

# SCHOOL APPLICATION FORM INSTRUCTIONS

## 1. Application Process

- a. Download this form from <https://cawoking.org.uk/chineseschool.aspx>
- b. Fill in the form and email it to the Chinese School Administrator, [schadmin01@cawoking.org.uk](mailto:schadmin01@cawoking.org.uk)
- c. Calculate the fees due and pay by bank transfer.
- d. If you are unable to submit the form online or pay by bank transfer please contact the Chinese School Administrator for information on alternatives ways to apply and/or pay.

## 2. Classes offered

| Class/Activity                        | Lesson Time | Full Year           | Autumn Term        | Spring Term        | Summer Term        |
|---------------------------------------|-------------|---------------------|--------------------|--------------------|--------------------|
| <b>Language classes</b>               |             | 33 weeks            | 12 weeks           | 11 weeks           | 10 weeks           |
| Adult Mandarin                        | 10:00-12:00 | £250                | £108               | £99                | £90                |
| Child Mandarin                        | 10:00-12:00 | £210                | £96                | £88                | £80                |
| Child Cantonese                       | 10:00-12:00 | £210                | £96                | £88                | £80                |
| Exam Class                            | 10:00-12:00 | £265                | £115               | £105               | £95                |
| <b>Playgroups</b>                     |             | 33 weeks            | 12 weeks           | 11 weeks           | 10 weeks           |
| Cantonese                             | 10:15-11:00 | £120                | £60                | £55                | £50                |
| Mandarin                              | 11:15-12:00 | £120                | £60                | £55                | £50                |
| <b>Activity classes<sup>(1)</sup></b> |             | 30 weeks            | 11 weeks           | 10 weeks           | 9 weeks            |
| Tai Chi (Adult)                       | 10:30-11:30 | £180                | £88                | £80                | £72                |
| Kung Fu (Adult)                       | 13:00-14:00 | £180                | £88                | £80                | £72                |
| Kung Fu (Child)                       | 13:00-14:00 | £160                | £77                | £70                | £63                |
| Art                                   | 12:30-13:30 | £150 <sup>(2)</sup> | £66 <sup>(2)</sup> | £60 <sup>(2)</sup> | £54 <sup>(2)</sup> |
| Junior Chinese Dance <sup>(3)</sup>   | 12:30-13:30 | £150                | £66                | £60                | £54                |
| Adult Chinese Dance                   | 13:30-15:00 |                     | £88 <sup>(4)</sup> | £80 <sup>(4)</sup> | £72 <sup>(4)</sup> |
| Lion Dance                            | 12:15-13:15 | Free                | Free               | Free               | Free               |

(1) Language class students will get a 10% discount on activity class fees.

(2) There is an additional charge of £5 per term for art materials

(3) The Junior Chinese Dance class is for primary school age children. Parents of older children who wish to dance should contact the school to discuss options.

(4) Adult Chinese Dance fees are paid direct to the teacher each term

## 3. Fees and Membership

- a) Woking Chinese School is part of the Chinese Association of Woking (CAW). All students of Woking Chinese School automatically become an associate member of the Chinese Association of Woking free of charge. If you wish to apply for full membership which carries voting rights, please contact [membership@cawoking.org.uk](mailto:membership@cawoking.org.uk).
- b) All new students must pay a one-off £10 registration fee. A new student is one who was not a member of the school in academic years 2020-2021 or 2021-2022.
- c) School fees must be paid before the start of the term. A £5 penalty fee will be imposed on top of the school fees for late payment. This charge is applicable per student per term per subject/activity.
- d) Book costs, stationery and examination entry fees are not included in the school fees.
- e) Classes are run subject to there being sufficient students per class.
- f) New students are entitled to have one trial lesson and if they decide to join the class, then they must pay the school fees including that for the trial lesson before the next lesson.
- g) New students should ensure that they have received their offer to study with the school from the Headteacher (Mrs Michelle Wong, [headteacher@cawoking.org.uk](mailto:headteacher@cawoking.org.uk)) before paying their fees.
- h) Fees are non-refundable once the term has started unless the school cancels the class or activities.
- i) Any refund of school fee, unless it is due to the cancellation of the class or activity by the school, will be subject to a deduction of £20 administration fee.
- j) The school reserves the right to alter fee, reschedule or cancel any classes or activities when it deems necessary.
- k) Please pay fees by bank transfer to:
  - A/c name: Chinese Association of Woking
  - Bank: CAF Bank Ltd
  - Sort code: 40-52-40
  - A/C no: 00014921

Please quote the student's name as reference. If you are paying for more than one student, please make separate payment for each.





## 2022 – 2023 SCHOOL APPLICATION FORM

### 4. Applicant's Details (Student or Student's Parents if under 18)

|   |             |                   |  |                  |
|---|-------------|-------------------|--|------------------|
|   | <i>Name</i> | <i>Occupation</i> | <i>Home Tel No.</i>                        | <i>Mobile No</i> |
| Applicant   |             |                   |  |                  |
| Spouse  |             |                   |  |                  |
| <i>E-mail address (all correspondence will be sent via email)</i> |             |                   | <i>CAW Member No.. (if current member)</i> |                  |
| Correspondence Address  |             |                   |  |                  |

### 5. Student's Details

| <i>Name in English</i> | <i>Name in Chinese</i> | <i>Class/ Activity</i> | <i>New Student (✓)</i> | <i>Pay by Term or Year</i> | <i>Gender (M or F)</i> | <i>D.O.B. (under 18 only)</i> | <i>Ethnic Group Chinese (C) Non-Chinese (NC) Mixed Race (M)</i> | <i>Fees Due</i> |
|------------------------|------------------------|------------------------|------------------------|----------------------------|------------------------|-------------------------------|---|-----------------|
|                        |                        |                        |                        |                            |                        |                               |   |                 |
|                        |                        |                        |                        |                            |                        |                               |   |                 |
|                        |                        |                        |                        |                            |                        |                               |   |                 |
|                        |                        |                        |                        |                            |                        |                               |   |                 |
|                        |                        |                        |                        |                            |                        |                               |   |                 |

### 6. Student's Agreement (18 years old or older)

- I have read and will abide by the **SCHOOL RULES** and **CODE OF CONDUCT**.
- I will take responsibility for any damage to school property brought about by me.
- In medical emergency, the school may contact the nearest hospital to provide the necessary treatment.

|                |                      |  |              |  |
|----------------|----------------------|--|--------------|--|
| <b>I agree</b> | <b>Student Name:</b> |  | <b>Date:</b> |  |
|----------------|----------------------|--|--------------|--|

### 7. Parent's Agreement (for student(s) under 18 years old)

- I have read the **SCHOOL RULES** and **CODE OF CONDUCT** by which my child(ren) and I will abide.
- It is my responsibility to drop off and pick up my child(ren) on time.
- I confirm the child(ren) I enrolled for language class(es) is (are) at least 4 years old.
- I agree to supervise at all times while I am on the premises any child(ren) whom I may bring to the school.
- I confirm there is no medical reason to prevent my child(ren) named above from taking part in the school activities where the venue may or may not be at the school.
- I agree to my child(ren) named above taking part in the extra-curricular activities organised by the school where the venue may or may not be at the school.
- I take responsibility for any damage to school property brought about by my child(ren).
- I agree to inform the school in writing of any illness or allergy that I feel the school should be aware of, including treatment and medication required and complete the appropriate forms and actions as per policy.
- In medical emergency, the school may contact the nearest hospital to provide the necessary treatment.

|                |                               |  |              |  |
|----------------|-------------------------------|--|--------------|--|
| <b>I agree</b> | <b>Parent/ Guardian Name:</b> |  | <b>Date:</b> |  |
|----------------|-------------------------------|--|--------------|--|



## 8. Disclaimers

### **Liability**

The Woking Chinese School cannot accept responsibility for the loss of, theft or damage to students'/parents' properties.

## 9. Data Privacy Notice for student and parents

The Chinese Association of Woking (CAW) is the data controller of the personal information you provide to us, as such it is fully committed to ensuring compliance with the General Data Protection Regulations. We collect your data in order to meet our charitable aims. Our full privacy policy accompanies this application form and can also be obtained from the CAW membership administrator and our website [www.cawoking.org.uk](http://www.cawoking.org.uk).

The policy sets out what we collect, process and your rights in respect of the data collected. By completing this form and submitting your data to the CAW you are accepting this privacy policy and authorise CAW to collect, store and process in the ways explained in the policy.

### **Email**

We will from time to time email you with details of our activities and CAW membership. To be kept informed, please complete the email field above. You may unsubscribe from our mailing list at any time by notifying us.

### **Social media**

We will publish on social media such as WeChat or Facebook details about our activities and CAW membership. By being part of these groups, you are consenting to receive such communications. You may withdraw your consent at any time by removing yourself from the group.

### **Photography**

The CAW, Woking Chinese School, Chinese Community Project or other CAW groups may take photos and or use images or pictures of you or your child(ren) in publications and social media associated with those groups to promote, publicise and market their activities and to support learning activities. Please consent if you are willing for such images to be used.

I / we do / do not give consent for photos of me /my family to be used: in CAW promotional printed materials including school prospectus, newsletters and leaflets; in the media, such as local and national newspapers or online including but not limited to CAW websites, Facebook groups or pages and other social media.

I / we do / do not give consent for class photos and/or videos of my child/student to be used to share learning activities with parents within each class and to assist in teacher training.

|                     |               |             |             |
|---------------------|---------------|-------------|-------------|
| FOR OFFICE USE ONLY | Approval Date | Receipt No. | Received By |
|---------------------|---------------|-------------|-------------|