



RUNNYMEDE COLLEGE

British International School • Madrid

Enrolment Form

Child's Details

Child's surname..... First names..... Sex.....
Date of birth..... Place of birth.....
Nationality..... Religion (if any).....

Father's Details

Father's full name..... Nationality.....
Address.....
Post Code..... Town..... Country.....
Home tel..... Mobile tel..... e-mail.....
Occupation..... Place of work..... Office tel.....

Mother's Details

Mother's full name..... Nationality.....
Address.....
Post Code..... Town..... Country.....
Home tel..... Mobile tel..... e-mail.....
Occupation..... Place of work..... Office tel.....

Academic Background

Child's last schools, in chronological order, starting from the most recent:.....
.....
.....
.....

Other

Any illness the child suffers from that the School should know about, weakness of sight or hearing, asthma, allergy, fainting fits, etc
.....
Brothers' and sisters' name, sex, and age.....
.....
Marital status of parents.....
Languages spoken at home.....

I hereby enrol my child, particulars of whom I have given above and declare to be true to the best of my knowledge, in Runnymede College. I have read the rules and regulations and agree to abide by them.

Date Signed



Rules and Regulations

Payment

- 1.- Fees must be paid in advance by the first day of each term. A receipt will be issued. There will be a surcharge for late payment. Cheques should be made out to Runnymede College S.A.
- 2.- Payment by Bank Order greatly aids the administration of the School. If you are interested in this form of payment, please request the necessary forms from the Office.
- 3.- No refund can be made for absence due to illness or other causes. If a child leaves during term-time, fees will be paid in the following way:
 - i) If the child leaves before half-term, 50% of the term's fees will be charged.
 - ii) If the child leaves after half-term, the whole term's fees will be charged.
- 4.- Children starting during term-time will be charged the whole term's fees if they begin before half-term or 50% of the term's fees if they begin after half-term.

Re-enrolment

- 5.- In view of the degree of mobility of the School population, a fee for re-enrolment is charged each year. This means that by the end of the second term parents are asked to reserve a place for the following autumn term. A place cannot be guaranteed to children whose parents do not pay the fee and fill in the appropriate form which will be sent to all parents during the Second Term.

Property

- 6.- The fees include a sum for the loan of textbooks, exercise books and equipment for science, arts and crafts. Books must be covered and pupils may only write their names on them in pencil. If books or equipment are damaged, destroyed or lost, the pupils responsible will be required to pay for their replacement.
- 7.- Damage to any property belonging to the School, the teachers or other pupils, if deliberate or due to negligence, will also be charged to parents.
- 8.- Children who bring private property to School such as stamp albums, toys, mobile telephones, etc., may have them confiscated if they play with them during class or other times without permission. The object confiscated will be returned after a day, a week, a month or at the end of term at the discretion of teacher. Children may not bring radios, cassettes or record-players to school unless asked to by a teacher.
- 9.- The School can accept no responsibility for the loss of private property brought to School.

Uniform

- 10.- Uniform must be worn as described on a separate leaflet. Every single item must be marked (including underwear and shoes).
- 11.- It is not permitted to wear other uniforms (such as Scouts or Guides uniforms) or to wear any badges or insignias not connected with the School.

Health and Accidents

- 12.- Children will be supervised during breaks. The School cannot accept responsibility for supervising children before or after School.
- 13.- Every reasonable care is taken to avoid accidents. If, however, an accident occurs, first aid will be rendered on the spot by the staff. If medical attention is needed, the child will be taken to the nearest clinic, Clínica La Moraleja, Paseo de Alcobendas. Parents will be informed at once and no operations (stitches, etc.) will be undertaken without the parents' consent unless they are unavailable and the doctors consider it indispensable.

Absence

- 14.- If a child is absent, parents are requested to phone to explain the reason before 10 a.m. the same morning. This is for the School to know if there has been an accident or if the child is playing truant. The child must also bring a note from the parent or guardian on returning.
- 15.- Children must not absent themselves from school for an reason other than illness without the previous consent of the Headmaster. Parents are begged not to ask for such permission except for the most serious reasons: consent will only be given for compassionate reasons or religious holidays.
- 16.- Children must arrive at School punctually and no excuses will be accepted for lateness, unless permission has previously been granted.
- 17.- Children will wait in the playground before and after school, unless it is raining or the weather is exceptionally cold.

Homework

- 18.- Children must do all homework and no excuses will be accepted for not doing it. Parents are reminded that during term-time priority must be given to school work and are asked to collaborate by not arranging social activities or evenings-out during the week.

Discipline

- 19.- The policy of the school is to provide a creative and enjoyable context in which every student has the opportunity to excel in all areas of personal development: academic, social and emotional. Emphasis is placed on encouraging behaviour that is conducive to this goal. We firmly believe that high expectations of behaviour coupled with a clear code of conduct for students are an essential part of a successful educational environment. The discipline system of the school is both to reward positive behaviour and to correct negative behaviour. A system based on blue and red cards is used. This produces an overall conduct grade for each pupil which appears on the end-of-term report.
- 20.- If five red cards are given in one term or if a more serious breaking of rules takes place, a pupil is required to stay after school for one hour. Written notice of this detention is given to parents.
- 21.- In the event of particularly bad behaviour a pupil may be suspended for one or more days. If the pupil commits another serious offence, expulsion from school will result. If a pupil's behaviour is consistently of concern a report card may be given on which teachers comment on the pupil's work and behaviour and which parents read and sign each day. More details of the discipline system can be found on the school website.

Transport

- 22.- Whilst the School has its own bus service, parents enrolling should consult the Office before basing their plans on the assumption that there will automatically be a bus available.

Change of address

- 23.- Parents are asked to inform the School at once of change of address or telephone number, even during holiday time.

Lunch

- 24.- The School offers a good hot meal at current prices. Pupils are required to have the School lunch or to go home to lunch. They may not bring their own food. Parents of children who need a special diet for religious or medical reasons, should state their requirements in writing to Mrs Powell.