

## Terms and Conditions 条款和条件 條款和條件 2023-2024

### 1. Fees and Membership/ 费用和会员资格 費用和會員資格

- 1.1. 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).

和景中文學校是和景華人聯誼會 (CAW) 的一部分。和景中文學校的所有學生將自動免費成為和景華人聯誼會的附屬會員。如果您希望申請成為投票會員，請聯繫 [membership@cawoking.org.uk](mailto:membership@cawoking.org.uk)。  
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- 1.2. All new students must pay a one-off non-refundable £10 registration fee. A new student is one who was not a member of the school in the academic years 2021-2022 or 2022-2023.

所有新學生必須支付一次性不可退還的 10 英鎊註冊費。新學生指的是在 2021-2022 學年或 2022-2023 學年不是和景中文學校的學生。

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- 1.3. School fees must be paid before the start of the term. A £10 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.

學費必須在學期開始前支付。逾期付款將額外收取 10 英鎊的罰款費用。此費用是按每位學生每學期每門科目/活動計算。

學費必須在學期開始前支付。逾期付款將額外收取 10 英鎊的罰款費用。此費用是按每位學生每學期每門科目/活動計算。

- 1.4. Book costs, stationery and examination entry fees are not included in the school fees.

學費不包括書費、文具費和考試報名費。

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- 1.5. Classes are run subject to there being sufficient students per class.

開班需要有足夠的學生報名

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- 1.6. New students can have a 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.

新學生可以試聽一節課，如果決定加入該班級，則必須在下一節課前支付包括試聽課在內的學費。

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- 1.7. Fees are non-refundable once the term has started unless the school cancels the class or activities.

除非學校取消班級或活動，否則學期開始後費用不可退還。

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- 1.8. 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.

除非是由學校取消班級或活動導致退款，否則任何學費退款將扣除 20 英鎊的行政費用。

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- 1.9. The school reserves the right to alter fee, reschedule or cancel any classes or activities when it deems necessary.

學校保留在必要時更改費用、調整或取消任何班級或活動的權利。

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## 2. Liability 責任

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

和景中文學校對學生/家長財物的丟失、盜竊或損壞不承擔任何責任。

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## 3. Medical Emergency 緊急醫療緊急情況 緊急醫療情況

In medical emergency, the school may contact the nearest hospital to provide the necessary treatment.

在醫療緊急情況下，學校可以聯繫最近的醫院提供必要的治療。

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## 4. Data Privacy Notice for student and parents 數據隱私聲明 - 致學生和家長 數據隱私聲明 - 致學生和家長

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 can be obtained from the CAW membership administrator and our website at [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.

對於您提供的個人信息的數據，和景華人會在控制數據的時候將確保嚴格遵守《一般數據保護條例》。我們之所以收集您的數據是為了履行並實現我們的慈善目標。您可向會員行政人員諮詢或者在我們的網站 [www.cawoking.org.uk](http://www.cawoking.org.uk) 查詢我們完整的隱私政策。該政策注明我們要收集、操作的數據內容以及您對所收集的數據的權利。一旦填寫申請表格并向和景華人會遞交您的個人信息，就表明您同意隱私政策並授權和景華人會如上所述的方式收集、儲存和操作。

對於您提供的個人信息的數據，和景華人會在控制數據的時候將確保嚴格遵守《一般數據保護條例》。我們之所以收集您的數據是為了履行並實現我們的慈善目標。您可向會員行政人員諮詢或者在我們的網站 [www.cawoking.org.uk](http://www.cawoking.org.uk) 查詢我們完整的隱私政策。該政策注明我們要收集、操作的數據內容以及您

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### **Email 电子邮件 電子郵件**

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.

有关我们的活动和华人会会员信息将发布在微信、脸书的社交网站上。若您同意加入以上社交网站群，将自动同意接受以上信息。您可以随时退群并撤销同意书。

有關我們的活動和華人會會員信息將發佈在微信、臉書的社交網站上。若您同意加入以上社交網站群，將自動同意接受以上信息。您可以隨時退群並撤銷同意書

### **Social media 社交媒体 社交媒體**

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.

有关我们的活动和华人会会员信息将发布在微信、脸书的社交网站上。若您同意加入以上社交网站群，将自动同意接受以上信息。您可以随时退群并撤销同意书。

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### **Photography 摄影 攝影**

The CAW, Woking Chinese School, Children's Chinese Library, or other CAW groups may take photos, videos and or use images or pictures of students in publications and social media associated with those groups to promote, publicise and market their activities and to support learning activities.

和景華人聯誼會 (CAW)、和景中文學校、兒童中文圖書館或其他 CAW 團體可能會在與這些團體相關的出版物和社交媒體上使用學生的照片、視頻或圖像，以促進、宣傳和推廣活動，並支持學習活動。

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Parents/Guardians acknowledge and give consent for photos and videos of their child(ren) to be used by CAW/Woking Chinese School for marketing and promotional purposes.

家長/監護人承認並同意他們孩子的照片和視頻可由 CAW/和景中文學校用於推廣目的

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Parents/Guardians acknowledge and give consent for class photos and videos of their child(ren) to be used to share learning activities with parents within each class and to assist in teacher training.

家長/監護人承認並同意他們孩子的班級照片和視頻可用於與班級內的家長分享學習活動，並協助教師培訓。

家長/監護人承認並同意他們孩子的班級照片和視頻可用於與班級內的家長分享學習活動，並協助教師培訓。

## **5. Student's Responsibilities (18 years and older) 學生責任(年滿 18 歲或以上) 學生責任(年滿十八歲或以上)**

The student accepts responsibility for any damage to school property brought about by them.  
学生同意为他们对学校财物造成的任何损失负责。

學生同意為他們對學校財物造成的任何損失負責。

## 6. Parent/Guardians' Responsibilities for students under 18 years old

家长/监护人的责任 (若学生年龄未滿十八 18 岁) 家長/監護人的責任 (若學生年齡未滿十八 18 歲)

The Parent/Guardian accepts the following responsibilities:

家长/监护人同意承担以下的责任:

家長/監護人同意承擔以下的責任:

- to drop off and pick up child(ren) on time;
- 按时接送孩子们
- 按時接送孩子們
- to supervise, at all times while on the premises, any child(ren) whom the parent brings to the school;
- 在校园里时刻监督他们带来的所有孩子
- 在校園裡時刻監督他們帶來的所有孩子
- to confirm there is no medical reason to prevent the their child(ren) from taking part in the school activities where the venue may or may not be at the school;
- 确认他们的孩子参加学校活动时，在学校内外的场地都没有医疗原因阻止他们参与。
- 確認他們的孩子參加學校活動時，在學校內外的場地都沒有醫療原因阻止他們參與。
- to agree to their child(ren) taking part in the extra-curricular activities organised by the school where the venue may or may not be at the school;
- 同意他们的孩子参加学校组织的课外活动，无论活动地点是否在学校内。
- 同意他們的孩子參加學校組織的課外活動，無論活動地點是否在學校內。
- to accept responsibility for any damage to school property brought about by their child(ren);
- 为他们的孩子对学校财物造成的任何损坏承担责任。
- 為他們的孩子對學校財物造成的任何損壞承擔負責。
- to inform the school in writing of any illness or allergy suffered by the student that they consider the school should be aware of, including treatment and medication required and complete the appropriate forms and actions as per policy.
- 以书面形式告知学校本人认为学校应该知道学生的任何疾病或过敏情况，包括所需的治疗和药物，并按照政策完成适当的表格和行动。
- 以書面形式告知學校家長認為學校應該知道學生的任何疾病或過敏情況，包括所需的治療和藥物，並按照政策完成適當的表格和行動。