

Membership

The student will become a student member of the organisation. If the student is under 18 years the named parent/guardian who signs the declaration below 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 staffs of the organisation or their spouses. In the event of the organisation being wound up, every member of the organisation undertakes to contribute such amount as may be required (not exceeding £1) to the organisation's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member. Please refer to our Memorandum and Articles of Association, which is available in the school library, for full membership rules and member's obligation. By signing below, you indicate you have read and understood the Memorandum and Articles of Association, and will abide by the rules as set out in the Memorandum and Articles of Association.

在此表格上登记的学生将成为本会的学生会会员。如这学生未年满十八岁，该学生的其一家长或监护人(在以下签署者)将成为本会的家长会员。凡十八岁或以上的学生会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。另一方面，根据本会会章，如本会不幸结业，每名现任会员及在一年内取消其会员资格者需支付不多于一英镑款项来协助支付债务。请细阅本会会章所列的会员条款及守则。本会会章可在学校图书馆里借阅。在以下签名处上签署后，表示您已阅读及明白及愿意遵守本会会章所列的会员条款及守则。

Declaration

I confirm that the information given on this form is correct to the best of my knowledge and belief and I will notify the School of any subsequent changes. I have read the information below and I agree to observe the prevailing rules and regulations of the School.

我证明以上所提供的资料正确及如有任何变更将会通知学校。我已阅读及明白以下之条款及愿意遵守。

1. To allow us to communicate with you through emails, we need your explicit consent. Please check the tick box below:

☐ I agree the school to communicate with me through emails
Unless this is ticked, your application will not be processed.

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. Please check the tick box below:

☐ I agree the school to take and use the photographs and video in their publications. Unless this is ticked, your application will not be processed.

If under 18, a parent/guardian must fill in the details below and sign. 十八岁以下，请由父母 / 监护人签署。

Full Name (in English) 英文姓名

*Email address 电子邮件地址

Full Name (in Chinese) 中文姓名

Signature 签名

Date 日期

* Our main channel of communication with you will be via email. In exceptional circumstances, phone and sms may also be utilised.

* 请注意：我们的联络方式为电邮，但在特殊的状况下也可能利用电话和短信方式。

For Office Use 学校专用

☐ Payment Cash / Cheque No

☐ Receipt No

☐ Handbook

☐ Student Number

☐ Data entry

☐ Checked

What you should know before you enrol 报名须知

Definitions: "School", "we", "us", "our" and "ours" refer to Milton Keynes Chinese School & Community Centre. "you", "your" and "yours" refer to the student named on the enrolment form. If the student is under 18 at time of enrolment, then his/her parents or guardians are jointly responsible for noting the information given below.

1. **Online Teaching: Due to the Covid-19 pandemic, lessons may be hosted online with prior notices.**
2. The School operates on a voluntary, non-religious, non-political and not-for-profit basis.
3. You should ensure the class you have enrolled in suits your needs. However, we reserve the right to transfer you to a class which we believe to be more suitable for you.
4. Students are expected to observe our current school rules and any future variations or additions that may be applied. If you are unclear about any aspect of our rules, please ask for clarification.
5. Students are expected to behave in such a way as not to bring the School into disrepute.
6. Places are subject to availability and we cannot guarantee that you will get a place in the class of your choice or indeed in any class.
7. You must inform us of anything that we should be aware of, or special precautions that we should take, whilst you are attending our School e.g., if you have a serious medical condition, contagious disease or are subject to court orders.
8. We reserve the right to increase fees at any time without notice.
9. If you wish to leave the School, please give one full term's written notice on the Student Withdrawal Form available from

the school office. You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.

10. We may ask you to leave the school if it is in the best interests of either our School or yourself. If you leave under such circumstances, you will not be entitled to a refund of fees.
11. We reserve the right to cancel classes at any time or make alternative arrangements for various reasons such as inadequate enrolment, staff shortage, unavailability of suitable premises, bad weather, civil disorder or any other cause outside our control. If we cancel classes, our total liability to you will be limited to a refund of fees on a pro-rata basis. In all other cases, we will have no liability to you whatsoever.
12. We reserve the right to vary the School calendar and to implement other changes as necessary to the running of the School in general and to classes in particular.
13. Your full co-operation is expected in all matters relating to Health & Safety.
14. For security reasons all students must wear school uniforms and all parents and visitors entering the non-public area of the School must report to the School Office.
15. Privacy notice – refer to enrolment information document.

米頓堅斯中文學校及社區中心

二零二零至二零二一年度中文學校招生章程

本會宗旨：本會為一無宗教，政治色彩的非營利志願團體，任何人仕無關宗教、種族、國籍均可申請成為會員。本會旨在提供中文教學，宏揚中華文化。為了達到服務本地人的目的，本會經常舉辦各項文娛活動：如大規模的農曆新年慶祝會。

1. 報名資格：在二零二零年九月一日任何年滿五歲，有興趣修讀本校課程及願意遵守本校校規之人仕。幼幼班新生必須小於8歲並可以自行如廁。
2. 所有新生必須在報名時出示出生日期證明。報名者必須是新生之直系親屬。如果需要代表新生之直系親屬報名，必須預先向本校申請，而且有委託書證明身份。如果理由充足的話，本校將會通知受託人可否在六月七日當天為新生報名。本校廣東話班學生若要轉為普通話班(或者從普通話班轉為廣東話班)者視作新生看待。
3. 上課日期：由二零二零年九月十三日至二零二一年六月二十七日之周日（除本校假期外）。
4. 上課時間：中文班及成人國語班 - 星期日 上午十時至十二時正（課間休息十分鐘）。
5. 上課地點及校務處：St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
（校務處只在上課日開放）
6. 在线教學：由於 Covid-19 的影響，學校將視具體情況，有可能改為線上教學。
7. 本會辦事處及社區中心地點：同上（仅限上課日開放）。
8. 會員費 £ 20.00
9. 全年學費：

中文班 - 第一班至第八班（包括書本；普通話第二, 四, 六和八班除外）	£ 180.00
廣東話興趣班 (初級/中級/高級)	£ 180.00
Pre-GCSE 及 GCSE 班（包括書本和輔導習作）	£ 250.00
A level 班（包括書本和輔導習作）	£ 260.00
成人普通話班(不含書本)	£ 260.00

注：1. 六月二十八日以後報名者，本校未能保證其學位，同時須另繳付£20 行政費。

2. 普通話設有第一至十三班和成人班，廣東話設有 GCSE 班和興趣班（初級，中級和高級），請在報名表注明所選修之語言。在有需要時，本校有權取消或更改任何班級。

10. 校服：學生必須穿著印有本校校徽的長或短袖之校服或戴上校章上課。
11. 報名及繳費方法：在线支付收據連同填好的報名表及年齡證明文件複印，電郵 inbox@mkcsc.org.uk。（見注一）
* 插班生必須參加入學編班測試，日期另行通知。
12. 校規：請參閱報名表格背面。學生若觸犯校規而屢勸不改，校方有權勒令其停學，甚至開除學籍。
13. 中文圖書館：本校學生及會員可申請成為本校圖書館會員。圖書館會員可免費借閱中文圖書或錄影帶等，但必須遵守圖書館規則。
14. 會員：在學生報名表上登記的學生將成為本會的学生會員。如這學生未年滿十八歲，該學生的其一家長或監護人（在學生報名表上簽署者）將成為本會的家長會員。凡十八歲或以上的學生會員和家長會員都擁有在本會的周年或特別大會的投票權，但如這會員同時也是本會的授薪員工則這會員與其配偶都沒有這投票權。各會員須遵守本會會章。會章可向本會查閱。
15. 中途退學：學生如欲申請退學，本校必須於一個學期前收到家長/監護人之退學通知書（表格備索）才可生效，學校可在扣除行政費後退還余數。若學生因違反校規而遭校方開除者，學費恕不退還。
16. 助學金計劃：本校對於家境困難的學生設有學費補助，詳情請向本校查詢。
17. 照片和影像
如果您已同意*，您或您的孩子在上課時間和社區活動時拍攝的照片和視頻將在我自己的出版物中使用。
18. 如果您已同意**，MKCSCC 的信件都將通過電子郵件通知發送。您有責任確保您提供給我們的地址是最新且有效的，以便收到通知和信件。對於沒有電子郵件地址的人，請參閱校內的公告。

Milton Keynes Chinese School & Community Centre

School Enrolment Information for Sept 2020/2021

We are a non-religious, non-political voluntary organization run 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 time activities.

1. Age Requirement: On 1st of September 2020 new students must be at least 5 years old. Beginner’s class students must be below the age of 8 and 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 direct relatives of the new students. If a representative is deemed to be 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 on the 7th of June 2020. Any existing students wish to switch from Cantonese to Mandarin class, and vice versa, will be considered as new students for enrolment.**
 3. School Dates: 13th September 2020 to 27th June 2021 inclusive (Except during our school holidays)
 4. School Hours: Mandarin/Cantonese Classes - Sunday 10.00 am to 12.00 noon (with a 10 min. break)
 5. School Location: St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
 6. Online Teaching: Due to the Covid-19 pandemic, lessons may be hosted online with prior notices.
 7. Head Office & Community Centre Location: As above.
 8. Student Membership Fees: £ 20.00
 9. Annual School Fees: Class 1 to Class 8 (including textbooks; except P2,4,6,8) £180.00
Cantonese Interest Classes (Elementary, Intermediate, Higher) £180.00
* Pre-GCSE and GCSE (including textbooks and exercise books) £250.00
* A LEVEL (including textbooks and exercise books) £260.00
Adult Mandarin Class (excluding textbook) £260.00
- Additional charge for all enrolment after **28th June 2020** £ 20.00

Classes are available in either Cantonese or Mandarin, please specify your option on the enrolment form. We reserve the right to cancel classes at any time or make alternative arrangements, please refer to Enrolment Form for further details.

10. School Uniform: For security reasons, the wearing of a school uniform (either a sweatshirt or a T shirt/polo shirt with the school logo) is compulsory. Adult students can opt to wear a school badge instead of a uniform. These can be purchased from the School Office.
11. Enrolment: Please email online payment receipt and completed enrolment form by 28th June 2020. Otherwise a school place will not be guaranteed and a £20 administration fee will be levied.
New students wishing to join a class other than a beginner's class will have to take an assessment test. Date will be informed.
12. School Rules & Regulation and Terms & Conditions: Please refer to the information on the back of the enrolment form and the Students’ Handbook for guidance. Students who persistently violate the School Rules & Regulation may be suspended or expelled.
13. Library: Students can apply to be a member of our School Library. Books, video tapes etc can be borrowed, free of charge, subject to the Library rules.
14. Membership: The student will become a student member of the organisation. If the student is under 18 years 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 staffs of the organisation or their spouses. All members are governed by the Organization’s Constitution which is available from the school office on request.
15. Withdrawal: If you wish to leave the school, please give one clear full term's written notice on the Student Withdrawal Form (available from the school office). You will then be entitled to a refund of the unused portion of the fees you have paid less an administration charge.
16. School Fees Assistance: The School may be able to assist students who are unable to pay their school fees in full. Please contact the school office for details.
17. Provided if you have given consent *, photographs and video of you or your child taken during school hours, community events or outings, will be used in our own publications.
18. Provided if you have given consent **, all correspondences from MKCSCC will be sent by way of email notification. It is your responsibility to ensure that the address you supply to us is current and valid such that notifications and correspondences are received. For those who do not have an email address, please refer to the notices displayed in school.

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, 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 your 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 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. We shall also put the notices and letters to the school notice board (near the front entrance of the school). If you do not use emails or do not want us to send you emails, please ensure you check the school notice board every school day.

Notes:

* To allow us to communicate with you through emails, we need your explicit consent.

** 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.

米頓堅斯中文學校及社區中心

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_Note_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 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。我们也会把通知和信件发到学校布告栏（学校正门附近）。如果您不使用电子邮件或不希望我们向您发送电子邮件，请确保您在每个上课日都检查学校布告板。



Milton Keynes Chinese School & Community Centre

Registered Charity No: 1082578

Gift Aid Declaration

I would like Milton Keynes Chinese School and Community Centre to treat all qualifying gifts of money and membership subscriptions that I have made as Gift Aid donations

in the current tax year ☐ in the previous tax year ☐ in subsequent tax years ☐

Please tick all the boxes you wish to apply.

I confirm I have paid or will pay Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) identified above that is more than or at least equal to the amount that can be claimed from the Inland Revenue for all the charities or Community Amateur Sports Clubs (CASCs) that I donate to or intend to donate to. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the School will be able to reclaim 25p of tax for every £1 that I give in each tax year.

Donor's details

Title	<input type="text"/>
First name or initial(s)	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Please notify the Milton Keynes Chinese School and Community Centre if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.