

Liverpool Arabic Centre (LAC), Tiber Street, Liverpool L8 0TP
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Parental Consent & Registration Form for children requiring Supplementary classes.

Child's information:

Child's Surname in English: _____
الإسم العائلي بالعربي: _____
Child's First name(s) in English: _____
الإسم الأول بالعربي: _____
Date of Birth: _____ (please circle) Male/Female
Home Address: _____
Post Code _____
Child's Country of Birth: _____
Languages Spoken at home: _____

Name of child's school and Year: (this section must be completed)

Parent(s) / Guardian(s) information:

Full Name: _____
Home Telephone No: _____ Mobile: _____

If parents are divorced or separated does father/mother have equal rights, please state if father/mother should not have contact with child in respect to schooling.

Give details: _____

Status of child in family (1) (2) (3) (4) (5) (6) (please circle)

Emergency Contacts

Name:	Relationship to the child	Daytime Tel. No:
1:		
2:		

Medical Details

Doctor's Name: _____
Surgery Address: _____
Telephone No: _____
Child's NHS Number: _____
Medical Conditions: (Please specify) _____
Any allergies/physical conditions the school should be made aware of.
E.g. hay fever, plasters, asthma

Give details: _____

Does your child wear glasses? _____ Yes/no

Does your child wear a hearing aid? _____ Yes/no

Are you concerned about your child's speech? _____ Yes/no

Has your child been assessed at a speech therapy clinic? _____ Yes/no

Give details: _____

Does your child take prescribed medication regularly? _____ Yes/no

Give details: _____

Has your child had a serious illness or accident? _____ Yes/no

Give details: _____

Has your child spent a period of time in hospital? _____ Yes/no

Give details: _____

Other information:

Is there any other information you feel we should be aware of:

During this funded programme photographic images may be taken of participants for use in publicity material such as flyers, websites, newsletters, programme reports etc. I give permission for photographs of my son / daughter to be taken, which may be included in these types of material.	Yes / No
During this funded programme vocal recordings may be taken of participants for use in publicity and evaluation material such as CDs, websites, programme reports etc. I give permission for vocal recordings of my son / daughter to be taken, which may be included in these types of material.	Yes / No

For our monitoring purposes please tick your ethnicity:

White – British	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Black - Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White – Other	<input type="checkbox"/>	Black – Caribbean	<input type="checkbox"/>	Yemeni	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	Black – British	<input type="checkbox"/>	Other Arabic Nationality	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Black – African	<input type="checkbox"/>		<input type="checkbox"/>	Other	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>	White European	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Romany	<input type="checkbox"/>
Asian – Other	<input type="checkbox"/>	Black European	<input type="checkbox"/>	Somali	<input type="checkbox"/>	Prefer not to answer	<input type="checkbox"/>

Declaration/Consent: *In the event of unacceptable behaviour, where the young person is a risk to themselves or others, the parent/carer will be expected to collect the young person they are responsible for.* I confirm that I am the parent/carer of the above-named person and consent to him/her taking part in the following activities:
 Saturday Arabic language school
 GCSE Classes Any other activities that LAC provide during the school hours
 Educational Trips & visits

I understand that he/she will be under the supervision of the staff, workers and/ or other persons approved by the scheme and that all reasonable care will be taken at all times. I hereby agree to indemnify and keep indemnified LAC, their officers, servants, agents, contractors and sub-contractors from and against all claim or action losses, damages, costs and expenses which may be brought against, incurred or suffered by LAC other than those arising from negligent acts of LAC or aforesaid person. Arising directly or indirectly out of this arrangement except

in so far as this cannot be required under the provision of the Unfair Contract Terms Act 1977. I acknowledge and accept that in so far as the law allows, the organisation providing the facilities, their agents or employees shall have no liability whatsoever in respect of any personal injury, loss or damage occurring whilst in attendance at any of the activities organised with the Liverpool Arabic Centre. I understand that in order for my child to participate in this programme certain information will be held and may be shared with other key partner agencies if relevant and deemed to be in my child's best interests (and the appropriate consent to share information is attached). Information may also be shared where there is a legal obligation to do so. I agree to adhere to the LAC education policy and consent to the information on this form being stored in accordance with the Data Protection Act 1998. I also confirm that all completed information on this form is true and accurate.

Signature of Parent / Carer: _____ Date: _____

Name of Parent / Carer: _____

Inclusion Monitoring

Before returning this form, please ensure that you have attached a:

- photocopy of birth certificate or medical card
- utility bill received within the last two months
- Monthly Subscription

Tick if attached

If you fail to provide **the above documents** this will result in a delay or refusal of an offer of a school place.

Date application received at school: _____ Signed _____

These ground rules need to be followed when your child/children is/are attending the Liverpool Arabic Centre's Arabic Saturday School.

No messing	No threatening	No messing about in the toilets	Have fun
No swearing	Don't touch anything that is not yours without permission	Both children and teachers to respect each other	Be happy
No fighting	No bullying- including cyber bullying	No swearing	Value the ground rules
No hitting teachers	Don't talk over each other	No arguing	
No eating during the lesson- but if thirsty allowed to drink water	Don't set off the fire alarm	Respect the building	
No shouting out	No running except in the sport hall	Don't chew gum	
Don't damage the building	No pushing	Don't use your mobile phone during the lessons	
Don't go anywhere without permission	Don't damage any equipment (examples chairs, tables etc.)	Be polite	
Don't let any stranger in the building	No stealing	Do your best	

What to do if you see anyone being bullied!

1. Ask the child/children that is/are bullying to stop if they don't tell a teacher.
2. The teacher will speak to the child/children to find out who started it and why.
3. The child/children will get a warning.
4. If it happens again a senior teacher will phone the child/children's parents.
5. If the child/children's behaviour continues they will be put in a different class.
6. If the bullying does not stop the child/children will be suspended from the school for two weeks whilst an investigation is taking place.

What to do if you see anyone damaging the building!

1. Tell a teacher.
2. The teacher will find out what has happened.
3. If the child/children had written anything on for example a wall the teacher will ask the child/children to clean it off.
4. The parents will pay for any damages their child/children is/are causing.
5. If it costs less than £250 to repair the damage the child/children will be suspended from the school for one month.
6. If it costs less than £500 to repair the damage the child/children will be suspended from the school for two months.
7. If it costs more than £500 to repair the damage the child/children will be permanently excluded from the school.

What to do if you see anyone fighting!

1. Don't get involved.
2. Tell a teacher.
3. The teacher will separate the children.
4. The teacher will speak to the children individually to find out what has happened.
5. The teacher will give the children a warning.
6. If it happens again the teacher will call the children's parents and the teacher will give the children extra homework which they need to complete for the next teaching day.
7. If the incident is serious the children will be suspended for two weeks
8. If either of the children is fighting again they will be suspended for one month.
9. If either of the children's behaviour is continuing he/she will be permanently excluded from the school.

Parent Agreement for Liverpool Arabic Centre's Arabic Saturday School

I hereby confirm that I have read the Ground Rules and the Disciplinary Measures (see attached) the organisation will take if my child/children either is/are involved in bullying, fighting or damaging the building the Saturday Arabic School is delivered from. I have been provided with a copy of the Ground Rules and the Disciplinary Measures.

Student's Name:

Signature:

Parents name:

Signature:

Date: