

FAMILY CHECK-LIST FOR APPLICATION & ADMISSION TO THE CODRINGTON SCHOOL FROM 2015-16

The check-list below has been devised to help you keep track of your application & admission process with us, please feel free to use.

| Checklist Items: | Done | Notes to self |
|---|------|---------------|
| Contact the school: e-mail admissions@codrington.edu.bb or call + 1 246 423 2570 Ms. Batson | | |
| School should e-mail you (postage possible too): <ul style="list-style-type: none"> • Student Application form for completion • School recommendation form for completion | | |
| Complete student application form and e-mail it to: samantha.batson@codrington.edu.bb | | |
| Obtain copy of document to confirm son/daughter's D.O.B. (e.g. passport) and e-mail it to: samantha.batson@codrington.edu.bb | | |
| Ensure current school has a copy The Codrington School Recommendation form and that they complete it and that they e-mail it to: samantha.batson@codrington.edu.bb | | |
| If appropriate to age, the last 3 years' transcripts &/or reports to be e-mailed to: samantha.batson@codrington.edu.bb | | |
| Communicate with samantha.batson@codrington.edu.bb about the possibility of a student visa if your son/daughter is not Barbadian | | |
| Pay admission & screening fee and registration fees See statement of fees document for payment methods & amounts | | |
| School should e-mail you a formal letter to confirm tentative admission pending screening assessments and/or taster day attendance (This would only apply to students applying from overseas) | | |
| School should e-mail you a communication about screening assessments and/or taster day (This would only apply to local students) | | |
| Screening assessments arranged | | |
| Taster day arranged | | |
| School should e-mail you a formal letter about the school's decision following the screening assessments and/or taster day feedback | | |
| School should e-mail you an invoice for the first term's tuition fees (or annual, this is at your discretion, but note the 3% discount) and the building levy fee | | |
| School should e-mail you all student data forms for completion: <ul style="list-style-type: none"> • School field trip permission slip • Confidential parents/guardians data up-to-date form • Responsible User Guidelines: ICT • Students Health Record • Doctors Testimonial • Media Waiver | | |
| Complete all of the above documents and email them to: samantha.batson@codrington.edu.bb | | |
| Pay building fee AND Tuition fees See statement of fees document for payment methods & relevant tuition fees | | |
| School should e-mail you a Parent/Student Handbook/Information about the school | | |
| Decide on uniform needs & e-mail them to: Buffy@charnes.co.uk | | |
| Decide if you wish to make use of the school bus service & on the enrichment activities that your son/daughter wants to do & e-mail the forms to: Sabrina.edwards@codrington.edu.bb | | |
| Decide on if want hot lunch needed & e-mail: poshnosh@chef.net | | |