



# Ghyll Royd Pre-School and Nursery

First steps at Ghyll Royd

If you would like to register your child for Ghyll Royd Pre-School and Nursery, please complete this Registration Form and return this to the school office. In order to secure a place, the Nursery requires a non-refundable £100 registration/administration fee, which will be invoiced separately.

Date: .....

Surname: ..... Date of Birth: .....

Forename(s): ..... (Used) First Name: .....

Age: ..... Term in which place is required: .....

Term time or full time (36 or 50 weeks): ..... Days required: .....

Address:.....

.....

Contact No(s) .....Email.....

School/Playgroup previously attended:

.....

Father/Legal Guardian (please delete as appropriate)

Surname, Initials & Title .....

Occupation: .....

Company name and address:

.....

Work contact number: .....

Mother/Legal Guardian (please delete as appropriate)

Surname, Initials & Title .....

Occupation: .....

Company name and address:

.....

Work contact number: .....

Child's Religion: ..... Child's Doctor: .....

Doctor's Telephone No.....

## Ghyll Royd School Terms and Conditions

The following terms and conditions apply in respect of Ghyll Royd Pre-School and Ghyll Royd School (together the “**School**”) unless expressly stated otherwise in the conditions.

In respect of Ghyll Royd Pre-School, the Parent(s)/Legal Guardians acknowledge that on joining the Ghyll Royd Pre-School the following fee option applies:

In order to secure a place, the Nursery requires a non-refundable £100 registration/administration fee, which will be invoiced separately.

The Parent(s)/Legal guardian(s) shall pay the fee for the term that the child is about to commence four weeks prior to the start date. An invoice will be sent to the Parent(s)/Legal Guardian(s) prior to the commencement of the term in which payment is due. This will include the selected term time or full time care from 8.40am until 3.45pm (depending upon the number of sessions and days required). Additional before and after school care and holiday care shall be booked and paid for separately.

On joining Ghyll Royd Pre-School we recommend that a child attends the following number of sessions:

Little Adventures - 3 sessions in respect of the Autumn and Spring terms increasing to 4 sessions in the Summer Term; and  
Great Explorers – 5 sessions in respect of the Autumn and Spring terms increasing to 7 sessions in the Summer Term.

A month's notice in writing is required for the withdrawal of a pupil from the Nursery. All fees for the month in respect of which notice has been given will be payable in full prior to the child's departure from the School. In the absence of such notice being given, the full fee for the term after which the pupil has left will also be payable.

### General Terms

Fees for Ghyll Royd School shall become payable on the first day of the term and the Parent(s) and/or Legal Guardian(s) undertake to be jointly and severally responsible for payment of all monies owing to the school.

If any fees payable under any of the above payment arrangements are not paid on the day that they fall due, the School's Late Fees Policy as set by the School from time to time will apply.

Parent(s)/Legal Guardian(s) and the pupil will conform to such rules (including rules as to uniform) of the School as may be fixed from time to time by the Governors or the Head Teacher.

If a future pupil no longer requires a place at the School, notice must be given by the first day of the term prior to which the child was due to commence attendance at the School. In the absence of such notice being given by this date, the full fee for the first term that the pupil was due to attend the School will also be payable.

The School shall be at liberty to maintain records of information in relation to the pupil in human or machine readable form and where any fees remain unpaid at the time when the pupil leaves the School, the School shall be at liberty to disclose that fact and the amount in question to any other school which the pupil subsequently attends or to which an application is made for that pupil to attend.

The School reserves the right to update the Terms and Conditions from time to time and as notified to Parent(s)/Legal Guardian(s) in writing.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to school systems. We do not transfer personal data outside of the European Economic Area unless we are satisfied that the personal data will be afforded an equivalent level of protection. In the course of school business, we share personal data (including special category personal data where appropriate) with third parties such as the school doctors, the school's professional advisors and relevant authorities (eg the Local Children Safeguarding Board, DBS, NCTL, UK Visas and Immigration, HM Revenue and Customs, Department for Education and Department for Work and Pensions). Some of our systems are provided by third parties, e.g. hosted databases, school website and school calendar. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

### Declaration

We acknowledge that these terms and the documents referred to in them form the entire agreement between us and the School.

I/We hereby make application for admission for my/our child to enter the School.

I/We have read and accept the conditions set out above:

To be signed by both Parent(s) and/or the child's Legal Guardian(s)

Name: .....

Name: .....

Signed: .....  
Father/Legal Guardian

Signed: .....  
Mother/Legal Guardian

Date: .....

Date: .....