SICM Tuition Sign-up Form

1. Student Details:

First name(s): _____

Surname: _____

Gender: Male / Female

Date of Birth: ___ / ___ / 19___
Day Month Year

School: _____

School Year: _____

Subjects attending: _____

_____

Mobile Number: _____ Home: _____

E-mail: _____

Medical information (including allergies): _____

2. Parent/Guardian/Alternate (emergency) Contact Details:

Title: _____ First name(s): _____

Surname: _____

Gender: Male / Female

Date of Birth: ___ / ___ / 19___
Day Month Year

Address: _____

_____

Mobile Number: _____ Home: _____

E-mail: _____

3. Declarations:

☐ *I certify all information provided in this form is true to the best of my knowledge.*

☐ *I understand that my details will be held on the SICM database and will not be passed on to any third party organisation, unless required to do so by law and in accordance with the Data Protection Act 1998.*

☐ *I understand that the cost of the Tuition classes is £50 for the year and cheques are to be made payable to* "B W Foundation".

Signature of parent / guardian: _____

☐ *I have read the* Code of Conduct and Rules. *I understand them and will abide by them.*

Signature of pupil: _____

SICM Tuition Code of Conduct and Rules

All pupils are expected to abide by the following code of conduct and rules. A maximum of three warnings will be given to pupils who do not abide by the rules. Parents will be notified and expulsion will result with no repayment of fees.

CODE OF CONDUCT

(a) Good manners should be shown at all times. Everyone should always demonstrate consideration for other people, their safety and their property.

(b) Respect must always be shown towards other people's property.

(c) Respect for the environment makes everyone's working conditions more pleasant. Dropping litter is anti-social and culprits should be reported to a member of staff. All litter should be disposed of in the appropriate bins.

(d) Respect must always be shown to each individual. Any kind of abuse or bullying should be reported to a teacher straightaway. Bullying – physical or verbal – and violent conduct will always be dealt with severely.

(e) Punctuality to lessons is essential. Pupils must arrive by the given time for their lesson for registration. The door may be closed after the first five minutes of the lesson and any pupil arriving after this will be marked as late.

(f) It is important that any absence is supported by a note from home. Written requests for this should be made in advance if possible so that the teacher can inform the pupil of work to catch up on.

(g) Unauthorised absences and lateness will be monitored and any pupil who is persistently late or absent will receive a letter home.

(h) Pupils should take a pride in all work they do, and always meet deadlines.

RULES

Good manners should be shown at all times. Everyone should always demonstrate consideration for other people, their safety and property.

The following rules will automatically attract discipline if ignored:

(a) Smoking and smoking materials are not permitted on the premises. This includes the car park.

(b) Pupils must not climb on any part of the building (including the water pipes).

(c) Pupils must not write on or deface walls, desks, displays or other property.

(d) Pupils may not use foul or abusive language.

(e) No bullying (verbal or physical) or violent conduct will be tolerated.

(f) Pupils are not permitted to leave the premises until ALL of their chosen lessons are finished.

Items which are banned

Under no circumstances may the following be brought in:

(a) Offensive weapons e.g. guns, knives, and dangerous sprays.

(b) Pornographic materials.

(c) Lighters, matches, fireworks, pocket lasers.

(d) Cigarettes, alcohol, illegal drugs.

We advise against bringing the following items:

(a) Valuable or expensive items (because of the security risk)

(b) Mobile phones

If mobile phones are brought in, they must be switched off and put away at all times. We will not accept responsibility for mobile phones which are lost or stolen on the premises. If a pupil is seen to be using his/her phone during a lesson, the teacher will have the right to confiscate the phone for a period at the discretion of the teacher.

Personal items

No responsibility for the loss or damage of personal items brought in will be taken by SICM. Food and drink may be brought in but all items except bottled water must remain out of sight during lessons.