

**UNIVERSITY COLLEGE SCHOOL
JUNIOR BRANCH**

Admissions Information Forms

Son's Name: _____



JOINING THE JUNIOR BRANCH

**To be completed and returned to the
Headmaster's Secretary by 7th May 2010**



**COLLEGE SCHOOL JUNIOR BRANCH
NEW BOYS' CONTACT DETAILS**

SON'S NAME: _____

MOTHER	
Title (Dr, Ms, Mrs etc)	
First Name (and preferred name if different)	
Surname if different from son's	
Mobile Phone No.	
Daytime Telephone No.	
Home Telephone No.	
email address	
FATHER	
Title (Dr, Mr etc)	
First Name (and preferred name if different)	
Surname if different from son's	
Mobile Phone No.	
Daytime Telephone No.	
Home Telephone No.	
email address	
EMERGENCY CONTACTS Please put the Name, mobile no. and relationship to your son in rank order of contact	
1	
2	
3	

The school sends out regular information via email and texts, so please ensure you complete these sections. If you need more room please use the back of the form. Thank you



Ethnic Background Record Form

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

Since 1990 all maintained schools have been legally required to record the ethnic group of every pupil on entry to primary education and again on entry to secondary education. The categories used are consistent with those used by the DCSF.

Local Education Authorities and the DCSF use this data from the maintained sector to analyse local and national trends in performance, make comparisons and set performance targets. The ISC (Independent Schools Council) now believe it is important that the independent education sector is also able to join in the debate and policy development in these areas. Therefore I would be grateful if you could complete, sign and return this form. Thank you.

Kevin Douglas

White

- British
- Irish
- Any other White Background

Black or Black British

- Caribbean
- African
- Any other Black Background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed Background

Chinese

Any other ethnic background

Ethnic background unknown

Do not wish to assign background

What languages does your son speak? _____

Which language is most often spoken at home? _____

Parent's Signature _____



Please indicate how your son will travel to school

Walk

Bus

Underground

Train

Private car

Other

(Please specify)



**We also require copies of the following documents.
Please tick the box to indicate that you have enclosed
these documents:**

Birth Certificate

Passport

2 passport-sized photographs

Consent for Photographs to be taken of your son YES / NO
during school activities (please circle your preference)

We would also be grateful if you could advise us of the language spoken at home by your son.

.....

Is your son fluently bi-lingual? If yes please advise below in which languages:

.....

Does your child have any documented learning difficulties ? If yes please state below giving details of assessments including dates:

.....

FINANCIAL INFORMATION FROM THE BURSARY

Fees

Fees are due on the first day of each term. Fee invoices are usually sent out four weeks prior to the start of each term. A separate invoice is despatched for each pupil and is sent to the parent(s), unless a specific request has been made that invoices should be sent to a third party (grandparents, or a family trust, perhaps). Invoices show the itemised charges, including academic fees for the term, books and examinations. Lunch is included in termly fees.

The Council of UCS will normally agree any changes in fees for the following academic year at its Summer Term meeting. Notification of revised fees will then be sent to parents (or the payer, if different) as soon as possible.

Payment of Fees

In accordance with the UCS Admission Agreement, the due date for payment of fees is the first day of each term. To assist parents (and payers) the School operates a Direct Debit scheme which is the most convenient and economical method of fee collection. Parents may choose one of two Direct Debit arrangements:

Termly Direct Debit, where fees are collected on or shortly after the first day of each term. This is the most popular arrangement and carries no additional charge.

Monthly Direct Debit, If you wish to pay by either of these Direct Debit schemes, please complete the enclosed mandate and return it to the UCS Bursary.

If you wish to pay by cheque, please ensure that this reaches us by the first day of each term.

If you wish to transfer funds directly into our account, please include the child's surname and initial as a reference in the transfer.

Our Bank details are as follows:

Barclays Bank – Hampstead and Highgate.

Sort Code 20-36-16

A/C Name University College School

A/C Number 50291307

Late Payment of Fees

A charge of £250 per term will automatically be added to all fee invoices that are not settled promptly on the first day of term (unless the Monthly Direct Debit scheme is in place). In addition, interest on any overdue balances will be charged at 1% per month. Where fees (including late payment and interest charges) are not paid by the fourth week of term, the pupil will normally be suspended from school. If non-payment persists until half-term, permanent exclusion is likely. Any costs incurred in the collection of unpaid fees will be recoverable in full from the parent (or payer).

Parents or payers who anticipate difficulty in settling fees are strongly advised to contact the Bursary at an early date.

Optional Charges

Certain optional charges as explained below are added to all fee invoices unless parents indicate they wish to opt out of any. Parents wishing to do so should contact the bursary.

School Fees Refund Scheme: If a pupil is unable to attend school for reasons specifically defined within the policy (principally, ill health, accident or quarantine) the insurer will, after a waiting period, reimburse fees paid. Further details of this can be found at the back of this booklet.

Old Gowers Club: The school works hard to keep in touch with former pupils (Old Gowers) through publications, web-sites, reunions and other gatherings. To contribute to the cost of these activities, termly charges are added to fee invoices whilst pupils are at UCS. To preserve some equality for pupils joining the school in different years, a sliding scale of charges is employed:

Point of Entry to UCS	Termly Charge
Junior Branch (Years 3 to 6)	£10
Lower School (Years 7 or 8)	£15
Middle School (Years 9 to 11)	£20
Upper School (Years 12 or 13)	£30

Parents Guild: Subscriptions for the senior School and Junior Branch Parents Guilds are collected in the Autumn Term. Currently set at £10 per annum, these charges are passed on in their entirety to the Guilds and help to support social and other activities.

School Trips & Outings

Cheques for school trips and outings should always be made payable to UCS, never to a named member of staff. Except by prior agreement, the cost of such trips and outings must be made prior to departure. It is school policy that pupils in respect of whom fees are overdue will not be permitted to participate in such activities.

Music Charges

Music charges for pupils in both the Senior School and Junior Branch will be invoiced separately and directly to parents by the respective Visiting Music Teacher. These charges are paid in advance of termly tuition. Normally, one term's written notice is required to stop lessons. Missed lessons are charged.

Insurance

Possessions: Loss of pupils' personal possessions at school on journeys to and from school and when pupils are travelling on school trips, is not generally covered by the School. The School will, of course, endeavour to ensure that pupils' possessions are safeguarded. However, the School cannot accept liability for loss or damage to items of personal property and parents should ensure that their household contents insurance is adequate to provide cover. This is particularly important where items of high replacement cost are concerned such as bicycles, portable electronic equipment, cameras, musical instruments, sports equipment and clothing. We firmly recommend that, if it can be avoided, boys do not bring expensive items, nor mobile telephones, to school and do not carry more money than they need for daily travel etc.

Accidents: All pupils at UCS are covered by a Personal Accident Insurance policy which will provide various levels of benefit in the event of accidental injury leading to permanent disability. The cover is provided 24 hours a day, 365 days a year and world-wide. Medical expenses and private healthcare costs are not covered. The Personal Accident Insurance Scheme is organised by HSBC. Any benefit payable under this scheme is in addition to any compensation which may be obtained following a successful liability claim. It should be noted that the School's Public Liability insurance covers only accidents for which the School is held legally liable, for example where an injury results from negligence on the part of the School or its staff.

Third Party Liability: As in the case of personal accidents, the School's Public Liability insurance covers only incidents for which the School can be held legally liable, for example where damage to property results from negligence on the part of the School or its staff. Accidental damage caused by a pupil to third party property will not be covered by the School. Most domestic insurance policies relating to buildings and/or contents include Third Party liability cover which should extend to members of the policyholder's family and to situations outside the home. Parents are advised to establish that they possess such cover.