

# 育華中文學校 2020-2021 學年廣東話班入學註冊表

## C.I.S.T.H Cantonese Class Enrolment Form 2020-2021

Email: cisth.enrolment@gmail.com Tel: 0207 515 5598 / 07449 695 271 Website: www.cis-London.co.uk  
Registered Charity No: 287813

2019 至 2020 學年在育華中文學校就讀廣東話： 年級  
Class studied at C.I.S.T.H during 2019 / 2020 – Cantonese Year:

2020-2021 學年度報讀廣東話： 年級  
Enrol to Cantonese class Year:

學生中文姓名 Pupil's Full Name in Chinese \_\_\_\_\_ Pupil's Full Name in English \_\_\_\_\_  
Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

出生日期 Date of Birth : Day \_\_\_\_\_ 日 Month \_\_\_\_\_ 月 Year \_\_\_\_\_ 年 (Age in Sept 2020) 2020 年 9 月: \_\_\_\_\_ 歲

性別 Gender : 男 Male  女 Female  住址 Residential Address : \_\_\_\_\_

聯絡電話 contact number : (1) \_\_\_\_\_ (2) : \_\_\_\_\_

請用大寫字體在下面的方格填上您的電郵 Please provide your email address below in CAPITAL LETTERS:  
\_\_\_\_\_

家長姓名 \_\_\_\_\_ 家長簽名 \_\_\_\_\_ 報名日期 \_\_\_\_\_  
Name of Parent : \_\_\_\_\_ Parent's Signature: \_\_\_\_\_ Date of Enrolment : \_\_\_\_\_

### 註冊方法 - Enrolment Procedure

1. 填妥註冊表 Complete form in full
  2. 通過銀行轉帳付款 Make the payment online by bank transfer  
\*\* 如家長需要註冊一位以上的學生，請分開付款 **If you are enrolling more than one child, please make the payments separately using each child's name as the reference.**
  3. 把註冊表格的每一頁掃描或拍照，電郵註冊表到 cisth.enrolment@gmail.com。如果可以請提供銀行轉帳的屏幕截圖 (screen shot)。Scan or take a photo of each page of the enrolment form and email it back to cisth.enrolment@gmail.com。Where possible, please provide a screenshot of the bank transfer.
  4. 確認轉帳付款後，我們會向您發確認電子郵件。Once the payment is processed, a confirmation email will be sent to you.
- 幼兒唱遊班至八年級註冊費：全年£210，包括書簿費用。(7月30日前註冊可減免學費£40，即£170)  
Playgroup to Year 8 Registration Fees : £210 per academic year (£40 discount for enrolment before 30<sup>th</sup> July, which is £170)
  - 唱遊班學生必須年滿 4 歲 (2016 年 9 月前出生)。一年級學生必須年滿 5 歲 (2015 年 9 月前出生)  
Playgroup student (4+) must be born before 1<sup>st</sup> September 2016. Year 1 student (5+) must be born before 1<sup>st</sup> September 2015
  - GCSE 及 A-Level 班註冊費：全年£250，每週上課 3 小時，包括書簿費用。  
GCSE & A-Level Registration Fees: £250 per academic year. 3 hour session include textbooks & exercise books.

**繳費方式：銀行轉帳 - Payment method: Bank Transfer**  
 帳戶名稱 Account name : Chinese Independent School of Tower Hamlets  
 Sort Code : 23-05-80  
 Account Number : 33925921  
 付款記錄：學生姓名 (學生姓名必須與註冊表格上的相同)  
 Payment reference: Pupil's full name (as stated on the enrolment form)

此欄由本校職員填寫 For Office Use Only

Amount Received : £ \_\_\_\_\_ 負責職員 Responsible Staff : \_\_\_\_\_  
 BACS Received Date : \_\_\_\_\_ Date Checked : \_\_\_\_\_

**\*\* For Academic Year 2020-2021, our classes may not be taught in St Mary and St Michael Primary School in line with Government guideline associated with Covid-19 or due to other reasons beyond our control. In such cases, we will conduct the classes via appropriate online platforms.**

**\* 請注意 Please Note:**

- 註冊後恕不獲退還學費 **Registration fee is non-refundable**
- 註冊後轉班需繳 £20 手續費 **Admin fee of £20 will be applied for class transfer after the new term begins**
- 8 月 23 日之後不辦理註冊 **We DO NOT accept any enrolment after 23<sup>rd</sup> August 2020**

**Health 健康狀況:**

- Does your child suffer from any medical conditions? If yes, please state: \_\_\_\_\_  
您的子女有沒有罹患任何疾病? 如有, 請註明: \_\_\_\_\_
- Does your child have any allergies? If yes, please state: \_\_\_\_\_  
您的子女有沒有對任何食物或藥物有過敏的反應? 如有, 請註明: \_\_\_\_\_

**Volunteering 志願服務:**

If you would you like to become a volunteer for the school, please sign your name below, we will contact you in early September.

- 假使您願意在中文學校當義工助教, 請您在下面簽名, 我們將會在九月初與您聯絡
- Permanent Teachers Assistant – during Saturday lessons 常駐助教 – 逢周六上課時間
- Occasional helper for upcoming events 偶爾在特別場合義務協助
- Sub Committee member 加入教育輔助委員會

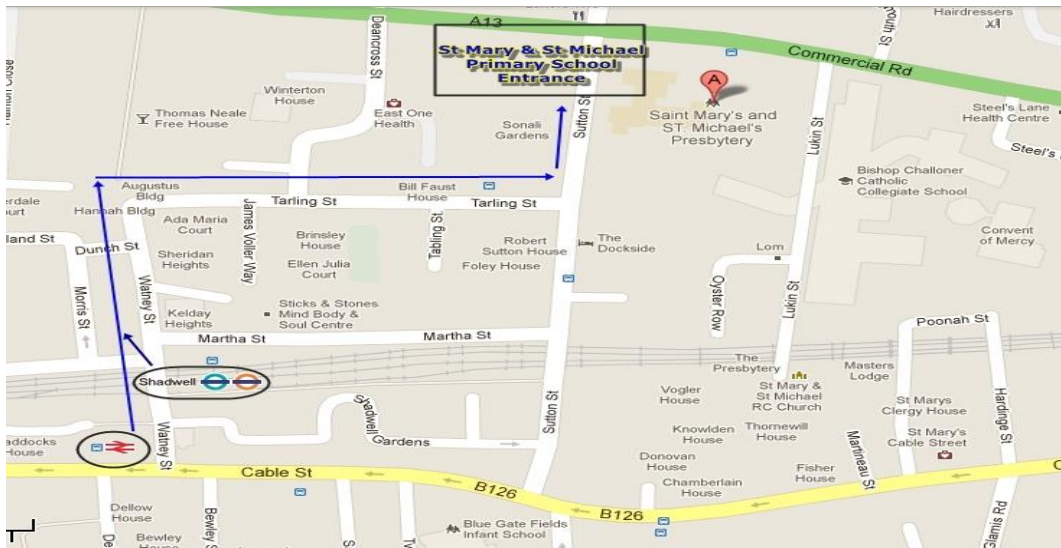
聯絡電話 contact number : \_\_\_\_\_

申請人姓名

Name of Applicant : \_\_\_\_\_

申請人簽名

Applicant's Signature: \_\_\_\_\_



**Chinese Independent School of Tower Hamlets**

**育華中文學校校址:**

**St Mary and St Michael Primary School  
Sutton Street, London E1 0BD**

5 minutes walking distance from Shadwell DLR/Overground.

10 minutes walking distance from Whitechapel Station.

Closed to Watney Market, Next to St. Mary & St. Michael Church.

Bus routes 15, 115, 135 & 339 reach the school's main entrance.

**Chinese Independent School of Tower Hamlets  
postal address**

**育華中文學校郵政地址:**

**CISTH**

c/o 680 Commercial Road, London E14 7HA

Shadwell DLR 或 Shadwell Overground 離學校僅 5 分鐘的步行路程  
由 Whitechapel 地鐵站步行到學校僅需 10 分鐘

離 Watney 市場三份鐘步行路程。St Mary & St Michael 教堂鄰近  
15, 115, 135 和 339 路線巴士途經本校

## PARENTAL CONSENT - GDPR

To comply with the General *Data Protection* Regulation we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your child's data for the purposes below.

### Permission to be contacted by us

Your privacy is important to us, and we want to communicate with our service users in a way which has their consent, and which is in line with UK law on data protection (namely the General Data Protection Regulation). As a result of a change in UK law, we now need your consent to how we contact you. Please tick the boxes where you grant consent:-

I consent to the Chinese Association of Tower Hamlets contacting me by:-

- Post     
  Email     
  Telephone  
 Other phone apps such as Whatsapp, Wechat, Messenger

### Permission to share your child's data with other agencies

Everything you tell us will be treated confidentially. However, we may share your child's personal information with other agencies such as local authorities and other non-profit organisations. If you give consent below, you are agreeing that the Chinese Association of Tower Hamlets may:

- share your child's personal information with the local authorities, i.e. the Tower Hamlets Council and Community Languages Service for quality monitoring purposes, external exams and competitions;
- share your child's personal information with the UK Association for the Promotion of Chinese Education (UKAPCE) for competition purposes;
- share your child's personal information with other agencies for funding purposes.

Yes I/We give my/our consent to the Chinese Association of Tower Hamlets sharing my child's personal information with other agencies for the purposes of funding, quality monitoring, external exams and competitions.

No I/We do not give my/our consent to the Chinese Association of Tower Hamlets sharing my child's personal information with other agencies for the purposes of funding, quality monitoring, external exams and competitions.

### Permission to use your child's photographs and videos for promotional purposes

We may take photographs and film short videos of the classes for promotional purposes.

Yes - I/We give my/our consent to the Chinese Association of Tower Hamlets to use images of my child caught in video recordings, and/or photographs for promotional purposes.

No – I/We do not give my/our consent to the Chinese Association of Tower Hamlets to use images of my child caught in video recordings, and/or photographs for promotional purposes.

|  |  |              |
|--|--|--------------|
| <b>Name(s) of Parent or Guardian :</b> |  |              |
| <b>Address:</b>                        |  |              |
| <b>Signature (請家長簽名):</b>              |  | <b>Date:</b> |

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your child's personal data; except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm.

You can withdraw or change your consent at any time by contacting the General Manager at the Chinese Association of Tower Hamlets or sending an email to [londonchinese@hotmail.com](mailto:londonchinese@hotmail.com). Please note that all processing of your child's personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

### **What is personal and sensitive data?**

Personal data is data which can be used to identify your child. This may include your child's name, date of birth, address, telephone number etc.

Sensitive data is information related to any of the following: racial or ethnic origin, religious beliefs, special education needs and medical conditions.

### **Where will you store my data?**

The record of your child will be stored in a shared electronic case management system accessed by staff of the Chinese Association of Tower Hamlets.

Your child's information may also be stored in a paper file held securely by Chinese Association of Tower Hamlets.

### **Can I withhold my consent?**

Yes we will not record your child's information unless you provide your consent. We will not share your information with anyone else without your consent, except in the case of safeguarding situations.

### **Identity and contact details of controller and data protection officer**

1. Alan Chau, General Manager of the Chinese Association of Tower Hamlets is the controller and processor of data for the purposes of the DPA 18 and GDPR.
2. If you have any concerns as to how your data is processed you can contact:
  - Alan Chau, General Manager at [londonchinese@hotmail.com](mailto:londonchinese@hotmail.com)
  - Maggie Tsui, Head of Chinese School at [maggie.cisth@gmail.com](mailto:maggie.cisth@gmail.com)
  - Wendy Cheung, Quality Assurance Manager at [chineseassociationtowerhamlets@outlook.com](mailto:chineseassociationtowerhamlets@outlook.com)

Or you can write to these individuals using the address of CATH, 680 Commercial Road, London E14 7HA.



育華中文學校

**Chinese Independent School of Tower Hamlets (C.I.S.T.H)**

St Mary and St Michael Primary School

Sutton St, London E1 0BD

Tel: 020 7515 5598 / 07449 695 271

Email: [yukwahcisth@gmail.com](mailto:yukwahcisth@gmail.com) Website: [www.cis-london.co.uk](http://www.cis-london.co.uk)

## 育華中文學校 – 校規

學生必須遵守校規，如有觸犯以下的個案，情況嚴重的將會被校方開除學籍：

1. 準時上學，如因事缺課，應交請假信或補假信予班主任。
2. 學年內無故曠課三天而沒有通知學校，校方有權開除該學生的學籍。
3. 小息時不得擅自離開學校。
4. 除課本及文具以外，不得攜帶貴重物品或玩具回校。
5. 嚴禁破壞公物。包括撕毀校內海報和其他學生的作業。
6. 在學校裡嚴禁止吃口香糖。
7. 任何場合都不能與別人發生毆鬥或蓄意傷害別人身體。
8. 不屬於自己的東西，不可佔為己有。
9. 不可穿有滑輪的鞋子。
10. 要保持校舍清潔、不可塗鴉或隨地丟垃圾或蓄意堵塞學校廁所等。

學生(姓名)：\_\_\_\_\_ 已知悉及遵守育華中文學校的校規。他 / 她亦明白如有觸犯以上的個案，情況嚴重的將會被校方開除學籍。

家長簽署：\_\_\_\_\_

日期：\_\_\_\_\_

## Chinese Independent School of Tower Hamlets – School Rules

Students must strictly abide by the school rules at all times. If there are any violations of the following rules, in serious situation the student may be expelled from the school:

1. Arrive at the School on time. The School and class tutor need to be informed in writing or by email about student absences.
2. The School has the right to dismiss a student if he/she has been absent for three consecutive weeks without informing the School or class tutor.
3. Students must not leave the school building during the break time without permission.
4. Students must not bring valuables or toys to school, only textbooks and stationery.
5. It is strictly forbidden to vandalise the School's property. This includes tearing up school posters and other student assignments.
6. Chewing gum at school is strictly forbidden.
7. Students must not fight with others or deliberately hurt someone else in any circumstances.
8. Students must not take anything from the School premises that doesn't belong to them.
9. Students must not wear roller skate shoes.
10. Keep the school premises clean at all times; do not write graffiti, drop litter or block the school toilets.

Student (name) : \_\_\_\_\_ understands and will abide by the CISTH School rules and accept that failure to do so may result being expelled from the school.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_