



# THE BRITISH SCHOOL OF GUANGZHOU

A NORD ANGLIA EDUCATION SCHOOL

A parent or legal guardian must fully complete this document for each child enrolling by carefully reading each section and signing to show full agreement. A copy will be given to the legal guardian with the original kept by the school.

## Conditions & Declarations

Full Name(s) of Child(ren):

Section 1: Parent/Guardian Responsible for Application

Section 2: Conditions Apply To All Children You Enrol

Section 3: Medical Conditions & Allergies Declaration

Section 4: Child Protection & Safeguarding (Intimate Care Policy)

Section 5: Special Educational/Learning Needs Declaration

Section 6: Understanding of 'Enrolment Fee' and 'Early Notice Payback'

Section 7: 'Personal Information Collection Statement'

Section 8: Acceptance of 'General Conditions.'

### Section 1: Parent/Guardian Responsible for This Application.

Printed Name:

Signature:

Date:

Each fully completed signed document should be returned to:

The Admissions Office at The British School of Guangzhou

[admissions@bsg.org.cn](mailto:admissions@bsg.org.cn)

The British School of Guangzhou  
983-3 Tonghe Road, Baiyun District, Guangzhou,  
Guangdong Province 510515, China.

Proceed to next section 

## Section 2: Conditions Apply To All Children You Enrol.

As parent or guardian, I confirm that my acceptance of the 'Conditions' and 'Declarations' on this document will apply to all children I enrol at the school.

Signature:

## Section 3: Medical Conditions & Allergies- Full Declaration.

Below I inform the school of any and all medical conditions my child/children has/have that may require specific attention from the school.

INDICATE 'NONE' or NOTE ALL MEDICAL CONDITIONS THE SCHOOL SHOULD BE AWARE  
(IF APPLICABLE, PROVIDE FURTHER GUIDANCE FOR NURSES)

DOES YOUR CHILD TAKE ANY KIND OF MEDICATION ON A REGULAR BASIS? YES NO  
(PLEASE CIRCLE GIVING DETAILS ABOVE IF 'YES')

INDICATE 'NONE' or GIVE DETAILS OF ALL ALLERGIES, INCLUDING FOOD ALLERGIES, THAT THE  
SCHOOL SHOULD BE AWARE OF (IF APPLICABLE, PROVIDE FURTHER GUIDANCE FOR NURSES)

By signing below I certify that my child(ren) are currently up-to-date with all vaccinations recommended for their age group and I understand it is my responsibility to ensure this is maintained as they progress through the school.

I also fully understand that it is my sole responsibility to ensure appropriate medical insurance coverage is in place for my child and fully understand that the school will not cover any medical expenses whatsoever arising or relating to my child/children.

I further agree that school staff are permitted to administer minor first aid when required and immediate medical assistance to my child/children in the event of a medical emergency.

I agree to all conditions noted above and certify that the information I have provided above is fully complete and truthful.

Signature:

Proceed to next section 

## Section 4: Child Protection and Safeguarding (Intimate Care Policy):

At the British School of Guangzhou, we are committed to safeguarding and promoting the welfare of all children within our care. We aim to provide a safe and positive environment for children to learn in and have created a clear and detailed 'Child Protection & Safeguarding Policy' that gives guidelines on how we do this. This document can be easily accessed through the school website [www.bsg.org.cn](http://www.bsg.org.cn). It should be further noted that all staff employed at the school are trained in this area as they join the school and full police background checks are required for any staff member before they can be employed in any capacity at the school.

Noting above, we require that intimate care of children within our school is recognised and treated with sensitivity and respect by both parents and staff. As part of this, we require parents to recognise that children at different ages will need different levels of support that may require intimate care from staff at times. Within the Secondary School children will almost always be fully independent but may need support under very rare circumstances. Children within Early Years and the Primary School however, may at times need support in managing their toileting needs and/or changing of clothing and we require parents acknowledge that staff have permission to assist with this when required within the guidelines noted in our Child Safeguarding Policy. As an additional note, all children over the age Pre-Nursery (2+) must be fully toilet trained before joining the school but children of Toddler age (1-2 years old) will require staff to regularly change clothes and nappies/diapers.

By signing below, you give permission for designated staff to support your child as required within the context outlined above, noting that parents will be informed if your child has needed intimate care support regardless of age or year group (in Early Years, should your child have minor toileting incidents these will be recorded in the home-school communication book).

Signature:

## Section 5: Special Educational/Learning Needs Full Declaration.

Please tick and give details below of any current and/or previous Special Educational Needs (SEN) your child/children may have or require

- |   |  |
|---|--|
| <input type="checkbox"/> Educational Assessment             | <input type="checkbox"/> Occupational Therapy Service      |
| <input type="checkbox"/> Speech & Language Therapy Services | <input type="checkbox"/> Psychological/Counselling Service |
| <input type="checkbox"/> Physical Therapy Services          | <input type="checkbox"/> Other (please specify)            |

GIVE DETAILS OF ALL SPECIAL EDUCATIONAL NEEDS THE SCHOOL SHOULD BE AWARE OF OR INDICATE "NONE"

By signing below, I hereby certify that my child/children has/have no other special educational or additional learning needs that I am currently aware of and the information provided above is full and complete.

Signature:

Proceed to next section 

## Section 6: Understanding of 'Enrolment Fee' and 'Early Notice Payback'

1. I understand the school requires each family to pay an enrolment fee prior to enrolling children at the school. This enrolment fee is non-refundable. It will not be returned at any time and is non-deductible from any further charges applied to your family.
2. I understand if I cancel enrolment of my child/children prior to commencing classes at the School for any reason, the 'Enrolment Fee' will be forfeited. In addition, I must provide apposite written notice of at least 3 months prior to the first day of school for me to receive 'Early Notice Payback'.
3. I acknowledge that the school will provide an 'Early Notice Payback' reward of 10,000RMB to families that provides a formal written notice to the school's Admissions Office at least 3 months prior to the family's last day at school.

Notes:

- (a) "Last day at school" means the student's last day physically at school. It does not mean last day at (school plus holidays. It does not extend to the first day of the next term.
  - (b) "Written notice" is defined as an email sent directly to the Admissions team (admissions@bsg.org.cn) at the school clearly stating your child or children's last day at school.
  - (c) Notice of any kind given to teachers or any person at the school other than Admissions personnel can not be accepted for the purposes of 'Early Notice Payback'.
4. I understand I must be able to produce, if so required, an acknowledgment that apposite written notice of withdrawal has been provided to the school before any 'Early Notice Payback' payments can be paid.
  5. I accept 'Early Notice Payback' will not be delivered until all of my children have been withdrawn from the school (i.e. I will not expect 'Early Notice Payback' if one of my children withdraws with the appropriate notice, but I still have other children enrolled at the school).
  6. 'Early Notice Payment' is payable directly to the person who pays tuition bills for your family only assuming all outstanding fees and charges have been settled and all school resources have been returned before last day of attendance.
  7. If a third party (i.e. a company) is responsible for payment of any school charges, I accept that it is my responsibility to clearly explain the conditions above to them; and to provide them with copies of this document, the Application Form and the Admissions Booklet for reference.

Signature:

OFFICIAL USE ONLY

Proceed to next section 

## Section 7: Personal Information Collection Statement

The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by the British School of Guangzhou (“we” or “us”) for lawful and relevant purposes including but not limited to:

- (a) Assessing the suitability of applicants’ admission to the British School of Guangzhou (the “School”);
- (b) Processing applications for admission;
- (c) Verification of the applicant’s examination results, academic records and other information;
- (d) School administration and operation after admission;
- (e) Sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (f) Statistical and research purposes;
- (g) Other school related purposes; and
- (h) Alumni activities.

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including the government of the People’s Republic of China), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) 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 School is located) and online portals and where application is successful, such personal data 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 will be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

If a Parent Associations is established, we may provide such personal data to them for inclusion in directories and other school activities. If an applicant or his/her parents/guardians do not wish for such data to be included, please inform us. We may place a student’s photo, video footage, name or school work in our or our affiliates’ website, social media, marketing materials, corporate communications (including annual reports) or publications.

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 result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable 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.

Any complaints arising out of this Statement should be addressed in writing to the Principal (addressed to the School). The terms of the School’s privacy policy can be found at [www.nordangliaeducation.com/our-schools/guangzhou/parent-essentials/school-policies](http://www.nordangliaeducation.com/our-schools/guangzhou/parent-essentials/school-policies).

I, the undersigned, have read, understand and consent to the provisions contained within this personal information collection statement.

Signature:

Proceed to next section 

## Section 8: Full Acceptance of 'General Conditions (18 Items)

1. **Application Process** - Completing an application form does not entitle a student to placement at the school. A place will not be reserved until all entry requirements are fulfilled, which will normally include an assessment to determine the level of English and academic ability of the student. The school reserves the right to refuse admission after the interview and examination.
2. **Quality of Information** - It is vital that parents provide full and accurate information to the school. Any information provided during the application process which is deemed incomplete or misleading could lead to the exclusion of a student from the School. In all such cases, the school Principal will have full and final authority. Furthermore, it is the parent's legal responsibility to provide genuine applicable documentation for each child enrolled; noting that if any documentation provided is not accepted by the Chinese authorities, for any reasons at any time, parents must comply with government judgments that may include, but are not limited to, the immediately termination of enrolment at the school.
3. **Application Fee** - The application fee is non-refundable. One application fee is required for every student applying to the school.
4. **Documents Required** - The following documents must be provided by parents:
  - (a) A photocopy of the passport of at least one of the parents
  - (b) A photocopy of the student's passport
  - (c) This 'Conditions & Declaration' document, fully completed and signed
  - (d) Photo of Student;
  - (e) Where applicable, previous school reports.
  - (f) Student Applicant Recommendation Form
5. **Payment and Refunds** - The following criteria shall apply to the payment and refund of fees and charges:
  - (a) Fees and charges must be paid according to the dates and terms specified by the School on invoices.
  - (b) No refund of fees can be made for absence due to illness or any other causes.
  - (c) Full fees must be paid for any and all absence periods from the school. If fees are not paid for any reason during absence, the student's place will be forfeited.
  - (d) For tuition fees paid termly, no refund is available for early withdrawal.
  - (e) For tuition fees paid yearly, a refund for early withdrawal will be calculated by discounting from the total fees paid, the termly fee for every term attended (irrespective of whether the student has attended partially or fully any given term).
  - (f) At the discretion of the school, late payment of fees will be subject to a 5% surcharge.
6. **School Lunches** - The school regards lunches as an integral part of the education of the student and of school life in general. As such, school lunches are compulsory for all full-day students with no extra costs applied to families.
7. **Bus Services** - The school offers an optional bus service. No refund will be available for days of absence. If a student is not going to use this service on any given day, parents should notify the School in advance. If the school's bus service is not used it is the responsibility of the parents to ensure your child arrives to school promptly and is collected according to school hours.
8. **Absence** - If a student is absent from school, parents agree to inform the school of the reason by telephone, as soon as possible. On returning to school, students must bring a note from a parent or guardian explaining the reason for their absence.
9. **Standards of Behaviour and Discipline** - Students are expected to behave in a polite and responsible manner throughout their stay at the school, showing respect to teachers and to fellow students. Strict disciplinary procedures will be enforced for incidents of serious misbehaviour such as bullying, racism or general disrespect to the school or others.

Signature:

Proceed to next section 

## Section 8 continued...

10. Uniform - School uniform is to be worn by students in accordance with the school's uniform policy.
11. Temporary Suspension or Expulsion from the School - At the discretion of the Principal, the school reserves the right to temporarily suspend or expel a student or family for unacceptable behaviour, non-payment of tuition fees or bringing the school into disrepute. The same refund policies for absence (in case of temporary suspension) or early withdrawal (in case of expulsion) will apply. Details are highlighted in point 5 of these General Conditions.
12. Damage Liability - Parents are liable for any deliberate damage caused by their child to school property or to property belonging to teachers, employees or other pupils.
13. School Responsibility - The school has a responsibility towards the educational progress and well-being of the student body as a whole. Any pupil who is not making sufficient progress or whose behaviour over time is having a negative effect on the progress of other pupils may be excluded from the school. The decision to exclude a student from school remains solely at the discretion of the Principal.
14. Learning Support/Special Education Needs (SEN) - The school provides mainstream education and is therefore not resourced to cater for students with high levels of SEN. Our teaching staff and facilities can accommodate low to moderate needs but the school reserves the right to exclude students if, at any time, requirements are deemed by the Principal to be beyond our ability to cater for. Note that in such cases we will try to work in the child's interests. This may include advising and insisting on external assessments and/or individual support for the child that parents/guardians will need to fully fund in addition to normal fees. In addition, a SEN charter is in place at the school to provide guidelines on how the school and families work together to support the child effectively. Families of children who need any level of learning support will be required to complete the SEN charter.
15. Borrowed Items - The parents of any student that loses, misplaces or damages items borrowed from the school, including but not limited to school books, laptops/tablets and musical instruments provided by the school, shall be expected to refund to the school 100% of the list value of a new replacement item, irrespective of the age of the item lost/misplaced or damaged.
16. Use of Student Images and Video - Parents joining the school automatically give consent for printed and digital use of photographs and video of their child/children within Nord Anglia Education internal and external publications and promotional material. This includes on-line and off-line marketing campaigns and website publication. Note: this extends to include any pieces of school work created.
17. School Excursion Consent - School day trips are an integral part of curriculum and school life. Unless written notification is provided to the Admissions Office at the school, it is understood parents consent to their children attending school day trips.
18. Community Charter - Expectations on the relationship between, school, parents and students are outlined in the 'Community Charter' document that is provided to each family as you join the school. By signing below, you are confirming that you agree with and will support these principles.

Signature:

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*Be Ambitious*

[www.bsg.org.cn](http://www.bsg.org.cn)