



# Feng Hua Chinese School Student Enrolment Form

Campus: \_\_\_\_\_

<b>Please put down the name used to register in the day school</b>		
Surname		First Name
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth
Siblings details	Name:	Class:
Home Address		Post Code
Phone (H)		Mobile
Parent/Guardian's Name		
Parent/Guardian's Email		
Name of the Day School		Day School Year Level
Address of Day School		The Language used at home
Emergency contacts ( to be used if parent above cannot be contacted )		
Name	Phone (H)	Mobile
<b>Please fill in the grade appropriate to the student's ability of Class:</b>		
Class	Time	
<b>To allow us to meet any special needs of your child, please advise us of any medical condition or disability:</b>		
Declaration:  I have read the school's "Student Discipline" and "Parent information guide" thoroughly and fully understand the consequences of violating these school rules and accept them. I agree to support the school and supervise my child to obey the school rules.		
Parent/Guardian's Signature:		Date:        /        /
Amount enclosed \$	cash / EFT/cheque (Cheque made payable to <b>Feng Hua Chinese School</b> )	

Receipt Number:

## 丰华中文学校家长须知

亲爱的家长，您好！

欢迎注册丰华中文学校中文课程，为了使学生在本校的中文学习达到更好的效果，并结合本校自身管理需求，特制定如下家长注意事项，请认真阅读并遵守。

### 一、注册及付费

1. 请家长认真，准确，完整填写学生信息，以便学校及时与您取得联系。如个人信息发生变动，请家长及时告知，方便我们及时更新。
2. 学费按每半年收取，半年结束前，学校会发付费邮件，家长需按时缴纳下半年学费。付费后请妥善保管付费收据或转账凭证。如遇迟交或未交，学校不保证保留学位。
3. 受教室场地等其它条件的限制，学生请病假或事假，学校不设补课，学费也不可转入之后学期使用。
4. 如遇特殊情况需要退费，请家长在第一或第三学期开学前至少五天发邮件至学校邮箱：info@fenghua.com.au，学校会安排退费，退款手续费\$20。第二学期和第四学期学校将不接受退费要求。学费不可转入之后学期使用。
5. 如遇公共假日学校不上课，请家长综合考虑后再选择上课时间。
6. 转校、转班只在每学期开学前安排一次；每学期开学后，学校将不再受理转班申请。如需转班，请家长提前填写转班申请表，学校收到申请表后会尽力协调安排。但转校转班受各校区班级情况，教室条件等不可控因素影响，学校不能保证一定可以提供转校转班学位，请家长理解。
7. 学校会根据各小学课后班的教室和班级人数随时调整所开设的年级和班级，请家长在选择校区时慎重考虑。

### 二、在校学习及安全

1. 请家长准时接送孩子，课前及课后学校无责监管孩子，在非上课时段孩子安全由家长负责。
2. 当学生因故不能上课时，请家长务必事先发电邮给授课老师请假。缺席课时的教学内容和回家作业，请查看授课教师作业邮件，由家长帮助补上。
3. 请家长提醒学生课间休息时要注意安全，不准出校门玩耍或购物，不准做危险的游戏和动作，只可在老师的监督下，在指定的地点玩耍。
4. 请家长提醒学生应爱护教室内所有教学设施，设备和仪器，未经老师允许，不得擅自用仪器设备，如有损坏，需照价赔偿。
5. 请不要给孩子随身携带太多的钱物，如有遗失自行负责。
6. 课后请家长按时查收授课教师作业邮件，督促学生按时完成课后作业。
7. 教师的邮件只用于发送课后作业或学校通知，如家长希望和老师沟通了解孩子的学习情况，请提前预约并在课后面谈。
8. 家长需自觉遵守校园周边交通及停车规则，共同维护校园周边交通安全。
9. 学生们不可以带任何含有坚果成分的食物到学校。

## Parent information guide

Dear Parents and Carers,

Thank you for enrolling your child at Fenghua Chinese School. Our school is committed to ensuring that your child achieves their best results in Chinese study in a safe and nurturing environment. Please read through and follow the enclosed requirements of our school.

### • **Enrolment and Fees**

1. Complete enrolment forms and update your information if there is any change.
2. Pay school fees on time at the end of each semester. For online payment, please keep your receipt. In case of late payment, the school does not guarantee the retention of the spot.
3. Due to the restrictions of the classrooms and other factors, the school will not be able to arrange replacement classes. No credit will be issued when the classes are missed.
4. No other refunds will be given and no credit will be issued unless you provide five working days' notice before the start of each semester. A fee of \$20 per enrolment will be charged for processing refunds.
5. Please follow the class teacher's email after classes start to claim your creative kids voucher.
6. Campus/ class transfer will only be arranged at the beginning of each term. To transfer to another campus / class, please fill in the transfer application form first. The school will try to arrange the transfer after receiving your application form. However, the transfer is effected by uncontrollable factors, such as classroom conditions of each campus, and the school does not guarantee that the spot can be provided.
7. The grades that after-school sessions cover may vary from campus to campus. Please consider carefully before choosing a campus.

### • **Study and Safety at School**

1. Parents / carers need to drop off and pick up the children on time. Parents/carers are responsible for the care and supervision of students' safety before and after class.
2. In case of absence, parents need to inform the class teacher before class. Under the help of the teacher's email, parents can help students to make up the missed class and finish the homework.
3. Please remind your children to pay attention to their own safety and stay in the school playground only. No dangerous games and actions are allowed. They can only play in the designated area under the teachers' supervision.
4. Please remind your children to take good care of all the facilities, equipment and instruments in the classroom. Do not use the equipment without the teacher's permission. If there is any damage, parents will have to pay for it.
5. Students are not encouraged to bring valuable articles to school in case any loss happens.
6. After each class, parents need to check the homework email from the class teacher and remind students to finish the homework on time.
7. If you need a meeting with the class teacher, please make an appointment first.
8. Parents should consciously abide by the traffic and parking rules around the campus and jointly maintain road safety around the campus.
9. Do not bring any foods that might contain tree nuts or peanuts as ingredients.( Nut-Free Policy In Feng Hua Chinese School)

## 丰华中文学校学生纪律条例

- 一. 准时到校上课，上课时尊重老师，听从教导，按时完成课后作业。
- 二. 与同学友爱相处，不骂人，不打架，禁止校内欺凌行为，言谈举止要文明，礼貌。
- 三. 爱护学校财物，不乱动教室里的物品。上完课后，要将教室恢复原样，损坏学校财产要赔偿。
- 四. 不乱扔脏物，不可以在大楼内吃东西，保持教室内外清洁。
- 五. 课间休息时要注意安全，不准出校门玩耍或购物，不准做危险的游戏和动作，只可在老师的监督下，在指定的地点玩耍。课间休息时或教师不在教室时学生不得留在教室里。
- 六. 放学后，学生应有序离开教室，在校内等待家长来接，家长们应准时来校接孩子。
- 七. 学生不应带贵重物品到学校，以免遗失。
- 八. 为方便学生与家长联系，学生来学校可携带手机，但上课期间必须关机。
- 九. 学生们不可以带任何含有坚果成分的食物到学校。
- 十. 对于屡次严重违反学校纪律并影响课堂次序的学生，校方将与家长取得联系，如与家长几次沟通后还未改进，校方有权劝该位同学退学。

## Student Discipline in Feng Hua Chinese School

1. Attend class on time and finish the homework properly; respect teachers and follow teachers' instructions while having lessons;
2. Be friendly to other schoolmates; behave in good manners; fighting and abusive remarks are prohibited here;
3. Take good care of school properties and do not remove or damage any properties in the classroom; restore the classroom to its previous state when class is over; students who cause any damages to any properties will have to pay for them;
4. Do not litter and keep the activity areas clean; eating food is not allowed in any school buildings;
5. None student is allowed to stay in the classroom during recess time or at a time when no teacher is in the classroom; take care of yourself and stay in the school playground only; hazardous games are prohibited; students can only play on the right spots under teachers' supervision;
6. Leave the classroom in order after school and wait for parents to pick them up on campus; Parents should always pick up their children on time after their classes have finished.
7. Students are not encouraged to bring valuable articles to school in case any loss happens;
8. Students are allowed to bring their mobile phone for the convenience of communicating with their parents, but the mobile phone must be turned off during the class time.
9. Do not bring any foods that might contain tree nuts or peanuts as ingredients.( Nut-Free Policy In Feng Hua Chinese School)
10. The school will contact and communicate with parents if their child is constantly disrupting the classroom or is misbehaving: The school reserves the right to employ suspension to a student for his or her repeated disruption.