



APPLICATION FORM

Student's name _____
Surname _____
Male/Female _____ Date of birth _____
Place of birth _____ Nationality _____

Address _____
Postal Code _____ Town _____

Father's details: Name _____
Email _____ Home telephone number _____
Mobile phone _____
Work place number _____ Profession _____ Company _____

Mother's details: Name _____
Email _____ Home telephone number _____
Mobile phone _____
Work place number _____ Profession _____ Company _____

Bus service (yes or no) _____ School dinners (yes or no) _____

Previous schools: 1. _____ Years _____
2. _____ Years _____

I confirm that I have read and accept the school terms and conditions of payments. I understand that the minimum time my child will spend in OAKLEY COLLEGE is one academic year, and I agree to pay all fees in relation to my child's education during his/her time at the school.

I agree to abide by the school norms as stated in the parents' handbook and information notes.

*The application form has to be signed by both mother and father to enroll a child.

Mother's signature _____

Father's signature _____

Date _____

(OFFICE ONLY)

Year of entry: _____ Class: _____

Enrolment fee

Entrance fee (non-refundable)



BANK DETAILS

Student's name _____

Account holder's name _____

Relation to student: Father ____ Mother ____ Guardian ____ (please identify)

Account Holder's D.N.I. _____

Bank _____

Bank address _____

BIC code _____

IBAN number _____

I hold this bank account and agree to pay the bills that Oakley College charges to it.

Sign _____

Date _____

Please take care when completing the form to provide the correct data as invoices cannot be modified once they have been issued.

The personal data provided in this form will be used for administration and to manage bank payments, in accordance with the Personal Data Protection law 15/1999 of 13th December. Please notify us in writing of any changes to these details.

You have the right to access, rectify, cancel and oppose these points at any time. Please put such a request in writing enclosing a copy of your DNI, and send it to Oakley College, S.L., c/ Zuloaga, nº 17, Tafira Alta, 35017, Las Palmas de G.C.



OAKLEY COLLEGE

BRITISH INTERNATIONAL SCHOOL

C/.Zuloaga, 17.
Tafira Alta - 35017
Las Palmas de Gran Canaria
+34 928 354 247
admin@oakleycollege.com
www.oakleycollege.com
Principal: Donat Morgan

SCHOOL FEES 2017/18 TERMS AND CONDITIONS

PAYMENT OF FEES

1. The tuition fee is a yearly amount divided into 10 monthly payments.
2. The fees are paid by bank transfer during the first 2 days of each month.

TUITION FEES

Early Years and Primary

(Pre-Nursery – Y6)

Enrolment

401€ 10 monthly payments

406€ 1 yearly payment

Secondary

KS3 – KS4 (Y7 – Y11)

Enrolment

444€ 10 monthly payments

457€ 1 yearly payment

KS5 (Sixth form Y12 – Y13)

Enrolment

517€ 10 monthly payments

520€ 1 yearly payment

ENROLMENT

The enrolment fee is paid annually to reserve the place. Payment is divided into 3 payments in April, May and June. This payment covers the cost of books, textbooks, student planners and school jotters (except a Spanish novel in Year 9). The enrolment fee is non-refundable.

SCHOOL DINNERS

Early Years and Primary

7, 10€ per day

Secondary

7, 30€ per day

(Includes Breakfast in Early Years and afternoon snack in Primary and Secondary)

Breakfast in Primary and Secondary

1€ per day

DISCOUNTS

Tuition

- Fee of a sibling of an existing Oakley pupil **2%**
- A third child in the same family **17%**
- Any following siblings **40%**

Advance payments

- Advanced payments of whole academic year's tuition fees in one payment before the 1st of July **3, 50 %**
- Advance payments of whole academic year's tuition fees in one payment between 2nd July and 20th August **2, 50%**

School dinners

- Families of 3 siblings eating school dinners **50%** for the 3rd or following siblings.

TRANSPORT

Provided by Moreno bus

Tafira Alta / Marzagan /Las Palmas

107€ per month

North (Guia, Galdar, Bañaderos and Tinoca)

132€ per month

South (Vecindario, Carrizal and Telde)

132€ per month

Route details on web page

Moreno bus tel: 928.321.533 administracion@aturca.com



OAKLEY COLLEGE

BRITISH INTERNATIONAL SCHOOL

C/.Zuloaga, 17.
Tafira Alta - 35017
Las Palmas de Gran Canaria
+34 928 354 247
admin@oakleycollege.com
www.oakleycollege.com
Principal: Donat Morgan

INSCRIPTION PROCEDURE

To enroll each new family pay an Entrance Fee of 1,600€ which is non-returnable. The enrolment fee is also payable before new students start school.

WAITING LIST

To enter the waiting list 50% of the enrolment fee should be paid. This is deducted from the total enrolment fee, the rest of which is payable when a place is granted.

If the school has not been able to offer a place by the beginning of the third term of the academic year before proposed admission, this will be returned in its entirety. This amount will not be refunded if you decide to withdraw your child voluntarily before the end of the second term of the academic year prior to the proposed admission, or if you decide to give up your seat once the reservation has been given.

EXAMINATION FEES

All public exams taken in Secondary and Sixth form are paid for by the parents. The exam fees will not be accepted if there are outstanding academic fees to be paid. The fees charged for legalising and notarising certificates are also paid by parents. Where an external invigilator is required for a private exam, the cost is charged to the parents.

TEXT BOOKS

The school provides the text books that are used on a daily basis. These belong to the school and should be returned at the end of the school year in good condition. Books that are not returned or are damaged will be charged for.

Parents may need to buy additional books for the students to keep themselves when advised, including:

- Study guides for preparation in the lead up to IGCSE and A Level exams.
- Books to keep themselves, eg. Novels for English (Year 12 and Year 13) and Spanish.

Parents receive detailed information at the beginning of each school year which includes additional books which pupils might need.

CHARGE FOR UNPAID FEES

When a bank transfer for fees fails, the school will charge 12 €.

All charges involved in recuperating a failed payment are charged to parents.

If fees are not paid the school reserves the right to withhold certificates, newsletters, other services and / or to exclude the pupil from the school.

WRITTEN NOTICE

In the following circumstances, written notice should be given to the school:

- Giving up a place at the school: If parents wish to forego a place at the school, written notice should be forwarded to the administration department with one term's notice.
- Withdrawal of a pupil: Again, written notice must be given one term ahead and fees must be paid for the whole term.
- Stopping the food service provided by the school: Written notice must be sent to the administration department with one week's notice.

NB. Written notice must be addressed to the Principal or head of department. Instructions given verbally or directed to other members of staff will not be considered as formal notifications.

For the resolution of any differences that may arise on the interpretation herein, both parties, with express relinquishment of any other jurisdiction that may correspond to them, submit to the jurisdiction of the Courts of the city of Las Palmas.

Read in accordance _____



MEDICAL INFORMATION

Student's name _____

Class _____

Please advise of any illnesses, allergies or food allergies your child may suffer from and any special diet or medicine that your child may have.

Medical Certificate attached: Yes___ / No___

Oakley College staff will ONLY administer paracetamol or aspirin during the school day when authorised by parents. All other medication should be given by parents. If a child is ill we will contact his/her parents to collect them. We will supervise children who use inhalers for asthma. Whilst out on trips, children are supervised while taking their own medication, but staff do not administer it.

Signed: _____ Date: _____

The personal data provided in this medical form will be kept to allow staff to supervise and control illnesses, allergies and medication when needed, in accordance with the Personal Data Protection law 15/1999 of 13th December.

Please notify us in writing of any changes to these details.

You have the right to access, rectify, cancel and oppose these points at any time. Please put such a request in writing enclosing a copy of your DNI, and send it to Oakley College, S.L., c/ Zuloaga, nº 17, Tafira Alta, 35017, Las Palmas de G.C.



DATA PROTECTION

Data of a personal nature which you provide to us and/or which is generated during the pupil's time at the school will be included in a database belonging to Oakley College, in accordance with constitutional law 15/1999 relating to the Protection of Personal Data, 13th December. This data is used to facilitate applications for admission to the school; to be able to offer a complete service to parents, pupils, and tutors and; to facilitate the management of activities provided by the school in addition to the various services, administration and teaching that is offered. We inform you that data may be shared with public organisations as is required by law and with the company contracted to insure against accidents at school (this applies exclusively to pupils registered at the school).

In the case of children who do not gain a place at the school, data will be kept for the duration of the following school year with the aim of providing a place should one become available during the year.

Oakley College S.L. would like to inform you that data is accessible to parents and teachers with any kind of relationship with the pupil upon request. This, however, does not include information of a financial nature.

Please mark the appropriate boxes with YES or NO:

YES - NO Send information about the pupil by any method such as fax, email, SMS and letter. This might be appointments with tutors, absences from school etc. or of an administrative nature such as advice of bank fees to be charged to the parents.

YES - NO Include pictures of the pupil in leaflets and other material used to be published, support or inform about educational activities

YES - NO The use of images of the pupil to illustrate notices put up in the entrance halls as well as on the school website. Such notices are produced within the school.

YES - NO Send newsletters from the school by any means such as letter, fax, email or SMS referring to the activities developed by the school and the pupil's involvement in them.

YES - NO Pass on those pieces of information which are absolutely necessary to travel agents managing trips for the school.

YES - NO Pass on those pieces of information which are absolutely necessary to the official organisations when pupils are entered into exams, in order to gain the relevant academic certification.

In the case of the school holding personal data which is different to that described here, this information will be also subject to use as listed in the previous paragraphs.

The pupil or his/her representative guarantees that the information supplied is correct and agrees to update the school in writing with any changes.

You have the right to access, rectify, cancel and oppose these points at any time. Please put such a request in writing enclosing a copy of your DNI, and send it to Oakley College, S.L., c/ Zuloaga, nº 17, Tafira Alta, 35017, Las Palmas de Gran Canaria.

Name of pupil: _____ Year _____

Signed
(Parent/Guardian): _____



PARENTAL/GUARDIAN CONSENT

Every year we organize cultural visits, camps and different events outside of school. As such we need parental consent and for you to sign this authorisation. This document will be valid during the period your child is registered at Oakley College.

Please sign and date the form below if you are happy for your child, (*name of the child*):

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All visits (including residential trips) which take place during the holidays or a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Trip information

I authorise my child, date of birth to attend visits and trips organised by school during his/her schooling at Oakley College.

Father/Guardian:.....Signed:.....DNI/PASSPORT

Mother/Guardian:.....Signed:.....DNI/PASSPORT

Date:



Internet and Technology Safety Policy Agreement Form

Dear Parent or Guardian and Oakley Student:

Our school has computers in every classroom, in the library, and in our computer lab. All of the computers are connected to the Internet. We are aware that there are things on the Internet that are neither useful nor appropriate for children. Because of that, student computer and internet use is restricted by the network manager.

The Internet contains a wealth of educational information for students. More and more educational resources (encyclopaedias, reference tools, magazine and newspaper databases, and educational software) are Internet based. We hope to teach our students critical information skills including how to make good judgments regarding the wealth of information that is available. Please read the *Internet and Technology Safety Policy for Students* which governs the use of the computers and the Internet at Oakley. A parent or guardian signature is required before students will be allowed to independently use the computers for Internet access.

INTERNET AND TECHNOLOGY SAFETY POLICY FOR STUDENTS

Internet access will be provided for students for the purpose of instructing, accessing information, conducting research, and communicating with others as part of a specific curriculum. Remember: communication on the Internet is often very public in nature. Students are responsible for good behaviour in the use of computers and the Internet just as they are in a classroom or on school property. Student access to the internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing this form and by having his/her/their parent(s) or guardian(s) sign this agreement form.

Internet access requires responsibility on the part of students and staff. The students must be under on-site supervision when they are on the Internet in school. On-site supervision means the staff member responsible of the student(s) is physically present in the room in which the network is being accessed or utilized by the student(s). Students must have a specific information objective and search strategies in mind before they will be allowed to use the Internet resources.

Oakley College reserves the right to monitor and access all student Internet and technology activities and communications as well as inspect any data residing on school equipment and networks.



Guidelines for the Use of Technology by Students and Staff

A. Acceptable Uses

1. The use of technology in school is a privilege, not a right. Appropriate etiquette is expected and required by all users (Posters on the use of IT and Technology are displayed throughout the college).
2. Users are permitted to use the school's technology resources for the purpose of instruction, accessing information, conducting research, lesson preparation, communication, and/or other information gathering and sharing as it related to education.

B. Limitations

1. Users are not permitted to load software on networked computers. All software is to be loaded by technicians.
2. Users should not expect that files and other information stored on the school's technology systems will be private.
3. Users are not permitted to access any part of the operating system of a given computer or computer network.
4. Users are not to delete, add or alter any data other than their own.
5. Users are not to deliberately destroy or diminish the value or effectiveness of any technology system. This includes but is not limited to vandalism, creating or uploading viruses, and the careless use of food and drink.
6. Users are prohibited to load personal software.
7. Users are prohibited from trespassing in others' files.
8. Users are prohibited from violating copyright laws.
9. Users are prohibited from sending or displaying offensive messages or pictures. Cyber bullying is prohibited.
10. Users may not access social media; Facebook and other social media sites are blocked on school computers.
11. Users are prohibited from copying or using someone else's work without their permission.
12. Users are prohibited from using the school's network to access or download video or music files or for personal use.

C. Consequences

Students who commit any of the above listed acts of misconduct will be disciplined in one or more of the following ways:

- The student's parents will be contacted
- The student will be given limited access to school's computers
- The student will be denied access to school's computers
- The student will be required to pay for all property damage
- In the event that a student has engaged in criminal activities, the proper authorities will be notified.

PARENT SIGNATURE REQUIRED

I/we have read and understand the *Oakley internet and Technology Safety Policy and Release Form*. I/we have also discussed this policy with my child / children and agree to abide by the policy.

Parent (Guardian) Name _____

Signature _____ Date _____

STUDENT AGREEMENT

I agree that I am willing to abide by the rules and policies outlined above for the use of the school's computer and technology systems and use of the Internet.

Student's Name _____ Signature _____