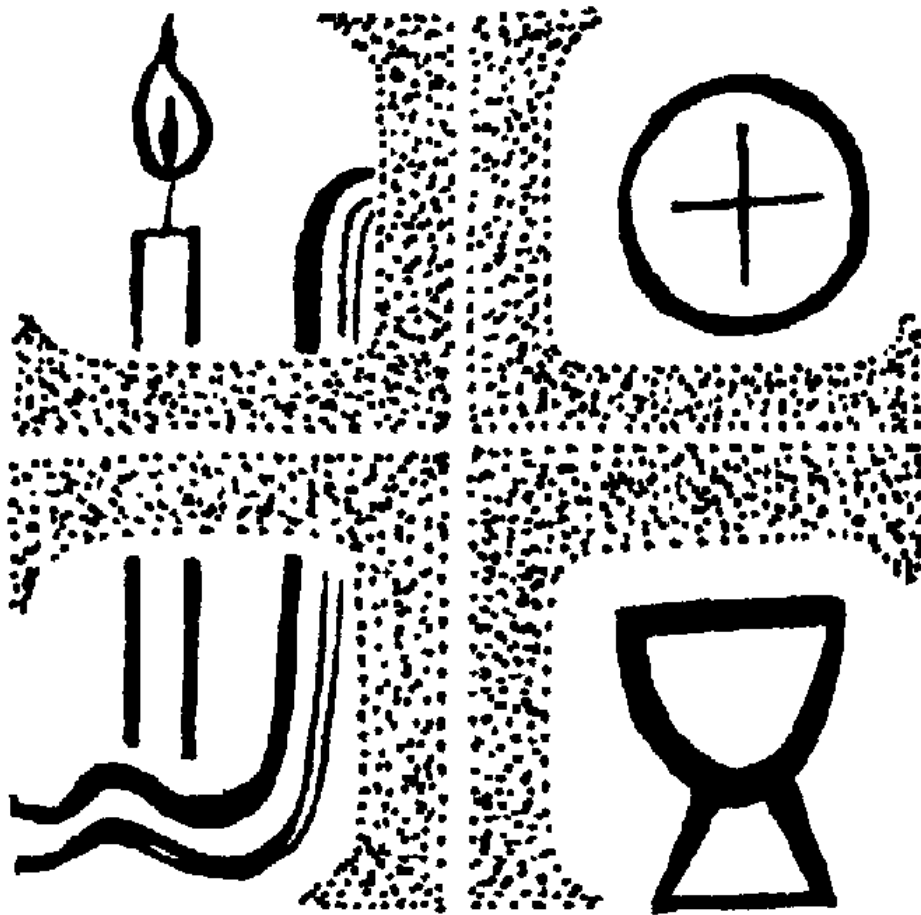


# St. Thomas of Canterbury Catholic Church

## First Holy Communion 2023 Programme Registration





Children joining the programme will be placed into two groups and they **must** attend 8 sessions on Saturday mornings from 10am to 12noon during term time. Each child will receive a book which will cover work done at each session and work to be done at home.

**A 100% attendance is required and if any child misses 2 sessions they will have to start the programme the following year.**

We can only run this programme if we have parents willing to be volunteers. This means being prepared to help on allocated Saturday mornings from September to March. This is a big commitment but is very rewarding. It involves working with groups of about 8 children under the guidance of the lead catechist who will prepare the work to be done.

There will be a meeting for **ALL** parents and carers in early September to discuss the content of the programme, dates for group sessions and First Communion.

The information on this enrolment form will be used to produce the 1st Communion certificate. We will only accept children from our Parish who have been baptised and who will be going into school year 3 in September 2023. Children NOT baptised at St Thomas' will need to attach a copy of their baptismal certificate

**Please inform us if your child has any allergies or special needs**

Please enclose a cheque (or cash) for £20 payable to *St Thomas of Canterbury Parish Account*, to cover the costs of materials used on the course. If you would like a parent book that accompanies the programme please add £8 to your payment. No child shall be excluded for financial reasons so if you have any concerns please contact the parish office.

**What you need to do**

**The form MUST be returned by Friday 2nd September 2022.**

**No applications after this date/time will be accepted.**

**Once your application has been registered, we will write to you in early September with further information**

# First Holy Communion 2022/2023

Form to be returned by **Friday 2<sup>nd</sup> September 2022**

PLEASE USE BLOCK CAPITAL LETTERS THROUGHOUT		
<b>Your Child's details</b>	First Name:	
	Surname:	
	Any allergies or special needs:	
	Date of Birth:	
<b>Address:</b>		
<b>Post Code:</b>		
<b>Contact details</b>	Home number:	
	Mobile number:	
	Email:	
<b>Baptism</b>	Date of Baptism	
	Place of Baptism	(NOTE: If not St Thomas of Canterbury, Woodford please enclose a copy of the certificate)
<b>Parents</b>	Mother's name	
	Father's name	
<b>School Name &amp; school year:</b>		
<b>Volunteer your services</b>	<p>Name:</p> <p>Email :</p> <p>I would like to volunteer to assist with the programme. This involves, taking the register, setting up, clearing up and assisting with the activities.</p> <p>Once you volunteer, you will receive a safeguarding form for completion.</p> <p>There will also be a short introduction/training session for you to attend.</p>	

## Data Protection

Your personal details will be stored and used by the Parish for the purposes of conducting and administering the Sacrament of First Communion

Details of how we process your data, and your rights, are on the Diocesan Privacy Notice which may be seen on the (Diocesan) website: <http://www.dioceseofbrentwood.net/diocese/data-protection/>.

- By signing below, you acknowledge that Canon Law requires some of your personal data to be entered in Registers and stored permanently; and that in the case of Confirmations and Marriages, the Parish is obliged to notify the parish(es) where you were baptised, where this may be different to the Parish of St Thomas of Canterbury.
- We may also have to share your data with the Diocese, e.g. in cases where certain permissions are needed. Your details will not otherwise be disclosed outside the parish.
- Your names/child's name/children's names may be published in the parish newsletter which appears on the parish website.

Please only tick ✓ the box(es) you want to:

- ☐ I/we consent to the Diocese/Parish of St Thomas of Canterbury using and sharing my/our details as above.
- ☐ I/we also give consent to [our names / our child's/children's name (s) and photograph being published on the church notice boards and mass sheet(s) of the Parish of St Thomas of Canterbury
- ☐ I/we consent to the Diocese/ Parish of St Thomas of Canterbury contacting me/us to advise me/us of other sacramental courses in the future, in my/our parish and in the Diocese. [*\*Please also tick the relevant boxes below for preferred method of contact*]
- ☐ I/we consent to the Diocese/ Parish of St Thomas of Canterbury contacting me/us to keep me/us informed about news, events, fundraising and activities in my parish and in the Diocese. [*\*Please also tick the relevant boxes below for preferred method of contact*]

<b>Signed</b>	<b>Date</b>

\* I would like to be contacted by the following method(s) (please tick ✓ the relevant box(es)):

<b>BY POST (Address as set out overleaf)</b>	
<b>BY TELEPHONE (Number as set out overleaf) Please note that Whatsapp will be used for each group</b>	
<b>BY EMAIL (Address as set out overleaf)</b>	

You can unsubscribe from our communications, or withdraw your consent, at any time by contacting the Parish Office Manager by email at [parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org) or by telephone on 020 8504 1686. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.

### FOR OFFICE USE ONLY

Form and payment received including amount	
Database updated	
Dates allocated	
Certificate prepared	