

## 米顿坚斯中文学校及社区中心

## 2023-2024 学年中文学校招生章程

本机构宗旨：本机构为一无宗教，无政治色彩的非营利志愿团体，任何人仕无关宗教、种族、国籍均可申请成为会员。本机构旨在提供中文教学，宏扬中华文化。为了更好的服务本地社区，本会不定期举办文娱活动：如农历新年庆祝会。

1. 报名资格：在 2023 年 9 月 1 日时年满五岁，有兴趣修读本校课程之人仕。学生需要有自行如厕的能力。
2. 所有新生必须在报名时出示出生日期证明。报名者必须是新生之直系亲属。如果需要代表新生之直系亲属报名，必须预先向本校申请，而且有委托书证明身份。如果理由充足的话，本校将会通知受托人可否为新生报名。本校广东话班学生若要转为普通话班（或者从普通话班转为广东话班）者，报名程序和新生一样。
3. 上课日期：由 2023 年 9 月 10 日至 2024 年 6 月 16 日之周日（除本校假期外）。详情请参考学校日历，链接如下：  
<http://www.mkchinese.org.uk/wp/wp-content/uploads/2023/06/2023-2024-MKCSCC-Calendar.pdf>
4. 上课时间：星期日 9:30AM-11:30AM（课间休息十分钟）。
5. 上课地点及校务处：St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN（校务处只在上课日开放，工作时间同上课时间。）
6. 在线教学：由于非本校可控的社会性事件的影响，或其它特殊情况，学校将视具体情况，临时改为线上教学。
7. 费用：为了保证学校的正常运营，总费用主要包括会员费及学费，具体如下：
  - 会员年费 £50.00
  - 全年学费：

KS1 P01-P02（含书本，P02 延用上一年课本）	£215.00
KS2 P03-P06（含书本，P04, P06 延用上一年课本）	£225.00
KS3 P07-P08（含书本，P08 延用上一年课本）	£245.00
KS4 P09-P10 班（延用 P08 课本）	£275.00
广东话兴趣班（初级）（含书本）	£215.00
广东话兴趣班（高级）（含书本）	£245.00
普通话成人班（不含书本）	£310.00
HSK4（青少年班，不含书本）	£310.00
  - 管理费（若适用） £30.00
  - 插班考试费（若适用） £30.00
8. 报名时间及班级设置：
  - 1) 学校统一报名注册时间为 **2023 年 6 月 4 日至 2023 年 6 月 30 日**。于 2023 年 7 月 1 日之后报名者，则须另缴付 £30 管理费。最终报名截止日期为 2023 年 7 月 31 日，特殊情况需于此日后报名者，请先联系学校。
  - 2) 普通话设有第 1 班至第 10 班，以及成人班。广东话设有初级班和高级班。
  - 3) 因班级名额限制，报名采取先到先得的方法，请收到位置确认的家长，请于邮件中指定日期前提交所需的表格文件及完成缴费。
  - 4) 在有需要时，本校有权取消或更改任何班级。
9. 校服：1) 为了便于学生的安全管理，学生（成人班除外）必须穿着本校校服上课。有需要者请于报名时订购校服。  
2) 成人班学生若选择不穿校服，则必须佩戴校牌。（学校将提供校牌）
10. 报名及缴费方法：请填写学校网站上公布的报名表，并按提示上传所需文件及缴费证明。  
\* 插班生（普通话二年级至十年级）必须参加入学编班测试，日期另行通知。
11. 校规：学生若触犯校规而屡劝不改，校方有权勒令其停学，甚至开除学籍。
12. 学校不接受任何形式的，对学校老师及工作人员的欺辱霸凌。一旦有此情况发生，学校保留劝退学生或者开除学籍的权利。
13. 会员及会员权利：在学生报名表上登记的学生将成为本会的学生会员。如这学生未年满十八岁，该学生的其一家长或监护人（在学生报名表上签署者）将成为本会的家长会员。
  - 凡十八岁或以上的学生会员和家长会员都拥有在本会的周年或特别大会的投票权，但如这会员同时也是本会的授薪员工则这会员与其配偶都没有这投票权。
  - 会员可参加学校组织的课外活动，如课外兴趣班等。（若是非本校学生欲参与此类活动，则需加付会员费）
  - 各会员须遵守本会会章。会章可向本会查阅。
14. 中途退学：学生如欲申请退学，本校必须于一个学期前收到家长/监护人之退学通知才可生效，学校可在扣除管理费后退还学费余数。若学生因违反校规而遭校方开除者，学费恕不退还。
15. 在报名表上我们需要您的授权使用：
  - 1) 您或您的孩子在上课时间和社区活动时拍摄的照片和视频，在我们自己的内部出版物中使用。
  - 2) 本学校相关的信息沟通都将通过电子邮件方式发送。您有责任确保您提供给我们的邮件地址和联系电话是最新且有效的，以便及时收到通知和信件。

# Milton Keynes Chinese School & Community Centre

## School Enrolment Information for 2023/2024 academic year

We are a non-religious, non-political voluntary organization running on a “not for profit” basis for the benefit of the local community. Membership is open to all persons regardless of race, religion or nationality. Our main objectives are: to advance education especially in the Chinese language, culture, heritage and arts and to provide facilities for recreation and other leisure activities.

1. Age Requirement: On 1st September 2023, the new students must be at least 5 years old. The students must have been toilet trained.
2. All new students must produce a proof of “Date of Birth” at the point of enrolment. Applicants must be the parents/guardian of the new students. If a representative is necessary, this must be applied to the school in advance together with a letter of authorisation to prove the identity. If the reasons are acceptable, the school will inform the representative to enrol. Any existing students wish to switch from Cantonese to Mandarin classes, or vice versa, will be considered as new students for enrolment.
3. School Dates: Sundays from 10th September 2023 to 16th June 2024 inclusive (Except our school holidays), please refer to the school calendar for detail:  
<http://www.mkchinese.org.uk/wp/wp-content/uploads/2023/06/2023-2024-MKCSCC-Calendar.pdf>
4. School Hours: Sunday 09:30am to 11:30 am
5. School Location: St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN (School office Only opens on the days have lessons)
6. Online Teaching: If due to some unforeseen circumstance, lessons could be hosted online temporarily.
7. Fees: To support the school running, the fees are mainly constituted by membership fee and tuition fee, detail as follows:
 

▪ Annual Membership Fees:	£50.00
▪ Annual Tuition Fees:	
KS1 P01-P02 (including books, P02 continue to use the book from previous year)	£215.00
KS2 P03-P06 (including books, P04,P06 continue to use the book from previous year)	£225.00
KS3 P07-P08 (including books, P08 continue to use the book from previous year)	£245.00
KS4 P09-P10 (continue to use the P08 book)	£275.00
Cantonese Beginner Class (Interest Class, including books)	£215.00
Cantonese Advance Class (Interest Class, including books)	£245.00
Adult Mandarin Class (excluding textbook)	£310.00
HSK4 (For advance learning children, excluding textbook)	£310.00
▪ Admin fee (if applicable)	£30.00
▪ Entry test fee (if applicable)	£30.00
8. Enrolment time window and the classes settings:
  - 1) The standard enrolment window is **4th June 2023 - 30th June 2023**. Enrolment from 1st July 2023 and thereafter, will incur £30 admin fee. The enrolment will be closed on 31st July 2023, after this date, please contact school first before you enrol.
  - 2) Classes are available in Cantonese and Mandarin.
    - Mandarin: P01-P10, and adult class.
    - Cantonese: Beginner and Advance class. (These are interest class, not leading to any qualification exam)
  - 3) Due to the limit of class space, the enrolment is running on a first come first serve basis. The parents who received the confirmation of school space, please follow the instructions in the email to provide the related forms and documents if applicable, as well as pay full fees before the given date.
  - 4) The school reserves the right to cancel classes at any time or make alternative arrangements.
9. School Uniform: For better safeguarding, the wearing of our school uniform (sweatshirt or polo shirt) is compulsory. Adult students can opt to wear a school badge (the badge will be provided by school) instead of a uniform. Please place the uniform order when enrolment, should you needed.
10. Enrolment: Please follow the enrolment instructions that published on school website, and provide the required documents and payment proof.
  - \* The new students who wish to join P02-P10 directly, will be required to take the entry test. The test date will be informed.
11. Students who persistently violate the School Rules & Regulation may be suspended or expelled.

12. The school will not tolerate any form of insulting or bullying behaviour towards the teachers and school staff. If such things happened, the school reserves the right to expel the student.
13. Membership and the rights: The student will become a student member of the organisation. If the student is under 18 years old, the named parent/guardian who signs the declaration on the enrolment form will become a parent member.
  - Any parent member or student member who is 18 or over shall have a single vote at annual/extraordinary general meetings, except those who are also paid staff of the organisation or their spouses.
  - The membership will allow the student to join other events/activities the school organised outside of school hours. (If non-school members wish to join these activities, they would need to pay the membership fee in addition).
  - All members are governed by the Organization's Constitution, please request to school if you wish to read it.
14. Withdrawal: If you wish to leave the school, please give one clear full term's written notice to school. You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.
15. On the enrolment form, the school would need you to provide the consent to:
  - a. Photographs and video of you or your child taken during school hours, community events or outings, can be used in our internal publications.
  - b. All correspondences from MKCSCC will be sent via email. It is your responsibility to ensure that the email address you provided to us is current and valid such that notifications and correspondences are received.

## 米顿坚斯中文学校及社区中心

## 隐私声明

我们通过此注册表格收集您的个人信息，仅用于学校使用。根据“通用数据保护条例”（GDPR）  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706989/Privacy\\_Notice\\_guide\\_v1.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706989/Privacy_Notice_guide_v1.0.pdf),

我们处理学生信息的合法理由是：

- a. 支持学生学习
- b. 监督和报告学生成绩的进展情况
- c. 提供适当的教务护理
- d. 评估我们服务的质量
- e. 保持儿童安全（食物过敏，或紧急联系细节）

- 为了（a），（b），（c）和（d）的目的，根据公共任务的法律依据：收集数据对于完成学校作为其法定职能的一部分
- 为了（e）依照重要利益的法律基础：保持儿童安全（食物过敏或医疗条件）

我们不会将您的个人信息传递给米尔顿凯恩斯中文学校和社区中心以外的任何人，除非应法律要求将您的个人信息发布给执法机构。

我们将始终安全地保存您的个人信息。我们将在您离开学校后保留您的个人信息长达3年。然后您的个人信息将被安全销毁。

您有权要求获取我们持有的相关信息。如果您想提出这样的要求，请通过 [inbox@mkchinese.org.uk](mailto:inbox@mkchinese.org.uk) 或在学校办公室联系我们。

我们与您的通讯，包括学校通告和信件，通常是通过电子邮件。

备注：我们需要您的授权使用：

- 1) 您或您的孩子在上课时间和社区活动时拍摄的照片和视频，在我们自己的内部出版物中使用。
- 2) 本学校相关的信息沟通都将通过电子邮件方式发送。您有责任确保您提供给我们的邮件地址和联系电话是最新且有效的，以便及时收到通知和信件。

# Milton Keynes Chinese School & Community Centre

## Privacy notice

We collect your personal information via this enrolment form solely for the purpose of operating the school. Under the General Data Protection Regulation (GDPR)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706989/Privacy\\_Note\\_guide\\_v1.0.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706989/Privacy_Note_guide_v1.0.pdf), the lawful bases we rely on for processing pupil information are:

- a. to support pupil learning
  - b. to monitor and report on pupil attainment progress
  - c. to provide appropriate pastoral care
  - d. to assess the quality of our services
  - e. to keep children safe (food allergies, or emergency contact details)
- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

We shall not pass your personal information to anyone outside of Milton Keynes Chinese School and Community Centre, except when we are required by law to release your personal information to law enforcement and authorities. We shall always securely keep your personal information. We shall retain your personal information for up to 3 years after you leave the school. Your personal information will then be securely destroyed.

You have the right to request access to information about them that we hold. Please contact us at [inbox@mkchinese.org.uk](mailto:inbox@mkchinese.org.uk) or at the school office if you want to make such a request.

Our communications with you, including school notices and letters, is normally through emails.

### Notes:

- 1) To allow us to communicate with you through emails, we need your explicit consent.
- 2) Occasionally, we take photographs or videos of our classes, community events and outings for promotion purposes and use them in our publications. To allow us to do so, we also need your explicit consent.