

Registration Document

A place in the school may be registered by returning this form with the registration fee. Confirmation of a place will be given at a later date, or notification of position on waiting list.

No student will be admitted however, until all the entry requirements are fulfilled. These include an interview and an entrance examination. The school reserves the right to refuse admission. If a place cannot be offered immediately the registration fee may be held or returned, at parents' request. If we are unable to offer a class place it is necessary for parents to confirm their continued interest to remain on the waiting list at the beginning of May each year.

On applying for entry the following documents will be needed:

- a) A photocopy of birth certificate
- b) Vaccinations record
- c) Photocopy of parents' passports, Spanish Residencia or NIE number
- d) A copy of the latest school report.

Proposed date of entry _____

Child's name _____

Date and place of birth _____

Nationality _____

Previous schools attended and type of education _____

Language spoken at home _____

Emergency telephone number _____

Any allergies suffered by your child (including asthma and food)

Does your child have hearing problems/wear glasses?
Any illness or disability your child might have such as dyslexia,
dyspraxia, ADHD or autism?

Are there any physical, emotional or academic factors (adoption,
severe illness, separation from parents) which the school should know in
order to give proper individual attention to your child?

Parental assessment of child's personality (shy, quiet, sensitive, talkative, active, etc.)

SECTION 1

Terms and Regulations:

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.

- 1) Parents are expected to support high levels of effort in class and on homework. Students who do not show sufficient effort in class and/or fail to attempt homework will be asked to be withdrawn from school.
- 2) School clothes must conform with the guidelines given – any unsuitable clothing, footwear, or jewellery will not be allowed.
- 3) Jewellery can be small stud earrings (one per ear) and one small necklace, watches may be worn.
- 4) Students with head lice should not be sent to school until the treatment has proven effective.
- 5) School trips, both educational and recreational, are compulsory and part of the school's education programme. Please speak with or write to the school office or the Principal if your child needs to be withdrawn for any reason from these.
- 6) Parents are encouraged to have contact with the school at least once a term for a review of student's progress. The times and dates of these meetings are flexible.
- 7) Communication between the school and home is occasionally by letter sent via the children however, mostly by email. All information will also be available on the website and school calendar.
- 8) If a child is absent from school an email or phone call is needed to explain the reason for the absence.
- 9) An authorised absence form can be obtained from the school office. Parents need to complete this form if they need to withdraw their child(ren) from school during term time.

10) Students will be supervised one quarter of an hour before and after school hours. The school cannot make itself responsible for the supervision of students outside these times.

11) 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.

12) 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.

13) The school reserves the right to request parents to withdraw a child if:

- a) after due consideration it is felt that the general well-being of the school would suffer by his/her continued presence.
- b) insufficient progress is made in English by a child whose parents do not have English as a first language.
- c) the child has any involvement with illegal drugs inside or outside of school.

14) If their child is unable to attend school at the beginning of term. The school reserves the right to remove a child from school if not advised of the child's absence in the first three days of term.

SECTION 2

School Fees and charges:

These must be paid each term in advance before the commencement of the term. Late payment of fees can be subject to a surcharge of 5%.

1) No refund can be made for absence whatever the cause might be.

2)

a) A deposit will be paid on acceptance and held until the child leaves. In order to reclaim the deposit parents must give written notice of leaving. Parents should note that the fees increase each year by taking the official inflation rate (IPC) in Spain into account).

b) Parents who withdraw their child without giving any notice and have not yet paid the term's fees will be charged pro-rata for the time they have attended school and will also forfeit their deposit. Parents who leave without giving notice who have paid their term's fees will have fees refunded on a pro-rata basis for time during the term their child(ren) did not attend school but will forfeit their deposit.

c) Parents will be obliged to withdraw their child(ren) if school fees are not received on time.

d) All costs incurred to recuperate any bad debt (including but not limited to lawyers fees, search fees etc) will be charged to the debtor.

3) The cost of all books, materials and insurance are included in the school fees. Extra payments may be charged some for school trips or Duke of Edinburgh Award Scheme. Extra charges are levied for each IGCSE. Children with special needs who opt to have a reader and/or scribe (which involves taking the exam in a separate room) will be charged an additional amount per hour of exam time.

4) Children whose English language is not at the required level to access the education offered will be required to take additional lessons until the appropriate level is attained.

SECTION 3

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 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 students attending Synergy. It goes without saying that we treat these files with the utmost confidence, but by law we are 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 or in class photos which we may use on our website and/or Synergy social media pages and newspaper articles.

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 on the data protection act, we inform you that the personal data you have provided will be incorporated into the files of Synergy School, at

Chayofa Arona, 38626, Santa Cruz de 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 of a compulsory nature and is used to ensure we provide a high educational standard for your child. You have the right to access, rectify, cancel and oppose by the terms described by the law. This is best suited to written communication with the school office or Principal.

CONTRACT OF ENROLMENT OF A STUDENT AT SYNERGY SCHOOL

Actual date of entry _____

Father's name _____ Nationality _____

Profession _____

Mother's name _____ Nationality _____

Profession _____

Names of the people responsible for the education of the student and payment of school fees if different from above (please include their date and place of birth)

We have noted in particular the points concerning the school deposit (2) and concerning the data protection and we are aware that I am responsible for seeing that the terms of this enrolment are kept.

I/We have enclosed the registration fee of 75.00€.

Signed: _____ Name (capitals) _____

DNI / NIE: _____

Date: _____

Signed: _____ Name (capitals) _____

DNI / NIE: _____

Date: _____

Present address: _____

Tel. Number: _____ Mobile: _____

Email address: _____



Please make sure that the school is informed of any change of telephone number or email address. The school office is open during term times between 08.45 to 17.00.

This contract is renewed automatically annually unless written notice is given before the cut off dates.