



# OPEN DOORS

English Classes for English-speaking Children

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## **REGISTRATION FORM 2019**



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## I. INFORMATION

\*Mandatory fields

Family name *	
Child's name *	
Child's date of birth *	
Mother's name *	
Mother's occupation	
Mother's phone *	
Mother's email address *	
Father's name *	
Father's occupation	
Father's phone *	
Father's email address *	
Additional contact (for emergencies)	

French School attended *	
State any other language spoken at home	
Details of any allergies or illnesses*	
Time available to volunteer at Open Doors	
In which areas would you be interested in helping Open Doors	



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### 2.PRIVACY NOTICE

Here at Open Doors we take your privacy seriously and we are committed to using your personal information in accordance with our responsibilities.

We are required to provide you with the information in this Privacy Notice under the European Union General Data Protection Regulation (Regulation (EU) 2016/679); ‘GDPR’.

#### **How we use student information**

We collect and hold personal information relating to our students. We use this personal data to:

- support our students’ learning
- monitor and report on their progress and attainment
- to keep children safe
- provide appropriate pastoral care
- ensure children attend school and families are supported with this
- assess the quality of our services

The information which you give will also be used for the following purposes:

- to enable the Association “Open Doors” to create an electronic and paper record of your child’s application;
- to enable the application to be processed;
- to enable the Association to communicate with parents on subjects relating to Open Doors;
- to add your email address to our Open Doors distribution list;
- to enable the Association to compile statistics, provided that no statistical information that would identify you or your child as an individual will be published.
- The information will be kept securely, and will be kept no longer than necessary.”



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### **The categories of student information that we process include:**

- personal identifiers and contacts (such as name, contact details and address)
- characteristics (language, parent background)
- special educational needs
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance: sessions attended, number of absences
- assessment and attainment (such as key results)
- behavioral information

### **How we collect student information**

We collect student information via the above registration form at the start of the school year or before admission.

To ensure your child's information is kept safe we have the following controls/limitations in place:

- The information will not be used for any purpose other than those stated in this notice
- The information will be held within secure systems/locations
- The information will only be shared for lawful purposes
- The information will be held for 5 years after students' departure.
- The information will be held, used and shared in accordance GDPR which came into force on 25 May 2018.
- Under the GDPR, the lawful basis we rely on for processing student information are Articles 6 and 9 of the GDPR.

### **Who processes your information**

Open Doors is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed

Open Doors' Secretary is the designated data protection officer. His/Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via the school office.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your child's information



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to be held and/or shared for any purpose you can withdraw that consent at any time by contacting the Administrator

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Administrator

Permission for your child to be photographed at Open Doors events \*  
(please know that it may be possible that these photographs could be used to promote Open Doors via local newsletters or online)

YES

NO

I have read and understood the Open Doors PRIVACY NOTICE \*

Signature:



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### 3. POSITIVE BEHAVIOUR POLICY

Open Doors aims for every member of the school community to feel valued and respected by promoting an environment where all feel happy, safe and secure. Good behaviour is the key to a good education. Parents are encouraged to work with Open Doors to support children's good behaviour and well-being so that home and school are consistent in what they expect of each child.

The aim of this behaviour policy is to:

- a) Reinforce good behaviour
- b) Use a positive teaching system to increase the child's self-esteem and thus help to achieve more
- c) Understand that behaviour can change and every child can be successful
- d) Treat all children fairly and apply the policy in a consistent way

### **CODE OF CONDUCT**

Open Doors students are expected to be considerate, courteous and co-operative. They should be sensitive to the needs and feelings of those around them. Honesty and respect for other people and property are paramount. The emphasis will be on self – discipline and consideration for others.

### **SANCTIONS**

The behaviour policy emphasises a positive, pro-active approach to good behaviour. Good behaviour is expected naturally. There will be times when sanctions and punishment will play a part in discouraging and correcting unsuitable behaviour. Any punishment or sanction will encompass the following:

- a) The reason for the punishment or sanction will be communicated to the student and parent.
- b) It will be proportionate to the seriousness of the offence
- c) It will focus on the unacceptability of the behaviour and not the child itself.

What constitutes unacceptable behaviour is at the discretion of the Open Doors staff and will be communicated to the student and parent concerned.



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### DISCIPLINARY PROCEDURE

- Step 1 - When a notable problem occurs, parents will be contacted and invited to school with their child for a discussion with the involved teacher. Following this meeting a correspondence book will be introduced and will be completed each week by the teacher, to be signed by parent (and student if in age) until the matter is resolved. An incident log will be filed and communicated to the head teacher and administrator.
- Step 2 - If there is no material improvement in the following weeks, the student can be suspended accordingly to the school's assessment.
- Step 3 - If unacceptable behaviour continues, parents will be invited to a meeting at school with the teacher and the President of Open Doors for an exceptional disciplinary discussion after which Open Doors can consider suspending the student on a temporary, or ultimately permanent basis from the school.

There is no automatic passage to the next class if any issues remain unresolved.

### OTHER CIRCUMSTANCES

Open Doors staff are required to assure the welfare of the whole class and cannot be distracted in terms of time or energy by one child in particular. Therefore, Open Doors retains at all times the right to decide if a student remains in the program for academic or behaviour reasons.

I have read and understood the Open Doors POSITIVE BEHAVIOUR POLICY *
Signature:



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## 4. REGISTRATION PROCEDURE

### FEES

The fees for the 2019/2020 academic year have been set as follows:

- |                      |               |
|----------------------|---------------|
| - <b>Maternelle:</b> | <b>1 500€</b> |
| - <b>Primary:</b>    | <b>1 150€</b> |
| - <b>Class 6:</b>    | <b>800€</b>   |

The non-refundable deposit fee of 250€ has already been presented and so a balance remains to be paid.

### Families living OUTSIDE Saint Nom La Bretèche

Total payment is required by **June 30th 2019** at the latest, in the form of 3 cheques, payable to Open Doors, accompanied by the present Registration Form.

The 3 cheques will be in the following amount:

- |                                  |         |
|----------------------------------|---------|
| - Maternelle, 3 cheques each for | 416,66€ |
| - Primary, 3 cheques each for    | 300,00€ |
| - Class 6, 3 cheques each for    | 183,33€ |

The cheques will be cashed on 1st September, 1st November and 1st February.

### Families living IN Saint Nom La Bretèche

There is a 5% reduction for those families living in Saint Nom La Bretèche,

Total payment is required by **June 30th 2019** at the latest, in the form of 3 cheques, payable to Open Doors, accompanied by the present Registration Form.

The 3 cheques will be in the following amount:

- |                                  |         |
|----------------------------------|---------|
| - Maternelle, 3 cheques each for | 391,66€ |
| - Primary, 3 cheques each for    | 280,83€ |
| - Class 6, 3 cheques each for    | 170,00€ |

Please send your cheques to the following address:

**Association OPEN DOORS**

**Mrs Shirley Jones (Administrator)**

**5 bis rue Guitel**

**78860, Saint Nom la Bretèche**

Please add a note if you are using a different name to that given in the form (e.g. when mother is using maiden name).





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## LOST BOOKS

We would expect that if any book is lost or damaged, it will be replaced by the parent concerned.

## ADDITIONAL DOCUMENTS

I should be grateful for the following documents before the 1<sup>st</sup> of September:

- 1) Attestation d'assurance scolaire from your insurance company.
- 2) Authorisation for someone other than yourself to collect your children
- 3) Authorisation for your child to leave school unaccompanied

I am attaching the various forms that you will need together with the school calendar dates and the stationery supplies list.

I understand that once my child is attending Open Doors his/her progress will be carefully monitored by the teacher throughout the year. Continued improvement and commitment to the programme is required to ensure a child's progression to the next level of Open Doors. *
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Signature:
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I agree to give three months' notice in the event of withdrawal * Fees will be adjusted accordingly.
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Signature:
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