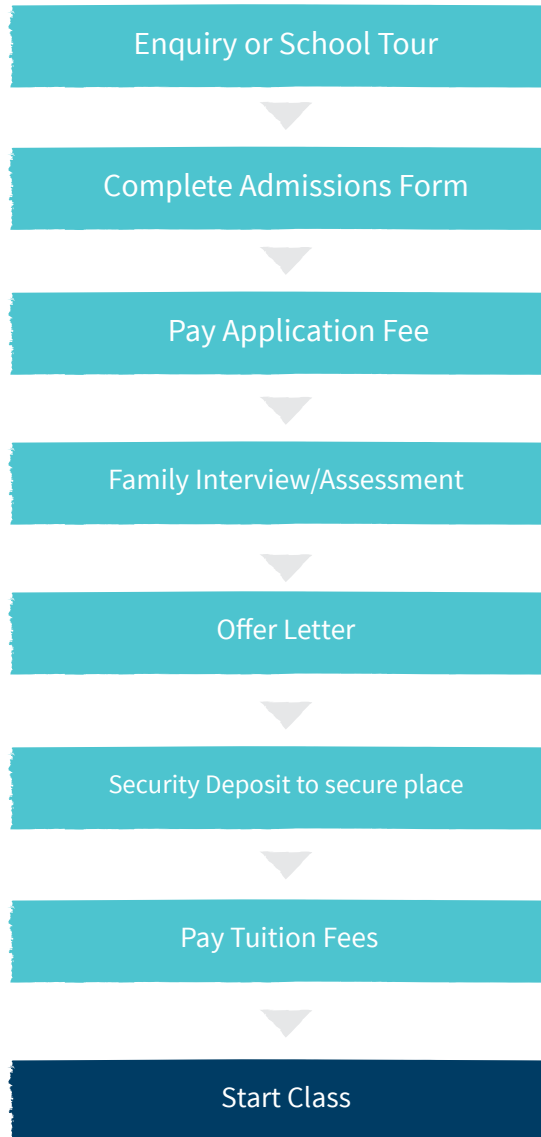


Application Form



THE BRITISH SCHOOLS
OF BEIJING
NORD ANGLIA EDUCATION SCHOOLS

Admissions Process



Admissions Check List

Please complete this application pack and provide the following documents:

- Photocopy of the child(ren)'s passport(s) and valid visa page - two pages of the passport
- Photocopy both of the parents' passports main and valid visa pages - two pages of the passport
- Passport-size photo of the applicant(s)
- Non-refundable application fee
- Child(ren)'s school reports or transcripts for the past academic year
- Photocopy of the child(ren)'s up to date vaccination record
- Photocopy of any medical insurance cards or policy
- Full names and one recent passport size photo for each parent or guardian who is authorised to collect the child from school - for the identification badge
- Fully signed Student Information Form
- Fully signed Medical Records, School Health Policy and Authorisation
- Fully signed School Fee Payment Refund and Withdrawal Policy
- Fully signed School Policy along with Student Behaviour and Additional Services

Year Guide

Age on 31st August (Years)	Key Stage	Year in the UK	Formal Tests	USA and Japan	France	Spain	Germany	Korea	China						
EARLY YEARS FOUNDATION STAGE															
1	Early Years Foundation Stage (EYFS)	Pre-School 1	Pre-School	Pre-School	Annee 1 Annee 2	1° Infantil 2° Infantil	Kindergarten	프리스쿨	幼儿园托班 幼儿园小班 幼儿园中班						
2		Pre-School 2 or Pre-Nursery													
3		Nursery													
4		Reception													
PRIMARY SCHOOL															
5	Key Stage One (KS1)	Year 1	Kindergarten	Kindergarten	Annee 3	3° Infantil	Kindergarten	유치원	幼儿园大班/ 学前班						
6		Year 2								Grade 1	CP	1° Primaria	Grundschule 1	초등학교 1학년	小学一年级
7	Key Stage Two (KS2)	Year 3	Grade 2	Grade 2	CE1	2° Primaria	Grundschule 2	초등학교 2학년	小学二年级						
8		Year 4								Grade 3	CE2	3° Primaria	Grundschule 3	초등학교 3학년	小学三年级
9		Year 5								Grade 4	CM1	4° Primaria	Grundschule 4	초등학교 4학년	小学四年级
10		Year 6								Grade 5	CM2	5° Primaria	Grade 5	초등학교 5학년	小学五年级
SECONDARY SCHOOL															
11	Key Stage Three (KS3)	Year 7	Grade 6	Grade 6	6eme	6° Primaria	Grade 6	초등학교 6학년	小学六年级						
12		Year 8								Grade 7	5eme	1° Eso	Grade 7	중학교 1학년	初中一年级
13		Year 9								Grade 8	4eme	2° Eso	Grade 8	중학교 2학년	初中二年级
14	Key Stage Four (KS4)	Year 10	Grade 9	Grade 9	3eme	3° Eso	Grade 9	중학교 3학년	初中三年级						
15		Year 11								Grade 10	2nde	4° Eso	Grade 10	고등학교 1학년	高中一年级
SIXTH FORM COLLEGE															
16	Key Stage Five (KS5)	Year 12	IB Diploma	Grade 11	1ere	1° Bachillerato	Grade 11	고등학교 2학년	高中二年级						
17		Year 13								Grade 12	Terminale	2° Bachillerato	Grade 12	고등학교 3학년	高中三年级

IGCSE: International General Certificate of Secondary Education
Exam Boards: CIE and EDEXCEL

Student Information

Child 1

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Requested start date:

Expected Duration of Stay

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Passport-size photo

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date:	Acceptance date:
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Student Information

Child 1 cont'd

Does your child have any Special Education Needs (SEN)? Yes No

Please provide reports if Yes is ticked

Has your child ever been classed as having any of the following?

Learning Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attention Deficit Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Behavioural Problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Physical Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has your child ever been asked to leave or been expelled from a school? Yes No

If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner Gaining confidence Confident Fluent Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before? Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 1 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

- | | | | |
|-------------------------------|--|-----------------------------|--|
| Asthma or respiratory problem | Yes <input type="checkbox"/> No <input type="checkbox"/> | Eyesight Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hearing Problems | Yes <input type="checkbox"/> No <input type="checkbox"/> | Skin Condition | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hay fever | Yes <input type="checkbox"/> No <input type="checkbox"/> | Diabetes | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Epilepsy | Yes <input type="checkbox"/> No <input type="checkbox"/> | Other (Please give details) | |

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

- Does your child take any medication? Yes No
- Does your child have any special dietary requirements? Yes No
- Has your child had any surgical procedures ..which could prevent him/her from participating in physical education classes? Yes No

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child?
Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

We are a nut-free school, so please don't bring in the following "Nuts", Almond, Brazil nut, Cashew, Chestnut, Filbert, Hazelnut, Macadamia nut, Peanuts, Pine nut, Pistachio, Walnut.

One of the biggest difficulties with nut avoidance has to do with cross-contamination. Please don't bring in any foods that might be contaminated with any mentioned above.

Medical Care

We provide a nursing station to attend to health concerns and day-to-day minor ailments of our students in a warm and caring environment.

Our nurses are also equipped to deal with more serious emergencies and work closely with teaching staff and the cafeteria to create a healthy environment for students.

Our Health Policy is as follows:

- If your child has a temperature of greater than 37.5°C, he or she will be sent home. Parents will be contacted to come and collect their child; they are then to have a further 24 hours off after temperature has gone, without any medication.
- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Student Information

Child 2

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Requested start date:

Expected Duration of Stay

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Passport-size photo

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date:	Acceptance date:
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Student Information

Child 2 cont'd

Does your child have any Special Education Needs (SEN)? Yes No

Please provide reports if Yes is ticked

Has your child ever been classed as having any of the following?

Learning Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attention Deficit Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Behavioural Problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Physical Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has your child ever been asked to leave or been expelled from a school? Yes No

If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner Gaining confidence Confident Fluent Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before? Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 2 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

Asthma or respiratory problem Yes No

Eyesight Problems Yes No

Hearing Problems Yes No

Skin Condition Yes No

Hay fever Yes No

Diabetes Yes No

Epilepsy Yes No

Other (Please give details)

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

Does your child take any medication? Yes No

Does your child have any special dietary requirements? Yes No

Has your child had any surgical procedures..which could prevent him/her from participating in physical education classes? Yes No

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child?

Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

We are a nut-free school, so please don't bring in the following "Nuts", Almond, Brazil nut, Cashew, Chestnut, Filbert, Hazelnut, Macadamia nut, Peanuts, Pine nut, Pistachio, Walnut.

One of the biggest difficulties with nut avoidance has to do with cross-contamination. Please don't bring in any foods that might be contaminated with any mentioned above.

Medical Care

We provide a nursing station to attend to health concerns and day-to-day minor ailments of our students in a warm and caring environment.

Our nurses are also equipped to deal with more serious emergencies and work closely with teaching staff and the cafeteria to create a healthy environment for students.

Our Health Policy is as follows:

- If your child has a temperature of greater than 37.5°C, he or she will be sent home. Parents will be contacted to come and collect their child; they are then to have a further 24 hours off after temperature has gone, without any medication.
- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____

Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Student Information

Child 3

All information required below must be completed fully and accurately in order to be considered for admission to BSB. School reports must be in English together with other supporting documents.

Campus

Shunyi Sanlitun

School ID:

Year group applying for:

Pre-Nursery or Nursery

Full day Half day

Passport-size photo

Requested start date:

NB: Applicants for Nursery must be toilet trained by the beginning of their first day at school.

Expected Duration of Stay

Student Applicant's Information (as per passport)

Family Name: _____ First Name: _____

Middle Name: _____ Preferred (easy) Name: _____

Date of Birth (dd/mm/yy): _____ Nationality: _____ Gender: Male/Female

Passport No: _____ Passport Expiration Date: _____

Applicant's Visa No: _____ Visa Type: _____ Visa Expiration Date: _____

Academic History (Curriculum - British, American, IB, Montessori, German, French, etc)

Schools attended (starting from most recent)	City/Country	Language of instruction	Years attended mm/yy	Year Group completed	Curriculum

Sibling Information

Name	Gender	DOB (dd/mm/yy)	Current school and year group	Applying for BSB?
				Y/N
				Y/N
				Y/N

For Internal Use:

Application receiving date:	Acceptance date:
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Student Information

Child 3 cont'd

Does your child have any Special Education Needs (SEN)? Yes No

Please provide reports if Yes is ticked

Has your child ever been classed as having any of the following?			
Learning Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Attention Deficit Disorder	Yes <input type="checkbox"/> No <input type="checkbox"/>
Behavioural Problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Physical Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>

Has your child ever been asked to leave or been expelled from a school? Yes No

If yes, please indicate the circumstances: _____

Please tick the level of English proficiency which best describes your child

Beginner Gaining confidence Confident Fluent Native

What is your child's first language/mother tongue? _____

What other languages can your child speak and at what level? _____

If the child has studied at an English speaking school, was he/she on an EAL program? If so when did he/she exit the program?

Only applicants for Year 7-Year 11: Has the student studied English literature before? Yes No

How would you best describe your child in the following areas (please tick):

	Needs Support	Satisfactory	Good	Excellent
Independence and organisational skills				
Personal relationships and social interactions				
General academic standards				

What are your child's strengths and weaknesses? _____

Please give details of any special academic achievements and extra-curricular interests

Any special concerns regarding your child's education and/or transition from his/her current school?

Student Medical Information

Child 3 cont'd

PRESENT HEALTH

Does your child suffer from any of the following?

Asthma or respiratory problem	Yes <input type="checkbox"/> No <input type="checkbox"/>	Eyesight Problems	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hearing Problems	Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin Condition	Yes <input type="checkbox"/> No <input type="checkbox"/>
Hay fever	Yes <input type="checkbox"/> No <input type="checkbox"/>	Diabetes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Epilepsy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (Please give details)	

Allergies: _____

N.B. For serious conditions please provide a detailed medical report.

Does your child take any medication? Yes No

Does your child have any special dietary requirements? Yes No

Has your child had any surgical procedures..which could prevent him/her from participating in physical education classes? Yes No

If yes to any of the above please provide a current medical note that supports your statement above:

VACCINATIONS

Has your child a Tetanus vaccination? Yes No Date of the last boost _____

Do you consent for the school nurse to administer over the counter medication to your child?

Yes No

I understand that whilst the school will make all reasonable efforts to contact me in the case of a medical emergency, this is not always possible. Therefore, I authorise the school to seek medical advice and treatment for my child if the school believes there to be an emergency, and I hereby undertake to pay all costs incurred by the school.

I also hereby authorise the school to give my child minor medications (e.g. paracetamol tablets) if deemed necessary by the school.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

School Medical Policy

We are a nut-free school, so please don't bring in the following "Nuts", Almond, Brazil nut, Cashew, Chestnut, Filbert, Hazelnut, Macadamia nut, Peanuts, Pine nut, Pistachio, Walnut.

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Medical Care

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- If your child has diarrhea or is vomiting he or she will be sent home. Parents will be contacted to come collect and take their child home and will need 24 hours off school following last episode of vomiting or diarrhea before returning.
- If your child has head lice, he or she will be sent home. Parents will be contacted to come collect and take their child. The student can then return following proper head lice treatment has been given and no live lice visible.
- If your child has an infectious disease (hand foot and mouth disease, chicken pox, scarlet fever, etc) he or she will be sent home. Parents will be contacted to come collect and take their child home. The student can then return after receiving a written diagnosis from a doctor saying they are clear to return.
- All medication brought into school for pupils needs to come in via the Nurse Office, and to be left with the nurses for the school day. The Parent or Guardian will also need to fill in the relevant form; if this does not happen then the pupil will not be able to receive the medication.
- If your child has any serious sickness/ injury not already known to us, please could you also tell at the earliest convenience and provide a doctor/medical note.

I understand that it is my responsibility to ensure that I will follow the school medical policy.

Signed (parent or guardian): _____ Date: _____

Child's name (please print): _____ Year: _____ Start Date: _____

Medical Insurance

(One per family)

Family name: _____

Please provide a copy of your insurance document or insurance card(s).

This page must be signed and returned even if there is no insurance cover at this time.

MEDICAL INSURANCE PROVIDER DETAILS

Name of Insurer:	
Cover:	
Address of insurer:	International <input type="checkbox"/> Chinese (Local) <input type="checkbox"/>
Emergency contact telephone number:	

CHILD(REN)'S DETAILS

Name(s) of child(ren)	Year group	Medical insurance policy number	Passport number
1.			
2.			
3.			
4.			

As the parent or guardian of the child(ren) listed above, I understand that it is my responsibility to ensure that my child(ren) are covered by a current medical insurance policy during their time at the British School of Beijing. I understand that I must arrange medical insurance to cover all medical expenses arising from any accidents occurring within the school premises, while participating in school activities including educational visits or while in transit to and from the school. I fully understand that the school will not be responsible for covering any medical expenses for my child(ren) under any circumstances.

Signed (parent or guardian): _____ Date: _____

Parent's or guardian's name (please print): _____

Contact Details

(One per family)

Family name: _____

FATHER/GUARDIAN			
First Name:		Family Name:	
Occupation:		Employer:	
Mobile:		Work No:	
Email Work		Email Home	

MOTHER/GUARDIAN			
First Name:		Family Name:	
Occupation:		Employer:	
Mobile:		Work No:	
Email Work:		Email Home:	

In the event we cannot get in touch with you, please provide the details of a third person as an Emergency Contact

First Name:		Family Name:	
Mobile:		Work No:	
Email:		Relationship:	

HOME ADDRESS (please include your house number or apartment unit number)

Which e-mail Address(es) should receive regular correspondence from the school?

Father's Work Father's Home Mother's Work Mother's Home Other guardian

Who is responsible for the payment of school fees?	Company* <input type="checkbox"/>	Parents <input type="checkbox"/>	Both <input type="checkbox"/>
Payment structure:	Annually <input type="checkbox"/>	Termly <input type="checkbox"/>	

*Name of Company: _____

Billing Address: _____

Telephone: _____ E-mail: _____

Terms and Conditions

“**Parents/Guardians**” means the parent or legal guardian making this application.

“**School**” means the Nord Anglia School to which the Parents/Guardians are applying for providing educational services to the Student under this application.

“**Student**” means the child/children for whom Parents/Guardians are applying under this application.

Schools Obligations

The School undertakes to provide tuition as described on the School website and in marketing materials provided to Parents/Guardians (“School Material”). The School reserves the right to amend the School Material from time to time and any reference to the School Material herein is a reference to the most up-to-date School Material. Nothing contained in the School Material binds the School to any specific procedures or policies, and nothing in the School Materials creates an enforceable contractual obligation, express, implied, unilateral, or otherwise between Parents/Guardians and the School.

Compliance with School Rules and Regulations

Parents/Guardians agree to:

- (a) support and abide by the School’s stated philosophy, goals and objectives;
- (b) comply with the School’s rules and regulations to the extent that they are notified and apply to the Parents/Guardians; and
- (c) ensure that the Student will comply with School’s behavior policy/code of conduct and applicable rules and regulations. In the case of serious non-compliance with the School rules and regulations, the School reserves the right to suspend or expel the Student. In this event, the School may decide, at its sole discretion, not to provide any refund or reduction of fees already paid or which are payable to the School.

Collection from School

The School will use its best endeavors to ensure that only the Parents/Guardians themselves or those persons authorized by the Parents/Guardians to collect the Student from School are able to do so.

Approval from Parents/Guardians

Parents/Guardians agree that if any matter requires approval from the Parents/Guardians or notification to the Parents/Guardians, it will be sufficient for the School to obtain approval from or notify one of the Parents/Guardians (as applicable).

Liability Waiver

Parents/Guardians agree that the Student attends the School at his/her own risk and that the School is not liable in respect of any injury that may occur to the Student whilst attending the School or

* continued next page

participating in activities (organised by the School and/or a third party), except to the extent that the injury arises as a direct result of the intention or gross negligence of the School. Parents/Guardians further release and agree to hold the School harmless from, and indemnify the School, its officers, its employees, and its agents for, any liability arising in relation to and any damages or losses incurred by injuries sustained by the Student, including related expenses, costs and attorney's fees. The School will not be responsible for any loss or damage to the Student's personal belongings. Parents/Guardians acknowledge that there are other educational services that exist in the market and that the School is not the sole establishment by which the Student can receive educational services. receive educational services.

Theft

The School shall not be responsible in the case of items that are stolen or otherwise lost or missing including, without limitation, money, jewellery, computers and personal electronic devices, mobile phones and/or valuable objects. The School has no responsibility for safe-keeping of personal effects of the Student or the Student's parents.

Payment of Fees

- (a) Parents/Guardians confirm receipt of a copy of the fee schedule and associated terms and conditions of the School (the "Schedule of Fees"), the terms of which are incorporated by reference herein, and agree that Parents/Guardians will adhere to the terms and conditions of the Schedule of Fees.
- (b) Parents/Guardians agree that all fees shall be paid in accordance with the Schedule of Fees. The School reserves the right to amend the Schedule of Fees from time to time and any reference to the Schedule of Fees herein refers to the most up-to-date Schedule of Fees.
- (c) The School reserves the right to cancel the enrolment of any Student or not to accept a student into the School for any reason or for no reason at any time before all applicable fees have been paid in full.
- (d) In the event of any inconsistency between these terms and conditions and those set out in the Schedule of Fees, the later Schedule of Fees shall prevail.
- (e) The School does not accept payments from any sanctioned bank account listed and periodically updated on <https://sanctionssearch.ofac.treas.gov>, or payments originating from countries sanctioned by the United States Department of the Treasury Office of Foreign Asset Control (currently including the Crimea, Cuba, Iran, North Korea, Sudan and Syria).

Withdrawal and refund of fees

- (a) Parents/Guardians agree to give the requisite notice as set out in the Schedule of Fees to the School in advance prior to any withdrawal of the Student from the School.
- (b) In the event of withdrawal of the Student, the School will only refund fees which the incorporated Schedule of Fees expressly specifies as refundable.

- (c) In the event of a refund of fees, the School will refund (by bank transfer) to the parent/guardian/company whose name appears in the payment document as payer of that year's fees without obtaining prior approval from the Parent/Guardian. The School will not wire or transfer refunded fees or other monies to another person or entity unless the parent/guidance/company whose name appears in the School's payment documents certifies in person and in writing that the refunded payments can be paid to another person or entity.

Inspection

Parents/Guardians authorize the School to inspect and conduct a search of any place or item on the School campus or any School-related event, including but not limited to the Student's locker, book bag, backpack, clothing, vehicle, computer, or personal electronic devices. Inspections or other searches may be conducted by the School on a routine or random basis or as deemed to be reasonably necessary. Parents/Guardians acknowledge that the Student must provide any passwords, combinations, or other access information required to inspect such places or items. Parents/Guardians further authorize the School to seize and permanently retain property discovered by an inspection or search which is considered potentially harmful, dangerous, illegal to possess, inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or any other applicable laws, regulations and policies.

Change of Details

1. Parents/Guardians agree that:
2. (a) any changes to the Student's particulars, including identifying information, medical history, food preferences, and allergies, shall be advised in writing as soon as possible to the School; and
3. (b) any change of contact details of the Parents/Guardians and/or emergency contact shall be immediately notified to the School.

Failure to Disclose

Parents/Guardians agree that the failure to disclose relevant information (medical or otherwise) to the School may result in withdrawal of an offer of a place at the School and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School.

General statement regarding truth and accuracy

Parents/Guardians have legal custody of the Student who is applying to attend the School, or have the legal custodian's consent. Parents/Guardians certify that all information contained in this application is complete and correct. Should it be determined that Parents/Guardians have provided materially incomplete or untruthful information to the School, the School may decide, at its sole discretion, to cancel the Student's enrolment and not to provide any refund or reduction in fees already paid or which are payable to the School.

Force Majeure

Parents/Guardians acknowledge that the School's duties and obligations provided herein shall be suspended immediately and without notice during all periods that the School is closed because of force majeure events including but not limited to, any fire, weather conditions, war, governmental action, acts of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations provided herein will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the fees paid or reduce any portion of the fees payable. Parents/Guardians acknowledge that, unless otherwise indicated by the School, during any force majeure event, the Parents/Guardians are solely responsible for the safety and well-being of the Student.

Enforceability of Terms and Conditions

Neither failure by the School to enforce any of the Terms and Conditions contained herein or in the incorporated Schedule of Fees, nor oral statements or actions made by or on behalf of the School, its officers, employees, or agents shall constitute a waiver of the right to enforce any provision contained herein.

Entirety of Terms and Conditions

Parents/Guardians acknowledge that these Terms and Conditions contained herein or in the incorporated Schedule of Fees constitute the entire understanding between the Parents/Guardians and the School. No promises, terms, conditions, or obligations exist or are created other than those contained herein or in the incorporated Schedule of Fees. The Terms and Conditions contained herein and in the incorporated Schedule of Fees shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties with respect to the subject matter addressed herein.

Governing Law

The Terms and Conditions contained herein and in the incorporated Schedule of Fees shall be governed under the laws of the jurisdiction in which the School is located. The venue of any action filed concerning facts arising out of the services provided under this Terms and Conditions shall lie exclusively with court of the location in which the School is located.

Acceptance of an Offer

When an offer is made and accepted, the School will send to the Parents/Guardians an acceptance letter, along with further information the Parents/Guardians need to be aware of. By enrolling the Student at the School, Parents/Guardians and the Student agree to abide by all policies, terms and conditions as may be issued by the School from time to time.

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School Activities:

Parents/Guardians agree to allow the Student to participate in all of the School's compulsory activities, including residential and outside school trips. The School agrees to give prior notification for outside school trips. Any costs involved relating to such activities shall be notified to Parents/Guardians by the School.

Medical Terms and Conditions

1. Parents/Guardians agree and guarantee that (i) all medical information disclosed to the School is true and correct, and (ii) a timely update of all changes to medical and contact information will be provided to the School.
2. Parents/Guardians consent to the processing of medical data relating to the Student.
3. Parents/Guardians authorize the School and its designated medical care providers to supply medical care as needed for the Student, including but not limited to administration of allergy medications (such as Epi-Pens or diphenhydramine), bandages, over-the-counter medications, and other first-aid items or techniques. If, in the opinion of a properly licensed and practicing physician, the Student needs medical or surgical services which require parental authorization or consent, Parents/Guardians hereby authorize, appoint, and empower the School to act as agent of the Parents/Guardians to furnish on behalf of the Parents/Guardians such oral or written authorization as may be so required.
4. Parents/Guardians release and agree to hold the School harmless from and indemnify the School, its officers, its employees, and its agents for, any damages or losses incurred by, any liability or injury which may arise from the provision of such medical care, whether performed by the School, its officers, its employees, or its agents, or by any other health-care provider.

Privacy Policy

All personal data collected from the Student and/or the Parents/Guardians in connection with their education at the School will be handled by staff of the School, kept confidential and used by Nord Anglia Education Limited and/or its affiliates (with the School, collectively "NAE") for lawful and relevant purposes including but not limited to:

- verification of a student's academic and other information;
- school administration and operation;
- the organisation, administration and operation of extra-curricular expeditions and activities, including but not limited to making arrangements with third parties for relevant insurance cover, medical assistance, supervision and execution of activities;
- sending communications to parents and students including newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- statistical and research purposes;
- other school related purposes; and
- alumni activities.

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If any communications by NAE using any personal data of the Student constitute direct marketing, the School will separately seek your consent where required by law. The NAE may disclose some of the data to third parties such as agencies (including governmental bodies), service providers (including insurance providers, security/medical service providers and third party activity/expedition organisers) and contractors appointed by NAE (whether within or outside the jurisdiction in which the personal data was collected) to undertake some of our academic, pastoral, extra-curricular and administrative functions. This includes transferring data between affiliates. NAE will not disclose any personal data to any external bodies or organizations unless:

- such disclosure is expressly provided for under this Statement;
- permitted to do so by the student or his/her parent/guardian; and/or
- permitted or required by law.

Personal data may be stored in the School or the School's affiliates' database systems (which may be located within or outside the jurisdiction in which the personal data was collected) and online portals and will form part of the Student's official student records. It may also be stored in online student resources such as the global classroom. Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application for the Student or otherwise as required or permitted by law.

If a Parent Teacher Association (PTA) is existing/established, the School may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If a student or his/her parents/guardians do not wish for such data to be included in the PTA directory, the Parents/Guardians shall inform the School in a timely manner.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant.


Failure to provide the requested data may affect the Students' ability to participate in certain events, activities and expeditions arranged by the School.

All practicable steps will be taken to ensure that personal data held by NAE is accurate. NAE will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Students or their parents/guardians may have the right to access or correct personal data held by the School under applicable law. Requests for access and correction should be addressed in writing to the Principal (addressed to the School). The School may levy a charge for accessing the information. The terms of NAE's privacy policy can be found at www.nordangliaeducation.com.

Child Photo and Video Disclaimer

During the Student's time at the School, the School may take photographs, images, video of them undertaking a wide range of school activities. These will be used in and around school, in places that might be seen by visitors, such as billboard or classroom displays, and on school and group websites for newsletters and updates on events and activities such as sports games, parent or open days, fairs,



concerts and performances. Upon signing of these Terms and Conditions by the Parents/Guardians, NAE shall have the right to use such images or videos of the Student without seeking separate consent from the Parents/Guardians, except where the Parents/Guardians raise their express objection to such use towards the School.

The School will store any images and videos in school archives. NAE has strict controls over the type of images and videos published and over the use of photographs and videos on its website and will never sell any materials to third parties. Where the Parents/Guardians raise their express objection to such use towards the School, the Student will be placed on a 'Do not use' list to ensure we respects the Student's rights. The Parents/Guardians may withdraw consent for the use of images or videos at any time by getting in touch with the School's admissions department.

In case of any conflicts between these Terms and Conditions and any mandatory requirements under applicable PRC laws, the latter shall prevail.

I confirm that I have read, understood and agree to the above Terms and Conditions.

Parent/Guardian name: _____ Parent/Guardian Signature: _____

Date/month/year: _____

School Fee Payment, Refund and Withdrawal Policy

Application Fee

- A **non-refundable non-transferable** application fee must be submitted at the time of application.

Security Deposit

- The school requires a security deposit, in order to confirm the placement of any child/ren.
- **One deposit per child is required.**
- The deposit is fully refundable when the student leaves the school, **without any interest on demand**, if all accounts have been settled in full, all school property returned without damage and required written notice submitted **two months in advance** of the child's last day of school (holidays excluded).
- The deposit is not refundable if the student does not attend the school after an enrolment place has been reserved or the remaining tuition is not enough to cover the two months' notice period.

Tuition Fees

- The tuition fee varies according to grade level as shown in the tuition fee chart.
- Tuition fees will be invoiced on a pro-rata basis (referred to two weeks cycle) for new students who enrol after the commencement of a semester.
- Once a student joins the school full fees are charged until the student leaves the school. There are no refunds for periods of absence from the school unless covered by the optional fees refund policy.
- Fees for Year 10 and above include entrance fees for public examinations.
- **Two months' notice of withdrawal in writing** of the child's last day of school (holidays excluded) must be given or two months fees will be payable in lieu of the withdrawal notice. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal.

Optional Bus Fees

- The optional bus service costs vary, depending on the distance covered.
- If a family changes bus routes during the year, the bus fees will be adjusted accordingly.
- Once a term commences, there are no refunds for that term whether a student is leaving school on temporary absence, or no longer requires the bus service.
- 60% of bus fees will be invoiced for students who opt for a one-way service, or join us after the middle of term; otherwise full bus fees will be charged.

EAL (ENGLISH AS AN ADDITIONAL LANGUAGE)

- A **one-time** fee will be applied to all students requiring additional English support.

Uniform Fees

- All students are required to wear uniform to school.
- **Payment of uniform fees must be made at the time of purchase.** Payment can only be made by cash or credit card. Please note, cards incur a 1% surcharge for domestic cards and 3% surcharge for foreign-issued cards.
- Uniform can be exchanged or returned within ten days of purchase.

School Reports

- One copy of the student's school report, teacher's reference letter and/or school recommendation form will be given only if all accounts have been settled before the student leaves the school.
- Additional charge will be applied for each extra copy of school reports.

Fee Refund and withdrawal Policy Additions

- The original tax receipt (Fapiao) must be returned to the school when refund is requested. **No refund can be made without returning the original tax receipt (Fapiao).**
- Refund will be reimbursed to the parent or company **in the same way the original payment was made**, except:
 - * Where the original payment was made by a company cheque, the refund will be processed directly to the drawer who issued the cheque through bank transfer;
 - * Where the original payment was made by a personal cheque, the refund will only be processed directly to the drawer's nominated Chinese bank account through bank transfer;
 - * Where the original payment was made by cash the refund will only be processed directly to the parent or company's nominated Chinese bank account through bank transfer;
 - * Where the original payment was made by the parent him/herself from overseas, the refund will only be processed directly to the parent's nominated Chinese bank account through bank transfer.
- Refunds are **only payable within 10 working days** after the student leaves the school.

Discounts

- Where a family has more than two children attending school, a discount may apply to the tuition fee for the third child and for any subsequent children.
- A discount will apply to the tuition fee of all families who pay annual fees up-front. To obtain the annual payment discount the full year fees must be paid in full by the due date stated on the invoice. The annual discount ceases to be effective once the student is withdrawn during the academic year.

Tax receipt (Fapiao)

- **Once the new academic year starts, the school cannot issue the tax receipt (Fapiao) for previous academic years.**
- Tax receipts (Fapiao) will be issued once the school receives the payment.
- Tax receipts (Fapiao) can be collected at the Finance Office or sent by mail if an address is provided.
- Lost tax receipts (Fapiao) cannot be reissued, but a chopped copy could be offered.

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Fee Payment Schedule

- Tuition and all other fees must be **paid by the due date as stated on the school's invoice**. Students will not be allowed to attend classes if fees are not paid before classes commence.

Fee Payment Method

- **By Electronic/Bank Transfer:** All payments must include the invoice number and/or the name of the student. To ensure proper credit, a copy of the bank transfer remittance slip must be scanned and sent to the Finance office email account at bsbfee@britishschool.org.cn.
- **By Credit Card:** Credit Card payments can be made only in person at the BSB Finance Office's. BSB will apply a surcharge to each transaction amounting to 1% for domestic cards and 3% for foreign issued cards.
- **By Cash:** Cash payments can only be made using Chinese currency (RMB). For security reasons, we do not recommend cash payment higher than RMB 20,000.
- **By Cheque:** Please issue cheques payable to **'The British School of Beijing'**. Traveller cheques are not accepted.

Fee Payment Notice

- The invoice is issued in RMB only; USD payment is acceptable via telex transfer based on the middle rate published by the Bank of China at the time of payment.
- All bank transfer fees are the responsibility of the payer.
- If the fees are paid by an employer, this can be by cheque or bank transfer. However, it is always the parent or guardian's responsibility to ensure that the fees are paid before the student starts school.

Late payment of fees

- Payments not received by any due date will be considered overdue and the school may charge a 1.5% monthly late payment penalty. It is the parents' responsibility to ensure all fees are paid before any student starts each school term. If fees are not paid on time, the school has the right to refuse attendance of the student at school and/or to withhold student reports.

Disclaimer

- The School reserves the right to amend its policies and fee structure whenever considered necessary and appropriate. The school makes these policies available to parents through the school website. It is the parent or guardian's responsibility to ensure that they are informed and aware of basic school policies.

I hereby confirm my acceptance of the school place(s) offered for my child(ren) and will arrange payment of all fees within school guidelines. I have read and understood the payment terms laid out above and accept these terms and conditions.

Signed (parent or guardian): _____ Date: _____

Parent or guardian's name (please print):

School Admission Policy

The British School of Beijing welcomes applications for admission from children of all nationalities who may benefit from the English National Curriculum and IB Diploma offered at the school and who qualify for enrolment. Currently, Chinese nationals are excluded from international schools in accordance with Chinese education law. It is vital that before applying for admission, parents read, understand and are supportive of the school's admissions policies as set forth in this document.

Applications will be considered when all admission documents have been provided. Our selection criteria for students in Primary and Secondary to age 16 mean that students are tested for their ability in English and must be able to access a curriculum that is taught through this medium. For students that are able to access but need additional support, a strong programme of English as an Additional Language is offered. Students with Special Educational Needs are admitted to the school, but these are decided on a case by case basis so long as the school is able to provide for the specific needs of the individual student without detriment to the provision of effective education for others. Eligibility for admission to the Post 16 IB Diploma Programme is determined on a case by case basis in discussion with the IB Diploma Co-ordinator and Deputy Head (Academic). Broadly speaking BSB will expect students to be able to evidence academic standards commensurate with the demands of the Diploma.

Parents will be notified in writing of acceptance to the school or of the status of the application. If a place is offered, parents will have two weeks (10 working days) from this acceptance notification to complete the application process and confirm attendance dates. Please note that the school has a waiting list policy and places may be offered to other children if the admission process is not fully completed within these two weeks.

Signature here: _____ Date: _____

Student Behaviour and Additional Services

Parents or guardians agree to support the internal regulations of the school concerning general discipline and homework set for all children.

1. School uniform must be worn to a high standard at all times whilst students are in school or attending official functions representing the school. All items of clothing must be clearly marked with their full name.
2. Lunch is compulsory for all full-day students and is seen as an addition to school life and a vital part of our educational programme.
3. Text books are on loan to students and should be handed back after use is completed. Text books that are not returned will be charged to the parents' or guardians' account at a rate of 120% of the listed book price.
4. Students will not be allowed to leave the school during normal school hours without prior written notification from parents. Special arrangements exist for Year 12 and 13.
5. The school shall not be held responsible for the supervision of students left on school premises for more than 15 minutes before or after normal school hours or outside of other scheduled classes and events.
6. P.E. (including swimming), day trips and residentials are strongly encouraged and as such all students would be expected to fully participate throughout the year.
7. If a student is due to be absent or is absent from the school for any reason, the school should be contacted immediately.
8. Students may not smoke or consume alcohol on or near school premises. Cigarettes, drugs, alcohol or dangerous weapons are strictly prohibited and render a child liable to immediate expulsion.
9. Parents or guardians are liable for any deliberate damage caused by their child to school property or to belongings of teachers, employees or other students within the school.
10. The school reserves the right to sanction, suspend or expel students who do not follow school procedures or policies to our high standards and within guidelines laid out in school handbooks and policies.
11. Members of our Parents' Association will collect and share email addresses and phone numbers with other parents and guardians of your child(ren)'s class(es). By doing so they can easily organise events such as birthdays and coffee mornings. If you DO NOT wish to share your contact information with other members of your child(ren)'s class(es) please tick here.

Signature here: _____ Date: _____

Personal Information Collection Statement

All personal data collected from students and/or their parents/guardians in connection with their education at The British School of Beijing (“School”) will be handled by our staff, kept confidential and used by Nord Anglia Education Limited and/or our affiliates (“we” or “us”) for lawful and relevant purposes including but not limited to:

- verification of a student’s academic and other information;
- school administration and operation;
- the organisation, administration and operation of extra-curricular expeditions and activities, including but not limited to making arrangements with third parties for relevant insurance cover, medical assistance, supervision and execution of activities;
- sending communications to parents and students including newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- statistical and research purposes;
- other school related purposes; and
- alumni activities.

We may disclose some of the data to third parties such as agencies (including governmental bodies), service providers (including insurance providers, security/medical service providers and third party activity/expedition organisers) and contractors appointed by us (whether within or outside the jurisdiction in which the personal data was collected) to undertake some of our academic, pastoral, extra-curricular and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- such disclosure is expressly provided for under this Statement;
- permitted to do so by the student or his/her parent/guardian; and/or
- permitted or required by law.

Personal data may be stored in our or our affiliates’ database systems (which may be located within or outside the jurisdiction in which the personal data was collected) and online portals and will form part of the applicant’s official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data may be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

The Parent Association (PA) is established, therefore we may provide such personal data to the relevant PA for inclusion in the PA directory and other PA activities. If a student or his/her parents/guardians do not wish for such data to be included in the PA directory, please inform us.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant. Failure to provide the requested data may affect the Students' ability to participate in certain events, activities and expeditions arranged by the School.

All practicable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Students or their parents/guardians may have the right to access or correct personal data held by the School under applicable law. Requests for access and correction should be addressed in writing to Admissions (addressed to the School). We may levy a charge for accessing the information.

If any of our communications constitute direct marketing we will separately seek your consent where required by law. In addition NAE will (1) honour any request we may receive from you to stop receiving such communications and (2) assisting in ensuring that you do not receive targeted advertising that is unlikely to be of interest to you.

Where you do not consent to direct marketing, or where we do not wish to target specific ads to you, we will sometimes meet these requirements by sharing your email address with our advertising service providers, to ensure that such communications are not issued to you. Your email address will be irreversibly encrypted by them and will not be used for any other purpose. We rely on legitimate interests (managing the advertising of our services) for this purpose.

The terms of NAE's privacy policy can be found at www.nordangliaeducation.com.

I hereby confirm that I wish to apply for a place for my child(ren) at The British School of Beijing and the documents provided are without falsification or omission. I give permission for photographs of my child(ren) to be used on the school website and on school literature as may be occasionally required for school promotional and community purposes. I have read and accept the terms and conditions and undertake that it is the parent's or guardian's full responsibility to notify the school of any changes in details given on this application during the child(ren)'s enrolment at the school.

Signed (parent/guardian): _____ Date: _____

School Transport Request

(One per family)

CHILD(REN)'S DETAILS

Family name: _____ Confirmed date of entry: _____

1st child's name: _____ Year group: _____ School: Sanlitun Shunyi

2nd child's name: _____ Year group: _____ School: Sanlitun Shunyi

3rd child's name: _____ Year group: _____ School: Sanlitun Shunyi

Will the child(ren) require the school bus service? Yes No

SCHOOL TRANSPORT REQUEST

Preferred pick-up /drop-off point:	
Bus service required from (date):	
Service required:	<input type="checkbox"/> Both ways <input type="checkbox"/> To school only <input type="checkbox"/> From school only
First day(s) in school:	<input type="checkbox"/> Full bus service required <input type="checkbox"/> Bus home only (parents will bring to school) <input type="checkbox"/> No bus required until date given above

1. Security cards provided by the school must be worn at all times by parents when picking up/ dropping off children.
2. Please ensure that you have read the School Bus Policy document before applying for transport and submit the signed agreement with this request form.
3. School Bus Transport forms require 5 days to process. Forms must be received at least a week before the start of a new term.
4. Children starting mid-term will need to submit the completed form 7 working days before requiring use of the bus service.
5. The school bus service is provided on request, and at the school's discretion. All applications should be made through this request form.
6. All school bus routes are planned prior to the beginning of each school term, taking into account the transportation requests received at that time.
7. The school bus coordinators will make every effort to accommodate bus requests received in good time, but cannot guarantee a bus service to or from any particular location.
8. If a new student is in temporary accommodation or moves house, advance notice should be received in writing/email to the Bus Office (no less than 7 working days). While the School will do its utmost to satisfy every transport request received, provision of the service is subject to accessibility, current bus routes and seat availability.
9. Students must be punctual and wait for the school bus at the designated time. The bus will not wait for late arrivals.

10. The cost of one-way transport is 60% of the full bus fare. Priority is given to those students requiring bus service both ways.
11. Parents/Guardians of primary students are requested to wait at the designated pick-up and drop-off points set by the School to ensure the safety of their child.
12. The School reserves the right to change bus routes, pick-up/drop-off times and points at any time of the school year in order to satisfy the needs of the majority of students on a particular route.
13. If a child is absent or due to be absent from school for any reason, the bus coordinator and/or bus monitor must be informed immediately.
14. Under 2 only with a guardian.

As parent/guardian of the student(s) listed above, I confirm my acceptance of the terms and conditions relating to the use of the school bus service.

Signed (parent/guardian): _____ Date: _____

Parent's/Guardian's name (please print): _____

Contact us:

Telephone

Sanlitun: +86(10) 8532 3088

Email

Sanlitun: sltadmissions@britishschool.org.cn

Website

www.bsbsanlitun.com

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Contact us:

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Email

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www.bsbshunyi.com

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