

FAMILY CHECK-LIST FOR APPLICATION & ADMISSION TO THE CODRINGTON SCHOOL FROM 2021-22

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 samantha.lorde@codrington.edu.bb or call + 1 246 423 2570 Samantha Lorde		
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.lorde@codrington.edu.bb		
Obtain copy of document to confirm son/daughter's D.O.B. (e.g. passport) and e-mail it to samantha.lorde@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.lorde@codrington.edu.bb		
If appropriate to age, the last 3 years' transcripts &/or reports to be e-mailed to: samantha.lorde@codrington.edu.bb		
Communicate with samantha.lorde@codrington.edu.bb about the possibility of a student visa if your son/daughter is not Barbadian		
Pay Admission & Screening Fee of US \$400 per applicant See statement of fees document for payment methods & amounts		
School should e-mail you a formal letter to confirm Tentative Acceptance 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 Taster Day feedback		
School should e-mail you an invoice for the first term's Tuition Fees and the Admission Fee		
School should e-mail you all student data forms for completion: <ul style="list-style-type: none"> • School Field Trip Permission Form • Confidential parents/guardians Contact Form • Responsible User Guidelines: ICT • Students Health Record • Doctors Form • Media Waiver 		
Complete all of the above documents and email them to: samantha.lorde@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 to dawn.medford@codrington.edu.bb		
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		