

米顿坚斯中文学校及社区中心

2025-2026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2025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2025年9月14日至2026年7月5日之周日（除本校假期外）。详情请参考学校日历，链接如下：
<https://www.mkchinese.org.uk/wp/wp-content/uploads/2025/05/2025-2026-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：(适用于每一名学生)	£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
HSK3/4（青少年班，不含书本）	£310.00
行政管理费(若适用)	£30.00
插班考试费(若适用)	£30.00

8. 报名时间：
 - 1) 学校统一报名注册时间为**2025年6月8日至2025年7月6日**。于2025年7月7日及之后报名者，则须另缴付£30管理费。最终报名截止日期为2025年7月31日，特殊情况需于此日后报名者，请先联系学校。
 - 2) 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。
9. 班级设置及教材：(在有需要时，本校有权取消或更改任何班级。)

班级设置	教材	考试
普通话 1-6 班	中文	期中考试，期末考试 YCT - 青少年汉语水平统考（可选）
普通话 7-10 班	GCSE	期中考试，期末考试
普通话 HSK 班	HSK（学生自备）	无固定考试，老师可酌情决定
普通话 成人班	教师准备教学材料	无固定考试，老师可酌情决定
广东话 初级班，高级版	齐来学中文	期中考试，期末考试

10. 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）
11. 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。
12. 插班：
 - 1) 学校在相应班级有位置的情况下，满足相应条件可接受插班申请。
 - 2) 普通话班一年级，只在学年的第一个学期内接受插班申请。
 - 3) 插班普通话二年级至十年级，必须参加入学编班测试。
 - 4) 插班学费按学期计算，不满一学期按一学期计算，另有行政管理费及插班考试费（若适用）。
13. 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。

14. 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，学校保留开除学生学籍的权利。
15. 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。
 - 会员可参加学校组织的额外活动，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）
 - 各会员须遵守学校规章制度。
16. 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。
17. 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 2025/2026 academic year

Milton Keynes Chinese School & Community Centre (MKCSCC) is a non-religious, non-political voluntary organisation 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 in Chinese language, culture, heritage and arts as well as to provide facilities for recreation and other leisure activities.

1. Minimum age requirement: New students must be at least 5 years old on 1st September 2025 and must have been toilet trained.
2. All new students must produce proof of “Date of Birth” at the point of enrolment. Applicants must be parents/guardians of the new student(s). 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 wishing to switch from Cantonese to Mandarin classes, or vice versa, will be considered as new students for enrolment.
3. School Dates: Sundays from 14th September 2025 to 5th July 2026 inclusive (except school holidays), please refer to the school calendar for details:
<https://www.mkchinese.org.uk/wp/wp-content/uploads/2025/05/2025-2026-MKCSCC-Calendar.pdf>
4. School hours: Sundays 09:30am to 11:30am
5. School venue: St. Paul's Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN (the school office only opens on days with lessons)
6. Online teaching: There may be unforeseen circumstances when it would be necessary to host online lessons 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: (applicable to each student)	£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
HSK3/4 (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 **8th June 2025 - 6th July 2025**. Enrolment from 7th July 2025 and thereafter will incur additional £30 admin fee. The enrolment will be closed on 31st July 2025, after this date, please contact school first before you enrol.
 - 2) Due to limited class spaces, the enrolment runs on a first come first serve basis. Parents who receive the confirmation of a school space, must follow the instructions in the email to provide the related forms and documents if applicable, as well as paying full fees before the given date.
9. Classes and the textbooks: (The school reserves the right to cancel classes at any time or make alternative arrangements)

Class Setting	TextBook	Exams
Mandarin, year 1 - 6	Zhong Wen	Mid year exam, year end exam YCT – (Optional)
Mandarin, year 7 - 10	GCSE	Mid year exam, year end exam
Mandarin, HSK Class	HSK (Student self supply)	No set exam, teacher's decision

Mandarin, Adult Class	No textbook, teacher prepare teaching content	No set exam, teacher's decision
Cantonese, Beginner Class, Advance Class	QiLai Xue ZhongWen	Mid year exam, year end exam

10. 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 the school) instead of a uniform. Please place the uniform order at the same time as enrolment if required.
11. Enrolment: Please follow the enrolment instructions published on the school website and provide the required documents and payment proof.
12. Halfway join:
 - 1) If space allows and other criteria met, the school accepts the halfway joining application.
 - 2) For Mandarin class year 1, the halfway join application will be only accepted during the first term of the academic year.
 - 3) An entry test is required if intended to join year 2-10 of Mandarin Class directly. Test fee applicable.
 - 4) The fees are calculated per term. If less than a term, it will be calculated as a term. Administration fee applicable. Test fee applicable if entry test required.
13. Students who persistently violate the School Rules & Regulations may be suspended or expelled.
14. The school will not tolerate any form of insulting or bullying behaviour towards teachers or school staff. If such things happened, the school reserves the right to expel the student.
15. 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.
 - o Any parent member or student member who is 18 or over shall have a single vote at the annual/extraordinary general meeting.
 - o Membership will allow the student to join other events/activities that the school organises outside of school hours. If non-school members wish to join these activities, they would need to pay the membership fee in addition to any event/activity fees.
 - o All members must follow the school policies.
16. Withdrawal: If you wish to leave the school, please give one clear full term's written notice to the school. You will then be entitled to a refund of the unused portion of the fees you have paid less an admin fee.
17. On the enrolment form, the school would need you to provide consent to:
 - 1) Whether photographs or videos of you or your child taken during school hours, community events or outings, can be used in our internal publications.
 - 2) All correspondences from MKCSCC will be sent via email. It is your responsibility to ensure that the email address you provide 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_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。

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, 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)
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- ☐ 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 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.