



# Year 1 Enrolment Form

Child's Forename \_\_\_\_\_

Child's Surname \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Current School attended \_\_\_\_\_

School Year in September 2020 \_\_\_\_\_

## Latest Assessment Grades from School:

Subject	Maths	English Reading	English Writing
Grade/Expected Level (eg at/above/below)			
Date when Grade was achieved			

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mother's / Guardian's Name \_\_\_\_\_

Mobile number \_\_\_\_\_

Father's / Guardian's Name \_\_\_\_\_

Mobile number \_\_\_\_\_

## My preferred payment method is (please tick)

Bank transfer \_\_\_\_\_ Cash \_\_\_\_\_ Cheque \_\_\_\_\_

I have also read and accept the terms and conditions for the tuition. Please tick

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Firm Foundation Course

## Parental Consent Form

### Emergency Consent (Please tick agree / do not agree):

If my child urgently requires medical treatment during the tutoring session and it is not possible to contact me or my wife/husband/partner, the staff in charge at that time is authorised to give consent on my behalf. Agree  Do not agree

### Medical Information:

Please complete details of any medical condition that your child suffers from and any medication your child should take during sessions

### Medical Details:

Name and Address of Doctor's Practice:

Name of Doctor \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone number \_\_\_\_\_

### School Pick Up Service: (Please tick agree / do not agree):

I give consent for my child to be picked up from school or home between 3pm and 3.30pm on \_\_\_\_\_ (please state day of the week) by the tutor (Please note there is an additional charge for this service).

Agree

Do not agree

**Please sign below to confirm the choice you have made above in relation to Emergency Consent and Child Pick Up Service.**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Firm Foundation Course

## Bank Details

**Account Name:** Firm Foundation Course  
**Account Number:** 83469581  
**Sort Code:** 20-57-44

When making payment quote reference\_ *(Child's name)*

### **Car Parking (Safety Measures):**

Kindly note that the allocated car parking space is labelled UNIT 4. All other marked units are for the neighbours and should be avoided. You can park on the road. Parents are advised to park safely and guide their children across the car park to the premises.

Likewise, you will need to come to the door of the premises to collect your child.

### **Payment Policy:**

KS1 & KS2: 100% of the fees should be paid on a monthly basis, at the beginning of each month, regardless of whether your child attends all the scheduled sessions.

### **Clothing**

Students should wear comfortable appropriate clothing to sessions.

Chewing gum is not permitted on the premises.

Kindly read the Terms and Conditions and the following separate policies before signing the Terms & Conditions Form below:

Data Protection Policy

Safeguarding & Equalities Statement

Parent-agreement & complaints procedure

Code of Behaviour for Pupils Policy

E-Safety Policy

### **Hygiene**

Students may be asked to wash their hands or use hand sanitiser gel on arrival at the premises.

# Firm Foundation Course

## Terms and Conditions Year 1 to Year 5:

### Fees

The overall fees for the year, can be paid in 10 instalments. Payment(s) need to be received ON or BEFORE the first session of each month. Any bank charges incurred by Firm Foundation Course for a cheque, that is not honoured, will be passed back to the individual. All scheduled sessions for the duration of the course must be paid for whether your child attends or not. There is no reduction in fees if a child is absent due to illness, holidays taken or for any other reason. For those who join mid-year, the fees are calculated on a pro-rata basis. If payment is not made by the due date, then 10% interest charge may be added.

Parents who pick up their child late will incur a **late charge of £10** per half hour or part of a half hour. Parents shall be liable to pay all costs, fees and charges including any costs reasonably incurred by Firm Foundation Course in the recovery of any unpaid tuition fees and materials.

### Registration fee

There is a one off registration fee of £35 per child for all new pupils.

### Leaving

Once you have registered your child and your child has joined Firm foundation Course, there is no need to re-register every year. A minimum of 4 weeks' notice in writing, must be given to the Tuition Centre Co-ordinator, if you wish to withdraw your child.

### Drop off & Pick Up

In the interest of safety, parents are advised to bring their children to the entrance of the Premises at the start of their session and collect them from the entrance at the end of their session.

### By signing this form:

I have read and agree with the Terms and Conditions and other policies sent by email or shown on the website ([www.firmfoundationcourse.com](http://www.firmfoundationcourse.com)).

If no written notice is given I agree to pay for 4 weeks tuition fee in lieu of notice.

I hereby release all Firm Foundation Course staff and any other person involved with tutoring from any liability as a result of any injury sustained in or near the tutoring centre or any location where tutoring sessions are held.

Full Name.....

Signed (Parent/ Guardian) ..... Date .....

# Firm Foundation Course

## Code of Behaviour for pupils

This Code of Conduct applies to all students.

### Respecting ourselves:

- We all have the right to be respected.

### Respecting others:

- We are polite to each other.
- We respect each other's differences.
- We respect other pupils' opinions.
- We recognise that everyone has the right to be heard.
- We respect that others are here to learn.
- We look out for each other by reporting any concerns to a member of staff.

### Behaviour:

- We respond when we are asked to do something.
- We know how to behave and what to do in the event of a fire drill.
- We hold doors open for other people.
- We will not run in the classroom(s).
- We tidy up after ourselves, using the bins provided.
- We do not use bad language at any time.
- We will turn our mobile phones off or put them 'on silent' during lessons.
- We will attend classes on time and with the right equipment.
- We will let the co-ordinator know if we are going to be absent.

### We will not accept any of the following:

- Damage to property or equipment
- Verbal abuse to staff/pupils
- Physical aggression towards staff or pupils.
- Bullying.
- Cyber-bullying.
- Inappropriate misconduct.
- Chewing gum in class
- Theft.

Signed on behalf of the student:

Signature:..... Date:.....



## Firm Foundation Course

### Photo Release Form for Minors under 18:

Firm Foundation Course has my permission to use my child's photograph publicly to promote the business. I understand that the images may be used in print publications, online publications, presentations, websites and social media. I also understand that no royalty, fee or other compensation becomes payable to me by reason of such use.

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Child's Name \_\_\_\_\_