Dear Parents,

Thank you for entrusting us with your children’s education.

The Enrolment period for new students will be from 1st-21st July and for current students, from the 6th-21st of July.

Please note that enrolment forms and additional documents must be returned by post or handed in at the School office duly completed. Enrolment forms received by fax or email will not be accepted.

- Enrolment form
- Emergency details / Health and Medical information
- Authorizations
- School Protocol
- Payment information sheet
- School pick-up for Primary 1º & 2º
- Proof of up-to-date payments issued by the School catering company
- Letter from the Parents Association (AMPA)

Textbooks: Information and lists can be found at our website.

School timetable: Starting at 8:45 for all year groups, finishing at 15:25.

Canteen service: Primary pupils have lunch at the school canteen from 12:15 to 13:15. You may use this service once the payment had been made. Otherwise, children should come to school provided with a packed lunch and must pay the stated price. The school makes use of a strict payment policy. If any of these fees were not paid, the parents will need to make arrangements for the child to be picked up at 12:15 and returned back to school by 13:25.

After School Clubs: There are currently four clubs available: Dancing classes, Music classes, Football and Basketball. For more information please visit the school website and check “Actividades Extraescolares”

AMPA: For those parents interested in extracurricular activities, please get in contact with the Parents Association (AMPA) on 020 8962 0344 or via e-mail: ampa9@hotmail.es or the website.

The school’s website will be updated regularly with useful information and other topics of interest. Please check our website often for school updates.

Kindest regards,

Ms. María Isabel Martínez López
Head Teacher of the IE Cañada Blanch
TUITION AND ENROLMENT FEES - PAYMENT INFORMATION

Enrolment and Tuition Fees can be paid by bank transfer (proof of payment will be required when submitting the enrolment form) or by cheque at the Administration Office.

Refund of fees will only apply if a written notice is given (or by email) before 24th of August (15 days prior to commencing the classes) duly justifying the cause.

PAYMENTS BY CHEQUE

Enrolment Fees: MUST BE PAID ON ENROLMENT DAY

Cheque payable to: MEC PORTOBELLO
Amount: £315,00 per pupil
NOTE: Please write the pupil’s name and year group at the back of the cheque

Tuition Fees: ONLY FOR NON-SPANISH STUDENTS

Cheque payable to: INSTITUTO ESPAÑOL CAÑADA BLANCH
Amount:
Reception and Primary: £2000 when enrolling the school and £1125 in January (£3,125 per academic year)
Secondary and Baccalaureate: £2000 when enrolling the school and £1875 in January (£3,875 per academic year).

NOTE: Please write the pupil’s name and year group at the back of the cheque
School fees should be paid to the School’s bank account, by cheque or bank transfer:
First payment on enrolment and second payment by 31st of January 2016.

BANK TRANSFER PAYMENTS

Enrolment Fees
Bank acc. Holder: MEC PORTOBELLO
Account No.: 22063901
Bank: Banco Bilbao Vizcaya Argentaria (BBVA) Sort Code: 23-59-11
IBAN: GB59 BBVA 2359 1122 063901
SWIFT: BBVAGBB2L
Address: 108 Cannon Street, London EC4N 6EU - UK

Tuition fees: (amounts shown above)
Bank acc. Holder: INSTITUTO ESPAÑOL CAÑADA BLANCH
Account No.: 00915850
Bank: Banco Bilbao Vizcaya Argentaria (BBVA) Sort Code: 23-59-11
IBAN: GB49 BBVA 2359 1100 9158 50
SWIFT: BBVAGBB2L
Address: 108 Cannon Street, London EC4N 6EU - UK

NOTE: Please quote the pupil’s name and year group and send copy via fax: 020 8968 9432. From Spain: 0044 20 8968 9432.

TO BE SIGNED ONLY FOR NON-SPANISH STUDENTS

I, Mr/Ms/Mrs. ……………………….parent/carer of…………………………………………………………………………………………
enrolled in year group…………………………………………………………………………………………………………………………have read and understood the above rules and agree that as a member of the school community of I.E. Cañada Blanch it is my duty to follow them.

(Signature)

Printed name:……………………………………………………….
### ENROLMENT FORM FOR THE ACADEMIC YEAR 2015 - 2016

**PRIMARY EDUCATION**  **YEAR GROUP**  **1°**  **2°**  **3°**  **4°**  **5°**  **6°**

#### STUDENT DETAILS

*(PLEASE USE CAPITAL LETTERS AND COMPLETE ALL THE BOXES)*

<table>
<thead>
<tr>
<th>Surname</th>
<th>Name</th>
<th>ID / Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Place of Birth (City, County)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Any brothers or sisters at this school?  
  - [ ] NO  
  - [ ] YES  
  Name of brother/sister ___________________________ Year Group _____

#### FAMILY ADDRESS:

- Number, Street, Town, Postcode

#### E-mail

- Telephone number

#### G.P. INFORMATION

- Name and address of G.P.
- NHS Registry number

#### FAMILY DETAILS:

<table>
<thead>
<tr>
<th>Full name, and address if different to the family address (1)</th>
<th>Years in the UK</th>
<th>Passport No.</th>
<th>Nationality</th>
<th>Place of Birth</th>
<th>Work Telephone</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mother</td>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Father</td>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ACADEMIC DETAILS:

- In the present academic year the student is enrolled at:  
  - Name of the school: 
  - Telephone: 
  - Full address:

#### OTHER

- Please, choose one of the following:
  - Catholic Religion
  - Social values and Civic responsibilities

- Date and signature of father / mother / tutor

  London, ................ of ........................................... 20……

- Signed:
**DOCUMENTS TO BE SUBMITTED:**

✔ Please tick

- New admitted students must bring their FINAL SCHOOL REPORT
- Receipt of payment of £315 for service charges and complementary activities. See payments information attached.
- Receipt of payment of £2000 corresponding to the first payment of the education fees for non Spanish nationals. See payments information attached.
- Information and authorizations forms containing the following:
  - Emergency contact details.
  - Health and medical information.
  - Authorizations.
  - School Pick up form for 1º and 2º Primary
- School Protocol signed
- Payment information sheet.
- Copy of proof of permanent UK address (bill or bank statement)
- Copy of ID or passport of the student and parents or guardians.
- 2 passport-size photos
- Proof of up-to-date payments issued by the School catering company

**WE WILL NOT ACCEPT UNCOMPLETED APPLICATION FORMS**

**NOTE**

The Spanish Ministry of Education (MECD) annually establishes a sum that must be paid towards complementary activities plus services. This sum was £315.00 for the school year 2015-2016. Signing this form by a parent or guardian means that an undertaking is given to pay this aforementioned sum within the limit specified (as stated by the Spanish Law Order EDU/1644/2009). Should parents or guardians fail to make the payment, the enrolment will be INVALID.
FAMILY AGREEMENT WITH THE RULES OF CONDUCT
AT THE INSTITUTO ESPAÑOL VICENTE CAÑADA BLANCH

The following document has been approved by the School Council of the IE Vicente Cañada Blanch and summarises the essential aspects of the School Rules and the policies for Safety and Hygiene, anti-bullying and The Protection of Minors. Its main aim is to remind you that they are all policies which must be observed by the entire school community. It is therefore important that you read this statement carefully so that we can be sure you fully accept the system of education and observe the norms of conduct of this school.

1. CURRICULUM By choosing to send your child to this school voluntarily, you are agreeing to the curriculum as approved by the School Council which is published on the school website and that all pedagogical decisions are the responsibility of the teaching staff.

2. CODE OF CONDUCT. The code of conduct as clearly defined in the Real Decreto 732/1975 of 5th May sets out the rights and responsibilities of the pupils. As a general rule, any conflict must in the first instance be dealt with by the class teacher, then by the form tutor, the Head of Studies and where all else fails, by the Head Teacher. Pupils and their parents or carers have the right to be informed of any incident or measure which directly affects them.

3. SCHOOL CALENDAR. The school calendar is published before the start of each academic year and must be adhered to by all members of the school community. Failure to observe the correct dates for the start and finish of each term and also the beginning and end dates for school holidays will be considered as unjustifiable absences and noted accordingly.

4. SCHOOL TIMETABLE:
   - RECEPTION AND PRIMARY: The school day runs from 8.45 to 15.25
   - SECONDARY: Classes begin at 8.45 and finish at 16.30

   Access to the school for reception and primary is via the gate in St Lawrence Terrace, whereas secondary and bachillerato students will access the school through the door on Portobello Road which will remain open from 8.30 until 8.45. The school will not be responsible for the care of pupils until classes start at 8.50. Pupils from Reception and Primary will also leave via this gate which will be open again from 15.25 until 15.40. Parents cannot remain in the playground after this time. It is of the utmost importance that parents and carers are punctual both at the start and the finish of the day in order not to disrupt school activities.

   In order to guarantee safety and avoid disruption, parents and carers of pupils are only allowed on site if they need to visit the school office or have arranged a meeting with one of the teachers. In all cases, they must sign in at the reception desk stating the motive for their visit and wear the Visitor ID badge provided, at all times.

5. ATTENDANCE AND PUNCTUALITY. Attendance and punctuality are compulsory. In Secondary and Bachillerato the accumulation of absences can lead to the withdrawal of the right to continuous assessment.
6. **RIGHT TO RE-ENROL.** According to the current regulations, the group of teachers responsible for assessing a group, in Primary, Secondary and Bachillerato can decide to refuse the right to re-enroll on one or several of the following grounds:

- repeated absences
- bad behaviour
- poor academic performance
- neglected to pay for teaching, services and dining services

In the above cases, there exists a procedure designed to detect the problem and attempt to find a solution in order to avoid losing the right to re-enroll. The parents or careers of the pupil will be informed as soon as the possibility of the loss of this right is detected.

7. **SCHOOL PROPERTY AND EQUIPMENT.** School property, equipment and materials should be respected at all times. Failure to do so will result in the appropriate sanctions being applied. Moreover, the cost of repair for any damage caused will have to be paid for by the culprits.

8. **TEXT BOOKS AND OTHER NECESSARY MATERIALS.** It is the responsibility of parents or careers to ensure that pupils attend class with the materials needed for the class activities. It is also their responsibility to ensure that they complete homework tasks set by their teachers.

9. **HYGIENE.** Personal cleanliness is important as is a healthy lifestyle, and it is the duty of parents and careers to ensure that they inculcate these values in their children.

10. **PROTOCOL IN CASE OF PARENTS BEING LATE TO PICK UP THE PUPIL.**
    In case of delay at pick-up time, the pupil will remain with the Deputy Head, or in his or her absence, with the member of the Management Team on duty that day, until 16:30.

    Between 15:25 to 16:30 the caretakers will try to contact the pupil’s family. If by 16:30 pm children have not been collected, the School will report this to the local police. If continuous delays occur, the School will report it to the Local Authority.

11. **PAYING OF DUES:** In compliance with the instructions for admission and registration issued by the Ministry of Education and published on the school website, students who enrol in this school must pay the fees for the dining service and for the monitoring of all the students. The payments for “dinning” and “surveillance” apply to both students who eat school lunch and students who bring packed lunch from home. If any of these fees were not paid, the parents will need to make arrangements for the child to be picked up at 12:15 and returned back to school by 13:25.

I, Mr/Ms/Mrs……………………………………………………………………………………………………………………………….. parent/carer of……………………………………………………………………………………………………………………………….. enrolled in group……………………………………………………………………………………………………………………………… have read and understood the above rules and regulations and agree that as a member of the school community of I.E. Cañada Blanch it is my duty follow them.

Signature:
EMERGENCY CONTACT DETAILS

TELEPHONE NUMBERS

Very important in case of emergency or other circumstances.

PUPIL’S NAME: .................................................................Year Group: ........

HOME ADDRESS: ........................................................................................................................

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>NAME</th>
<th>RELATIONSHIP TO CHILD</th>
<th>HOME WORK MOBILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TELEPHONE 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE 4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HEALTH AND MEDICAL INFORMATION

Mr / Mrs / Ms _______________________________________________________
Parent / Guardian of ________________________________________________

I CAN CONFIRM THAT:

☐ My son/daughter does not have any health or medical condition that that school staff should be aware of.

☐ My son/daughter has the following health or medical condition: __________________________________________________________

Does he/she take medication for this or any other reason? Yes ☐ No ☐

If yes, please state what medication is being taken:

____________________________________________________________________

If considered necessary a meeting can be arranged with the form tutor for this purpose.
AUTHORIZATIONS

AUTHORIZATION FOR EXTRACURRICULAR ACTIVITIES

I, Mr./Mrs. _____________________________________________________________  
Father/mother/guardian of:________________________________________________  
Year group ______  
I give my AUTHORIZATION so the above named student can participate in the relevant curricular and  
extracurricular activities organized by the teachers of the school during the academic year, irrespective of  
whether the activities are outside school premises or not and may or may not require the use of transport.

PICTURES AUTHORIZATION

Mr/Mrs/Ms  ______________________________________________________  
Parent/Guardian of __________________________________________________  
I give my consent for pictures to be taken of my son/daughter at the “Instituto Español Cañada Blanch” for  
educational purposes and family use only. I am also aware that this may be posted on the Blogs, school  
website and other publications (school agenda, annual, etc).

Date: ______ / ____________________ / 20____  
Signature of parent or carer

Printed name:
SCHOOL PICK UP INFORMATION FOR
PRIMARY EDUCATION - 1º & 2º

PUPIL’S FULL NAME …………………………………………………………………………………………………………………

YEAR GROUP ……………………………

- Person responsible for picking the pupil up

  Full name ……………………………………………………………. Tel ………………………………………

  Relationship ……………………………………………………………

- If he/she were not able to, I give my authorization to the following person

  Full name ……………………………………………………………. Tel ………………………………………

NAME OF MOTHER OR FATHER

Mrs./Ms./Mr. …………………………………………………………………………………………………………………………………………….

I understand that I am responsible for collecting my son/daughter from school punctually after the lessons at 15:25pm or after the extracurricular activities.

Date: ……… / ………………………… / 20……

Signature of parent or carer

Printed name: ……………………………………………………….

PLEASE NOTIFY THE PUPIL’S CLASS TUTOR SHOULD THERE BE ANY CHANGES
Estimadas familias:

Muchas gracias por vuestra colaboración y generosidad en el curso que acaba, 2014/2015.

Sin vuestra ayuda, habría sido imposible conseguir tantos objetivos.

Gran parte del dinero que AMPA ha recaudado este año ha sido destinado en:

- Proyecto de huerto escolar
- Proyecto TIC (Instalación de pizarras digitales y altavoces en todas las aulas)
- Departamento de Inglés (Book Project)
- Departamento de Tecnología (Compra de material)
- Proyecto 4º Primaria (Ayuda al transporte)
- Proyecto convivencia
- Bancos de madera para el patio

Para recaudar fondos, se realizó una rifa y cena benéfica en Navidad, se han organizado bakes sales cada dos semanas, y fiestas de Navidad, primavera y Verano.

Nuestros proyectos más inmediatos y ambiciosos, van a suponer una gran mejora para el centro, pero a la vez, van a resultar muy costosos. Se trata de mejorar las instalaciones deportivas del centro.

Pedimos, una vez más, vuestra generosa colaboración para seguir trabajando por mejorar el centro, por esto os pedimos que colaboréis con el colegio haciendo un donativo voluntario (sugerimos £ 20), pudiendo este realizarse de la siguiente forma:

- Mediante transferenciabancaria:
  
  Sort Code : 40-05-08 Número de cuenta 11397303, ( UK)
  International Bank Account Number : GB63MIDL40050811397303

- En efectivo, en este mismo sobre, y entregándolo junto con la matrícula.

- Mediante un cheque a AMPA

El hecho de realizar una donación a AMPA no lleva consigo el pertenecer a la asociación ya que AMPA La Colmena está compuesta por todos los padres del centro, por lo tanto, ya sois padres de AMPA, ni supondrá descuentos en las actividades realizadas durante el año.

Un saludo

AMPA