

## CHILD REGISTRATION FORM 2023-2024

### 1<sup>st</sup>Pupil's Details

Surname	In English: In Greek:	First name	In English: In Greek:
Name the pupil likes to be called		Date of birth	
Place of birth		Age	
<b>School</b> pupil attends for his / her full-time education <b>Year at this School</b>		First language	

### 2<sup>nd</sup>Pupil's Details

Surname	In English: In Greek:	First name	In English: In Greek:
Name the pupil likes to be called		Date of birth	
Place of birth		Age	
<b>School</b> pupil attends for his / her full-time education <b>Year at this School</b>		First language	

### 3<sup>rd</sup>Pupil's Details

Surname	In English: In Greek:	First name	In English: In Greek:
Name the pupil likes to be called		Date of birth	
Place of birth		Age	
<b>School</b> pupil attends for his / her full-time education <b>Year at this School</b>		First language	

**Father's details**

Surname		First name	
Nationality		Profession (optional)	
Contact telephone numbers		E-mail	
Address			

**Mother's details**

Surname		First name	
Nationality		Profession (optional)	
Contact telephone numbers		E-mail	
Address (if different from above)			

<b>Emergency contact number(s)</b> (if different from above)	
<b>Correspondence Preference</b> <b><del>(delete as appropriate)</del></b> The School's preferred option is email	Email/ Letter

### Pupil's welfare

Please tell us of any medical or dietary requirements, any allergies your child has, any medication your child is on.	
Please advise us of procedures to be followed in case of emergency ( <i>pertaining to the above</i> )	

Would you like to be informed about events from the wider community?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you like to be informed about educational / cultural events?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would you agree for your e-mail to be disclosed to your child's teacher?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Please note that due to increased demand, the School cannot guarantee a place without a timely submission of a valid registration form.**

---

## Personal Data and Consent Form

Please be aware that the Registration Form requests personal data from you and your child/ren and that when you submit the completed Registration Form to the School, the School collects this data, processes it and uses it in the ways listed below. The School only collects the personal data it needs to fulfil its functions.

Ways in which the School uses your and your child/ren's personal data:

- To maintain a contact list of pupils and parents/guardians
- To address any medical issues and emergencies which may arise
- To collect fees
- To communicate with parents about their children
- To communicate with parents about the functioning of the School, e.g. notifying of the AGM, School events etc.
- To organise the school classes
- To organise School events and trips
- To record and communicate exam results and school reports between you and the teachers
- And in any other way which the School needs in order to perform its functions of running the School.
- Please be aware that as the School is partly funded by the Greek and Cypriot governments, the School may be asked by these governments to provide your personal data. In this eventuality, the School will comply with the EU Data Protection Regulation when sending the requested data.

You have the right to request all your personal data held by the School and the right to request that inaccurate information is erased or corrected.

Your personal data will be removed from the School records after your children have left the school, although some of the data may be kept where there is a legal requirement to do so.

You have the right to withdraw your consent to the processing of your data at any time, and the right to ask the School to delete all your records and in this case please write to us to request this. However, please note that your child cannot be registered as a pupil at the School unless the data can be collected and processed as above.

The School will always treat your personal data in a confidential way and in accordance with the current legislation.

The School needs your consent to collect and process your personal data in the ways described above, otherwise your child/ren will not be able to be registered.

Please indicate your consent to the School's collection and processing of your and your child/ren's personal data.

---

**I/We agree that the personal data I/we have provided in this form can be collected and processed by the School in the ways set out above.**

**Mother's name:**

**Signature:**

**Date:**

**Father's name:**

**Signature:**

**Date:**

### **Photographs/Videos/Images**

From time to time School staff and School events' organisers take photographs and/or video recordings of activities including the School's children on the School's premises for educational purposes and for newsletters, such as those of the Cypriot Educational Mission and/or the Greek Education Office.

Please indicate\* below your agreement for these images /video recordings to be used in the following ways:

***\*delete / tick as appropriate***

On the school's website	Yes <input type="checkbox"/>	No <input type="checkbox"/>
On newsletters	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I agree that any photos and/or video recordings I may take at the School will only be for my own private use and I understand that recording and/or photographing other than for private use, including social network sites, would require the consent of the other parents whose children may be captured on film.

**Name:**

**Signature:**

**Date:**

## Registration Fee

**A Registration fee of £25 per new student at the School applies.**

**The Registration will not be valid until the Registration fee has been paid.**

**Please note that if the student has enrolled in the School in previous year, the associated registration fee has been paid and the student has completed the academic year there will be no need to pay another registration fee.**

## Notice

A half term's notice is required should a student decides to interrupt his/her studies.

## School Fees

The School fees can be paid either at the beginning of the Academic Year or in two instalments, one in September and the other in the following January. An invoice will be raised and sent electronically. Please visit our website for more information.

*Please note that if your child joins the School mid-term during the Academic year the fee payable will be the equivalent fee for that term (i.e. total annual fee divided by three), in addition to the Registration fee.*

*Please note that a half term's notice is required should a student decides to leave the School. In the event that no such notice is provided, the respective half term's fees shall be charged.*

**Payment of the invoices for the fees must be done within 2 weeks of the date of the invoice.**

## Payment details

Payments can be made either:

### By cheque

*payable to 'Greek School of St Athanasios' and handed in together with the completed registration form. Hard copies of completed registrations forms can be placed in the post box at the school*

OR

By **on-line transfer** to the School account:

Name of Account: Greek School of St Athanasios, Cambridge

Sort code: 40-16-08

Account no: 71613448

Reference: please use the student's surname

**Please forward the Bank receipt of the payment with the Registration form.**

**Preferred way of payment:**

Cheque

On-line transfer

**(tick as applicable)**