|  |  |
| --- | --- |
| http://evergreenprimary.org.uk/evergreenlogo.png | Evergreen Primary School 9 Swan Mews, Parsons Green SW64QT, London Tele: 020 7471 8287E: Admin@evergreenprimary.org.uk BM@evergreenprimary.org.uk |
| All details provided will be treated with the strictest confidentiality |
| **EVERGREEN PRIMARY SCHOOL APPLICATION FORM** |
| 1. **Applicants details**
 |
| **Surname:**  | **Forenames:**  |
| **Date of Birth:**  | **Gender: Male /Female**  | **Place of birth:**  |
| **Position of child in the family:**  | **No of children in family:**  |
| **Ethnicity:**  | **First language spoken at home:** **Second language spoken at home:**  |
| 1. **Parent/ Guardian Details**
 |
| **Father’s name:**  | **Father’s Occupation:**  |
| **Address:**  | **Landline:** **Mobile:** **Work:** **Email:**  |
| **Mother’s name:**  | **Mother’s Occupation:**  |
| **Address (if different from above)** | **Landline:** **Mobile:** **Work:** **Email:**  |
|  **3. Emergency Contact details**  |
| **Name:** **Relationship to child:**  | **Address:** **Postcode:** **Tele:**  |
| **Name:** **Relationship to child:**  | **Address:** **Postcode:** **Tele:**  |

|  |
| --- |
| 1. **Details of previous education**
 |
| **Name and address of school:**  |
| **Dates attended: From To:**  |
| **Name and address of school:**  |
| **Dates attended: From To:**  |
| 1. **Medical History**
 |
| **Name of GP:**  | **Address:** **Tel:**  |
| **Does the applicant have any medical conditions? NO YES (please provide details below)**  |
| **Please provide as much detail as possible including any medicines the child takes on a regular basis**  |

 **DECLARATION**

1. I confirm that I have read, understood and answered all the questions on this form fully and to the best of my knowledge.
2. I confirm that the information given on this form is true and accurate. I accept and agree to abide by the conditions stated in the rules and regulations of Evergreen Primary School.
3. Registration Fees is 150.00 This must be paid upon registration by Cash.
4. A full term notice is required for withdrawal of a pupil otherwise a terms fees in lieu of notice will be payable.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Parents/Guardian** |  |  |  | **DATE** |  |  |
| **Signature of Parents/Guardian** |  |  |  | **DATE** |  |  |

|  |  |  |
| --- | --- | --- |
| Admission Accepted | Admission No: | Date of Admission |

|  |  |  |
| --- | --- | --- |
| Documentation Signed? | Name of Staff | Signed |

For Office Use Only



**Home-School Agreement**

**Name of Pupil:**

**Admitted to Year:**

Evergreen Primary is an educational establishment aimed at providing high quality academic education in combination with classical Islamic culturing. The school seeks to maintain its ethos in partnership with families.

This agreement is carried out in good faith and in the context of our obligations to each other as Muslims.

|  |
| --- |
| **The Parents** |

**I/we will:**

* Seek to actively build the personality of my/our child in accordance with Islam, or in the case of other faith users good strong moral grounds.
* Ensure an Islamic atmosphere at home and reinforce the correct Islamic values and concepts at all times.
* Ensure that my/our child attends school regularly, arriving and departing on time.
* Notify the school immediately and in writing if my/our child is absent or more than 15 minutes late for any reason.
* Recognize that attendance and punctuality are extremely important in terms of discipline. Recognise that persistent absences are disruptive, and absences for reasons other than illness or emergency are not acceptable.
* Ensure that my/our child is properly equipped, and in appropriate school uniform, in accordance with the school's policy. In winter terms children must bring in coats hats and gloves
* Send an appropriate packed lunch every day. Lunch should not include 'Junk food' i.e. fizzy drinks, sweets, chocolates, crisps… Healthy alternatives such as fruit and yogurt are encouraged.
* Support my/our child so that he/she can complete home learning activities provided by the school on time.
* Support the school in reading with my/our child every day.
* Support the school in extra-curricular activities including school trips.
* Take an interest in my/our child's education and the general life of the school by communicating with teachers
* Ensure fees are paid on time and in accordance with school policy
* Give one full term notice if my/our child has to be withdrawn for any reason. Fees are payable in full during this period.
* Inform the school immediately if there is any change in address, telephone number or other information required by the school including medical information.
* Support all the school's policies and guidelines.
* Use the complaints procedure if I/we have any complaints, queries or concerns. l/we will not contact the class teacher or any other parents or persons outside of school. Please see our complaints procedure attached.

|  |
| --- |
| **Evergreen Primary School**  |

**We will:**

* Provide an Islamic environment where our children's personalities can be built on Islam, whereby Islam is present between the teacher and children and between the children.
* Ensure that anything that contradicts Islam is not taught.
* Provide quality education for your child based on accelerated learning where each child can fulfill their full potential and where we aim to make learning a positive and fun experience.
* Seek actively and positively to cater for any special needs your child may have. Parents must however recognise that they will incur any additional costs if extra facilities are necessary.
* Contact you if there is a problem with attendance, punctuality or equipment.
* Inform you about any concerns or problems that affect your child's work or behavior.
* Provide information to you on the progress made by your child and arrange parent-teacher meetings every term.
* Provide home learning activities for your child to complete with your support. The objective of home- work is to reinforce what the children are currently learning in school. Therefore, there will be no new topics and children should mainly be able to do the work independently.

* Communicate regularly about school activities through newsletters and notices about special events and requests.

|  |
| --- |
| **Together** |

Treat each other with fairness, respect and dignity in line with Shariah and the values of Islam.

* Communicate effectively on any issues affecting work, behavior and welfare
* Work to provide a safe, secure, caring and supportive environment

|  |  |
| --- | --- |
| *Signed on behalf of Evergreen Primary* | Date: |

|  |  |
| --- | --- |
| *Parent's Signature*  | Date: |



**Ref: Consent for local trips**

Dear Parents and Carers,

We know that learning outside of the classroom is exciting for our children and therefore we are planning to use our **local environment** much more in the future.  This might include a visit to market, shop, park, library or even a local walk.

Please be assured that these trips will always be appropriately planned for, to include assessments of any risks that apply and actions taken to minimise these risks. This letter is a request that you give us permission to take your child on local visits.

This one ‘blanket’ permission will save a lot of paperwork and collection of forms, although these will still be needed for trips out of the local area where transport is needed and/or trips that are outside of normal school hours.

As you will appreciate it is very important that the school office has up to date details for your child to include contact details and any medical needs.  If these should change at anytime please inform the office at once. Please complete the enclosed forms and return to your child’s class teacher who will forward to the school office for collating.

Jazakallahu Khairun

Admin Team

Child’s name……………………………………………………………………………………………………………………………………………………..

 \*I give my permission for my child to be taken on local walking trips during the school day.

\*I do not give my permission for my child to be taken on local walking trips during the school day.

 \*Please delete as required

 I also accept that it is my responsibility to inform the school office with up to date contact details and any medical needs for my child and I agree to do this.

 Signed: Parent/Carer

 Print name: Date: