

Registration Form		CALLAO LEARNING CENTRE	
Proposed date of entry			
Child's name		NIE (if available)	
Date of birth			
Nationality			
Language/s spoken at home			
Name of Father		NIE / Passport	
Phone contact		Email address	
Name of Mother		NIE / Passport	
Phone contact		Email address	
Additional phone number/s			
Address			
Allergies or other medical information			
Any other information			
Actual start date:		Final day in school	
<p>I / We understand that Callao Learning Centre is a British International School which is applying for recognition by the Canarian Government, and is not yet registered into the Spanish School system, despite a successful inspection of educational standards on behalf of the British Council in 2014.</p> <p>I / We have noted in particular the points concerning the school deposit and concerning the data protection and are aware that we are responsible for seeing that the terms of this registration for a place in the school are kept.</p> <p><b>I hereby give my permission for the following:</b></p> <p>My child(ren) may partake in all supervised activities undertaken at Callao Learning Centre on and off site, for the purposes of education, recreation and meals.</p> <p>Callao Learning Centre may use my child (ren)'s photograph(s) taken at school or other supervised activity with their name for news &amp; publicity purposes or for use on Social Networking sites.</p> <p>My child(ren) may take part in supervised water activities in the pool at the rear of CC Albatros.</p>			
Name in Block Capitals:		Signature:	
Date:			

## TERMS AND CONDITIONS

Currently a request for a place involves the completion of our registration form. If a place is available, the child can start as soon as possible.

The school reserves the right to refuse admission and children will be accepted on a trial basis.

### The school reserves the right to exclude a child:

- If his / her presence affects the well-being of the school.
- If a child is unable to manage toileting, eating and dressing independently of the teacher, particularly in the Nursery class, then their school place will be deferred until they have matured enough to join the class more successfully.
- If a child is unable to start school within two weeks of the beginning of a term and the school is not informed.

### School Fees:

Must be paid each month in advance of the next month, except for the initial payment on entry. Late payment of fees can be subject to a surcharge of 5%. Payment by bank transfer is preferred.

- 1) No refund can be made for absence whatever the cause might be.
- 2) The school expects one month's written notice of a child leaving, and no refunds will be given of any monthly fees. Termly/annual fees will be refunded pro rata at the discretion of the school provided a month's notice in writing has been given. If no notice is received then one month's fees will be forfeit in lieu of notice.
- 3) Parents will be advised if fee increases become necessary. The school will give at least 3 months notice of any increases.
- 4) Parents may be asked to withdraw their child(ren) from school if monthly fees remain unpaid 2 weeks from the start of the month. However the school welcomes discussions with parents if they encounter difficulties paying fees.
- 5) Parents who withdraw their child without giving any notice and have not yet paid the month's fees will be charged pro-rata for the time they have attended school.
- 6) The cost of all books, most materials and insurance is included in the school fees.

### Meals:

- The school does not provide meals.
- Children may bring their own packed lunches, which need to be kept in a suitable container, as no facilities for keeping food either hot or cold, or for heating meals can be provided.
- Children may also opt to select a meal from a menu provided by a local restaurant at a cost of €4, or €5 for larger portions. This is available Monday, Tuesday, Thursday & Friday. On Wednesday we collect Pizzas from a local restaurant at a cost of €4, or €5 for a larger portion.
- Mid-morning snacks/drinks (non-fizzy) should be provided daily by parents.

### Teaching Groups:

- The age range of the children is generally 4 years – 12 years of age, but other children may be accommodated if deemed appropriate by the Headteacher.
- The children are taught in small groups using individualised learning plans. They work to their own strengths to overcome any weaknesses within age appropriate class groups.
- All the children are identified by their individual year group but could be working outside of their year groups.
- The Teachers use continuous assessment methods to monitor the children's progress through the British style curriculum and will formally report to parents twice yearly.
- All the lessons will be in English. However, every child will be taught Spanish on a regular basis at a level appropriate to their skill and previous knowledge.

**School uniform** should be worn every day.

- School uniform T shirts are available from the school for €8.
- School uniform Polo shirts from €13
- Blue, grey, purple or black shorts, **plain** trousers or jeans or skirt.
- Purple, blue, grey or black track suit/sweater for cooler days.
- **Sensible** shoes or sturdy sandals, with Velcro fasteners if your child is not yet able to tie laces.
- Clothes must be clean and tidy.
- In particular, the following may not be worn: jeans with holes, tops that do not cover the midriff or are see-through, shorts that are too short.
- Boys may not wear sleeveless vests. We reserve the right to ask a student to replace inappropriate clothing or remove any jewellery.
- Jewellery worn must be discrete, so all earrings should be small plain studs.
- Long hair needs to be tied off the face.

**PE Kit** – white shirt, sports shorts and trainers.

Class 1 have sports on Tuesday and Thursday.

Classes 2 and 3 have sports on Mondays and Wednesdays.

Sports lessons are in the mornings, so the children may come to school in their sports kit but need to bring a uniform shirt to change into after the sports lesson.

- Children who do not have the required kit will not be able to take part in the lessons as jeans and sandals are not permitted during sport lessons for safety reasons.
- Any jewellery must be removed.

**Back Pack** The children need a small **back pack** to carry their **pencil case**, homework folder, lunch and snack box and drinks. (**Wheeled bags are not suitable**)

- Pencil case to contain pencils, coloured pencils, rubber, sharpener, glue stick, small scissors, ruler and highlighter pen.

**Mobile Phones:** The children may use the school phone if there is any need to communicate with parents, so **mobile phones are discouraged**. If it is necessary for the child to bring one, then it must be switched off and stored in the **office** during the day.

**Money/Toys:** Any **money** should be handed in at the office for the day.

- No toys or electrical equipment should be brought to school without permission

**Head Lice:** Children with head lice will be required to stay away from school until the treatment is shown to be effective. This is in order to break the cycle of infection.

#### **Sickness and Absence**

- Please email, message or text the school to let us know of any absences. A written note will be required on return if not previously notified.
- Please keep your child at home for at least **24 hours** after a bout of sickness or diarrhoea.
- The school will contact parents if the child is too ill to remain at school.
- If the child is feeling too poorly to attend then please keep the child at home, where they will be more comfortable and will prevent the spread of germs to other children and staff. We believe that a child is unlikely to be receptive to any lessons attended whilst feeling poorly, so will catch up any work missed when they return.

#### **Communication between School & Home:**

Is usually by letters sent by email, given to the children or posted on our Facebook page which is also accessible via our web page.

Parents please check school bags and emails on a regular basis. Regular updates are always posted on our Facebook Page.

Daily communication is possible through the home - school book.

#### **School Day: School starts at 08.50 and ends at 3.30 daily.**

- Children can arrive in the playground at the back of the school from 8.30, where they will be supervised until they enter school at 8.50.
- Mr Simpson will usually be available in the school to deal with any administrative matters.
- The children may be collected from the back playground from either gate after 3.30.
- Please let us know if you are going to be late, as we are happy to supervise your child until you arrive.
- We do not allow the children to leave the premises until we have identified the person collecting them, unless we get a written letter in the case of children in year 6. Please inform us if someone else is collecting your child or they are going home with another parent.
- If a child needs to remain in school after 4.00 on a regular basis by arrangement with Mrs Simpson, then a small charge of €3 per day will be made.
- As a matter of courtesy to holidaymakers renting the apartments and our neighbouring shops, we expect the children to walk quietly to and from the school in the Centro Comercial.
- Please can you ensure that the children are not allowed to climb on the walls or jump on/off the steps.

#### **School Behaviour**

- The system of rules in the school has been devised to maintain a safe learning environment to enable each child to reach their maximum potential.
- For safety reasons, when walking in a school group, the children will walk quietly in pairs, moving to single file to allow adults to pass, and concentrating on the instructions of their teacher.
- Children are expected to be kind, thoughtful of others and polite to adults at all times.
- Your child will belong to one of four school teams, and work to earn team points to encourage healthy team competition. Team points or stars will be awarded for effort and achievement in classwork, as well as for kind acts and helpful attitudes towards staff and other children.
- Everyone is expected to work to their own best ability at their own pace. We are pleased to listen to parents concerns provided that the internal regulations concerning discipline are supported by parents. An essential part of providing a good education, despite possible concerns, is that the child always perceives the school and home as working together for the child's long term benefit.

#### **Homework**

- For most children will mean bringing individualised reading material home daily. It may be learning letter shapes or sounds, memorising sight words or reading appropriate level books.
- The older children will have spellings to learn weekly, as well as times tables and Spanish vocabulary lists to memorise. Throughout the year there will be frequent assessments in classes 2 and 3 in the subjects taught, so children may be bringing subject exercise books home to help them revise.
- The children will each have a **home-school notebook** for parents, teachers and children to make positive comments, ask questions or pass on information. Please share any difficulties and triumphs!
- It would be very helpful if parents could **sign** to say they have seen the **home-school book** each weekend and then the teachers can check them on Monday mornings.

#### **Parent Consultation**

- Teachers welcome opportunities to discuss individual children but would appreciate you making an appointment for a mutually convenient time. Please do not come into the classroom before school as that is when everyone is preparing their room ready for the day's work.
- Mr Simpson is usually available each morning to discuss meals, fees and to note any information relevant to the pupil as well as receiving requests for appointments with appropriate members of staff or the head teacher.
- Formal consultations will happen in November and June, after the written reports have been issued.
- Teachers may be available to chat informally with parents at the end of the day, and will pass on any relevant information.
- Please contact Mrs Simpson via phone, email, text or Facebook message to make an appointment.

#### **First Aid**

- In case of accidents, staff will administer simple first aid. Parents will not be informed of superficial accidents or minor illnesses unless the school feels there is cause for concern.
- The school has insurance which covers accidents which occur to children while on the premises. In case of accidents which cause concern and possible extra treatment, parents will be notified.
- The incident will be recorded in our accident log in the school office and the parent asked to sign as confirmation they have been notified.

**Data and Data Protection:**

Parents agree to inform the school:

- a) of any change of address.
- b) of any change of telephone number.
- c) of their email address and of any change of email address

To comply with the data protection laws (LOPD Act 5) we are required to obtain the written agreement of all parents to store their information and that of the children attending Callao Learning Centre. It goes without saying that we treat these files with the utmost confidence, but by law we are now required to inform you that these files exist and that office staff and teachers have access to these files for carrying out their respective jobs correctly. Clearly the data contained within is never passed on to third parties for unethical reasons.

From time to time we also take general photos, films and videos of the school which contain images of children during lessons, at playtime, in school plays, assemblies, in class photos etc. which we may use on our website and for purposes such as newspaper articles on sports days, theatre productions, etc. Your signature confirms your agreement with our policy for data protection for files and photographs.

To the effect of the law 15/1999, 13 December of the data protection act, we inform you that the personal data you have provided will be incorporated into the files of Callao Learning Centre, at Calle El Jable 42, Locales 7 – 9, Callao Salvaje, 38678, Tenerife.

The purpose of these files is to be able to provide the correct attention and care of your children, for billing purposes, for contacting the parents or guardians if the need arises, or for any other purpose for the correct running of the school and care of the children in attendance. The personal data we obtain from you is essential for the smooth administration of the school and the children's health, welfare & safety and means that lack of this information would mean the inability to perform the necessary tasks described above.

You have the right to access, rectify, cancel and oppose by the terms described within the law, the information we hold on your child(ren) which you can indicate with written communication to the responsible person at the school address.