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gctecenter.com

Summer Camp Student Enrollment Packet

Date: _____

Note: The information provided on this form is confidential and will be retained, used and disclosed by GCTE Center in line with the GCTE Student Handbook in place, a copy of which provided to you during enrolment.

Part 1 Family Details *(Required for school enrolment and parental contact purposes and to ensure that the applicant meets GCTE Center's admissions criteria)*

1 First Name/s	2. Last Name									
3. Male/Female	4. Date of Birth <i>(attach copy of birth cert)</i>									
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D	D	--	M	M	--	Y	Y	Y		
7. Country of Birth										
8. Home Address										

Phone No. (Home)	Phone No. (Home)
Phone No. (Work)	Phone No. (Work)
Phone No. (Mobile)	Phone No. (Mobile)

Email Address

Email Address

Other Emergency Name and Contact Number

Name _____ Phone No. _____

Relationship to student _____

Part 2 Medical Details

(Required to ensure the school has your doctor's contact details in order to contact that doctor in the event of a medical issue arising during school/GCTE activities. Please note it may be necessary to disclose this information to staff in certain circumstances)

1) Health concerns

2) Procedures to follow (for a particular illness).

3) Doctor's name (if contact is required in relation to the above health concern/illness or other medical issue) _____

4) Name of practice (if relevant) _____

5) Phone number (Doctor/Practice) _____

6) Do you require glasses? Yes No

7) Do you have any hearing difficulties? Yes No

8) Any other medical concerns/information of relevance?

Part 3 (Data Protection)

A copy of the Data Protection Policy in place in *GCTE Center* is set out at Appendix C. This Data Protection Policy (together with such updates and amendments as may be made to same from time to time and circulated by *GCTE Center*) will apply during the student's time at *GCTE Center*.

Personal Data on this Form:

GCTE Center is a data controller under the Data Protection Acts 1988 and 2003. The personal data supplied on this application form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the school
- determining a student's eligibility for additional learning supports and transportation examinations
- school administration
- your welfare (including medical welfare)
- and to fulfil our other legal obligations including the election of parent/guardian representatives to the GCTE under the Education.

School Contacting You

Please confirm if you are happy for us to contact you by SMS/text message and to call you on the telephone numbers provided and to send you emails for all the purposes of:

- sports days
- parent teacher meetings
- school concerts/events
- to notify you of school closure (e.g. where there are adverse weather conditions),
- to notify you non-attendance or late attendance or any other issues relating to your conduct in school
- to communicate with you in relation to your social, emotional and educational progress and to contact you in the case of an emergency.

Tick box if "yes" you agree with these uses

Use your email address to alert you to these issues?

Use your mobile phone number to send you SMS texts to alert you to these issues?

Use your mobile phone/landline number to call you to alert you to these issues?

Please note: *GCTE Center* reserves the right to contact you in the case of an emergency relating to you, regardless of whether you have given your consent.

School sending you direct marketing

We would like to send you emails/SMS text messages or call you or write to you at your home address to inform you of special offers or promotions by certain third parties involved in the supply of school stationery and school uniform supplies etc. (e.g. [disclose name of organisation/company]).

Do you give your consent for us to do each of the following:

Tick box if "yes" you agree with these uses

- | | |
|---|--------------------------|
| Use your email address to alert you to these offers? | <input type="checkbox"/> |
| Use your mobile phone number to send you SMS texts in relation to these offers? | <input type="checkbox"/> |
| Use your mobile phone/landline number to call you in relation to these offers? | <input type="checkbox"/> |
| Use your address to send you written letters/brochures in relation to these offers? | <input type="checkbox"/> |

While the information provided will generally be treated as private to GCTE Center, and will be collected and used in compliance with the Master School Identification file is maintained by the Florida Department of Education to ensure that the department provides accurate identification and directory information on each Florida public school in the state. This file contains information for all public PK-12 schools, as well as for adult and technical schools operated by district school boards.

Information from this file is used for direct communication to the schools, as well as for reporting data for each school. The MSID file is used to edit all records submitted to the department's student, staff and Finance Automated Database Systems. The MSID provides the basis for accountability reporting including annual school grades. It is the basis for reporting to the U.S. Department of Education (USDE) via the Education Data Exchange Network (EDEN) reporting system, as well as the Consolidated State Performance Report (CSPR). The federally assigned identification numbers, which are required for certain grant applications and for assignment of E-rate funds, are provided to the FDOE the year following submission of new school information to the USDE. We rely on students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your personal data you should write to the school principal requesting an Access Request Form.

Data Protection Policy

A copy of the full Data Protection Policy is enclosed in this enrolment pack and you should read it carefully. When you apply for enrolment, you will be asked to sign that you consent to your data being collected, processed and used in accordance with this Data Protection Policy during the course of their time as a student in the school. Where the student is over 18 years old, they will be asked to sign their consent to this.

Photographs and Digital Images of Students

The school maintains a database of photographs and digital images (including video) of school events held over years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the school. Photographs/digital images may be published on our school website or in brochures, yearbooks, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs/digital images, student names will not appear on the website as a caption to the picture. If you wish to have his/her photograph/digital image removed from the school website, brochure, yearbooks, newsletters etc. at any time, you should write to the school principal.

Consent (tick one only)

1. If you are happy to have your photograph/digital image taken as part of school activities

- and included in all such records tick here
2. If you would prefer not to have your photograph/digital image taken and included in such records, please tick here
3. If you are happy for your photograph/digital image to be taken and included, as 1. above, but would prefer not to have images of your photo to appear on the school website, in school brochures, yearbooks, newsletters etc. please tick here.

Signed: _____

Date: _____

Part 6 (Contract)

Student

Name: _____

As a Summer Camp Student in GCTE Center, I promise to abide by the rules and regulations of the school, in the interests of maintaining a positive learning environment.

I have read and I accept the School Code of Behaviour.

Student's signature: _____ **Date:** _____