQUAL responsibilities for the school's future and are encouraged to make contributions in any way they can.

All pupils are required to accept the school's code of conduct and standard of behaviour when they are on the school premises.

Parents of every child will be obliged to serve as a teaching assistant in your child's class on a rotation and supervise children within the school property.

Parents must not allow pupils to wander around the school building during break time, move or use **Newcastle School for Boys** equipment. Pupils are allowed to use the climbing frame in the yard when supervised by an adult.

Parents must ensure that pupils do not tamper with Newcastle School for Boys property, in particular, the interactive whiteboards, any cupboard and its contents, any toy, musical instrument, electronic device or equipment in the classrooms, the assembly hall, the sports-hall (except some sports equipment permitted by school staff on site) and the rest of the premises.

Parents are also advised to be vigilant in particular to graffiti on furniture and walls and other damage.

Parents on the teaching assistant duty rota will ensure that the classroom and toilets are left clean and in the same good condition as at the beginning of the sessions. .

The school committee reserves the right to require the removal of any pupil whose conduct or work is so unsatisfactory as to be prejudicial to the interests of other pupils. A non-exhaustive list of such unsatisfactory conduct or work will include persistently disruptive behaviour, anti-social behaviour, criminal activity and bullying. The balance of fees for the term during which the removal occurs will not be refunded.

Should school's buildings or equipment be damaged in any way by anyone, child, parent or teacher, the responsible individual and the immediate family will be asked to recompense for such damage sustained.

Insurance of a pupil's person or property while at school rests with the parents and save where the school is at fault it accepts no responsibility for the personal effects of pupils whilst attending school.

The school reserves the right to make reasonable modifications to these conditions from time to time and will give you sufficient notice of any such change.

入学条件

学校章程规定总体目标以及具体如何运行。为了有效的管理，学校制定了一系列必要的政策（内容详见手册介绍），家长和志愿者有责任充分理解并遵守。

家长有责任确保学校有你的紧急联系方式，家长须负责孩子在校期间的整体健康，安全和行为。

学费需要在每个学期开始全额支付。退款仅发生于由学校自行取消该课程的情况下。因其他原因错过了课程将不予退款。逾期付款将被收取迟交管理费。

学校和教师承诺尽一切努力来照顾你的孩子，但家长对其子女负有全部和最终的责任。

所有的家长须为学校的未来肩负同等责任，并在需要时以任何可能的方式对学校作出贡献。

所有的学生在校期间都必须遵守学校的行为准则。

每个孩子的家长都需要轮流参与听课以达到协助授课和监督学生的目的。

家长须严禁学生在课间休息期间移动或使用纽卡斯尔男校的设备。学生可以在成人监督下使用校园院子内的攀爬架。

家长必须确保学生不篡改纽卡斯尔男校的财产，特别是互动书写板，任何橱柜及其内容物，任何玩具，乐器，教室内的电子器件或设备，礼堂，体育馆（除非学校工作人员现场允许一些体育器材的使用）和楼宇其余部分。

家长也宜提高警惕防止涂鸦和墙壁的损坏。

家长在轮岗助教期间须确保教室和厕所保持课程开始时的清洁程度。

在学生的行为有损其他学生利益的权力的情况下，学校委员会有权要求清除该学生。这种不良行为包括持续破坏行为，反社会行为，犯罪活动和欺凌等等。行为发生期的学期全部学费将不予退还。

如果学校的建筑物或设备发生任何形式的人为损坏，肇事相关的学生，父母，老师或者任何个人及其直系亲属将被要求做出赔偿。

学生在校期间的人身或财产保险由家长负责，非校方过错情况下，学校不承担任何责任。

学校保留随时做出合理的修改这些条件的权利，并会给你发出任何改变的充分通知。

Child/Children's name:

Parent's signature:

Date:

学生姓名:

家长签字:

日期: