



## BRITISH INTERNATIONAL SCHOOL AND MONTESSORI EDUCATION

No.1 Samsamana Drive, off Leicester Peak Drive, Immat, Regent, Sierra Leone

TEL. 0023276567509, 0023222290104

### REGISTRATION FORM

#### Child Information

Name of child.....

Date of birth.....

Nationality: .....

#### Entering Grade Level (please tick where appropriate)

Nursery [ ]    Preschool [ ]    Lower kindergarten [ ]    Upper Kindergarten [ ]

Primary School (please tick where appropriate)

Year 1 [ ]    Year 2 [ ]    Year 3 [ ]    Year 4 [ ]    Year 5 [ ]    Year 6 [ ]

Secondary 1 (please tick where appropriate)

Year 7 [ ]    Year 8 [ ]    Year 9 [ ]

Previous Schooling History (Please list the schools your child has previously attended)

Grade Level / Dates	Name of school	Country/Language of Instruction

Enter the name of Director/head teacher and telephone/email number if known below

Has the Child ever received Special Needs Accommodation? Yes [ ] No [ ] If yes please attach a document describing them.

**Family Contact Information:**

Father's Name.....

Address .....

Contact Tel. No. ....

Whatsapp No. ....

Email .....

Occupation .....

Mother's Name.....

Address .....

Contact Tel. No. ....

Whatsapp No. ....

Email address: .....

**Emergency Contact Information (If both parents are unavailable):**

Name: ..... Mobile No.....

Relationship to Student .....

**MEDICAL HISTORY**

Does your child suffer any allergy? Yes [ ] No [ ]

If yes please indicate briefly what type of allergy.....

.....

Does your child have any dietary restrictions? Yes [ ] No [ ]

If yes please indicate briefly .....

Is your child taking any medication on regular basis? Yes [ ] No [ ]

Is there any other medical condition that the school should be aware of? .....

.....

**Child's Physician Contact Information**

Name of Physician ..... Tel. No. ....

**Application Process**

\*\*Please provide the following documents when submitting your registration form.

- € Photocopy of your child's Birth Certificate
- € Photocopy of Vaccination Card
- € Two passport photos showing a close up of his/her face
- € Most recent school report or transcript
- € If your child suffers any medical condition, provide copies of medical report
- € All pages must be signed and dated at the bottom right corner

## CONDITIONS OF ENTRY INTO THE SCHOOL AND REGULATIONS

1. Parents or guardians are required to ensure that their child or children is/are dressed appropriately in the school's uniform daily.
2. Proper shoes and socks must be worn at all times.
3. All pupils must conform to rules and regulations implemented by the school.
4. Pupils must not use foul languages or swear words and must show respect to their peers, teachers and adults.
5. Any child with a mobile phone must keep the phone switched off at all times.
6. iPads or tablets are not allowed in the school.
7. Parents and or guardians are requested to book an appointment with the school if they wish to see their child's class teacher or the director.
8. Where a child is ill, the parent or guardian must contact the school.
9. Parents or guardians have a duty of informing the school if their child or children will be absent from the school for a given period.
10. The homework dairy must be signed by the parent or guardian after completion of homework.
11. All school materials given to the child must be treated with respect at all times. Any material that is destroyed by the child must be replaced.
12. Books checked out from the school's library must be returned within a reasonable period of time and in the condition that it was given.
13. **Parents or guardians must collect their child or children at the end of school at the indicated time.**
14. Parents or guardians must keep the school informed at all times about changes in drivers or nannies (Please complete a child pick up authorisation form from the school).
15. The school does not encourage parents soliciting with teachers from the school to conduct private lessons at home such intentions must be discussed with the school.
16. All parents or guardians must wait at waiting area for pick up. **No parent or guardian is allowed to walk into classrooms uninvited OR without prior invitation.**