



Document Checklist

Name: _____

Class: _____

Fully completed and signed registration form.

☐

Student's latest school report

☐

Student's birth certificate

☐

Student's Vaccine Report

☐

Photocopy of student's ID card number/passport

☐

Photocopy of parents' passports/ID cards

☐

Coloured passport size photo of child.

☐

Signed Registration Booklet

☐

Signed Data Protection documents

☐

Signed Collection form

☐

Signed School Trip Consent form

☐



APPLICATION FOR ADMISSION TO THE SCHOOL

Please complete this form and send it to the administration of Newark School, Parisio Street Sliema, together with the child's birth certificate and the non-refundable registration fee. Registration fees and tuition fees are to be paid in advance and are not refundable. Cheques for registrations are to be payable to Newark School Malta. Payment by bank transfer can also be made. A term's notice must be given should you wish to withdraw your child for the school. Should you fail to comply, the fee for the whole term will be incurred. Should the school capriciously fail to provide tuition for the relative term, the school will be obliged to refund the last payment effected by way of tuition fees, together with an equivalent amount representing pre-liquidated damages.

Child's Information	
First name (in full)	
Last name	
Date of Birth & Gender	Boy / Girl
Passport Number	
Passport Place of Issue	
Nationality	
Place of Birth	
Religion	
Maltese Home Address	
Proposed Date of Entry	

Is English the child's first language? Yes / No				
<i>If the answer is "No" please complete the table below:</i>				
	Very Good	Good	Fair	A Little
Listening				
Speaking				
Reading				
Writing				
Which language is spoken within the family?				

Please indicate which (if any) of the following statements most closely matches your child.	
Physical disabilities (including visual / speech / hearing / mobility problems)	
Behavioral difficulties (including eating, sleeping problems, anxiety, depression)	
Does your child have any medical conditions or health issues that may require attention whilst at school?	
Does your child have any special skills or interests?	
Has your child ever been placed out of the normal age group for his/her age? If yes kindly provide details.	
Which subjects does your child enjoy most?	
Will your child attend Maltese lessons?	Yes / No
Will your child attend Religion lessons?	Yes / No

Parents' / Guardians' Information	
Guardian 1	Mother / Father / Other
Full Name	
Nationality	
Passport Number	
Employer (Company Name)	
Job Position / Title	
Work Address	
Home Telephone Number	
Mobile Number (Maltese numbers are preferred)	
Email Address	
Guardian 1	Mother / Father / Other
Full Name	
Nationality	
Passport Number	
Employer (Company Name)	
Job Position / Title	
Work Address	
Home Telephone Number	
Mobile Number (Maltese numbers are preferred)	
Email Address	

School Fees will be paid by (name of payer) :	
Address for sending invoices and correspondence (if different to the guardian)	

I / We confirm that the information above is correct.

Parent / Guardian 1: Signature: _____ Date:_____

Parent / Guardian 2: Signature: _____ Date:_____



Registration Booklet

Parents should contact the administration office at Newark School Malta, to enquire about registering their children at Newark School Malta.

Contact details

- Email: info@newarkschoolmalta.com
- Website: www.newarkschoolmalta.com
- Telephone numbers **00356 21324167**/ 00356 21227371
- Address: Newark School Malta
IELS Building,
Parisio Street,
Sliema.

Dear Parents,

Thank you for considering Newark School for your child.

About us

We are an international English speaking school with more than 35 different nationalities. We take pride in the multicultural environment we host for our students.

We are a fast growing school however our classes are made up of small groups as to be able to focus on the individual needs of each and every student.

We follow a regular curriculum in school. Our syllabus and classes revolve around the level and ability of our students.

We want our students to enjoy attending school as it is part of their everyday life and children learn more when they enjoy what they do.

Our Day at School

School starts at 7:45 am and finishes at 1:50 pm with a break between 10 and 10.30 am.

The day in the classroom is divided into eight periods of 35 - 40 minutes each and students study a variety of subjects including Math, English, Personal and Social Development, Physical Education, Social Studies, Science, Music, Art and Information and Communication Technology.

Documentation Required for Registration

1. Signed Registration Booklet
2. Fully Completed and Signed Booking Form
3. Student's Latest School Report
4. Student's Birth Certificate
5. Student's Vaccine Report
6. Photocopy of Student's ID Card or Passport
7. Photocopy of Parents' ID Cards or Passports
8. Coloured Passport Size Photo of the Child

Fees and additional costs

The documentation above is to be handed in to the School Administration Office together with payment of the agreed enrolment fees, first term fees and the registration form. Enrolment fees may be paid in cash, by bank transfer, by card or by cheque payment.

All new children to the school are required to pay a registration fee and one term of tuition fees to secure a place in class. **The registration fee is only paid once for new entrants upon registration.** The one term of tuition fee is allocated against the third term fees. All school fees are strictly non-refundable if the child is withdrawn from Newark.

School books and uniforms are supplied by the school at an extra cost. All books are sold at the recommended retail price as stipulated by our supplier and parents can buy a uniform pack or individual items.

Children that progress from one year to another will need to pay for books and resources on a yearly basis. These prices of these packs will be confirmed once a list is finalized.

Tuition fees are paid each term (every three months) at the beginning of each term. We have three terms from September to December, January to March and April to June.

Class	Registration fee paid when registering a student (only once)	Tuition Fees (every 3 months)		
		1st Term	2nd Term	3rd Term
Year 1 & 2	1000 euro	950 euro	950 euro	950 euro
Year 3	1000 euro	1000 euro	1000 euro	1000 euro
Year 4 & 5 & 6	1000 euro	1050 euro	1050 euro	1050 euro
Year 7 & 8	1300 euro	1100 euro	1100 euro	1100 euro
Year 9 & 10	1300 euro	1200 euro	1200 euro	1200 euro
Year 11	1300 euro	1300 euro	1300 euro	

The school may request an assessment to determine the appropriate level.

Fees are set in Euros and although the school accepts payments in other currencies at the prevailing exchange rate determined by the school, it takes no responsibility for bank changes or losses incurred due to fluctuations in exchange rates. School tuition fees are invoiced three times a year. The fees must be paid prior to the commencement of each invoice period. Tuition fees are due prior to the teaching period to which they related and the school reserves the right to charge interest on arrears and consider limiting the access of pupils in respect of which fees remain unpaid.

Interest at the maximum rate allowed by law will be charged for students having overdue accounts. Parents with overdue fees will be informed at least one week before the end of the first month of each term, In the event that fees remain unpaid one month after school starts, the student in question will be suspended pending resolution of the matter. School records and report cards will not be issued for students having overdue accounts.

To guarantee a place for subsequent years, an advanced payment of the 3rd term fee of the following year is to be settled by the last business day of March of each year.

Kindly note that this advanced payment is strictly non-refundable.

In the event that a student requires a VISA to attend school in Malta, Newark School will supply the said student with all the required paperwork. This can only be done upon receipt of the registration fee and one term of tuition fees. In the event that the VISA is refused the student must submit back to the school the original paperwork together with a copy of the refusal letter. Upon receipt of such, the school will process a refund of up to 80% of the fees paid back to the student. If a student is granted a visa however the subsequent extension(s) are refused Newark School has no obligation to refund the fees paid back to the student.

Tuition fees will not be refunded for any reason for students who leave the school prior to the end of a term. A term's notice must be given in writing to the Head of School if the parents or guardians wish to cancel a place which they have accepted or withdraw the pupil after entry. The cancellation notice must be served by the parents in writing. Parents or guardians will be invoiced for the subsequent term if one term notice is not provided.

Fees relating the children expelled from school due to breaches of the school behavior policy will not be refunded.

Children are selected for the vacant places at Newark School Malta based on the following factors:

- First preference will be given to children enrolled for a minimum of one full scholastic year.
- Assessment of English language skills and preference will be given to those who score at least 50% in the assessment.

The admissions process will continue until all of the places are filled. Parents will be informed when all vacant places are filled and the application is on a waiting list. Appeals should be presented in writing once the admission process has been completed which is expected to be during the summer term. Appeals shall be considered only when made on the grounds that the School's published Rules of Admission had not been properly and

fairly applied. Appeals shall not be considered which are made only against the Head-teacher's professional judgement whether or not to admit a child. The appeal must indicate how, in considering the applicant, the School has breached the Rules of Admission. Where the claim that the School's published procedure has not been properly and fairly applied is upheld, the application will be considered afresh following the procedure in its entirety so far as the changed circumstances permit.

Uniforms

Girls: Pinafore dress, winter and summer shirts, cardigan, P.E kit (summer and winter), socks, tights and shoes, school bag, outing bag.

Boys: Shirt (winter and summer), Trousers, Bermuda, Cardigan, P.E kit (summer and winter), socks and shoes, school bag, outing bag.

**No other garments are allowed to be worn to school.
Hair bands or accesories should be blue or black.**

Please note:

You may choose to pay in cash, by card, by cheque or by bank transfer.

The fee is not refundable in whole or in part if the child does not continue to attend the school for any reason.

The following are details in case you wish to make a bank transfer

Bank Details

Beneficiary :	Newark School Malta Ltd
Account No.:	40024454498
Bank:	Bank of Valletta
Swift:	VALLMTMT
IBAN NO.:	MT91VALL22013000000040024454498

Kindly insert a reference and the name of the student when affecting payment.

The fee covers the schooling of the child between the hours of 7.45 hrs and 13.50 hrs.

The after school programme has its own fee and will depend on what is being offered but normally the parents can choose between activities such as Art and craft, Music, English, Yoga and healthy eating.

School transport is subcontracted and the school can give you the details of the bus company.

Parent Signature

Parent Signature

Collection / non-collection of children form

Child's Name: _____ **Class:** _____

The following person/people have permission to pick-up my child from school on a regular basis: (Please include both parents' names and details if they will be collecting the child)

<u>Name</u>	<u>ID Card Number</u>	<u>Days of week they pick-up</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand this form gives permission to the above-named individual to pick-up my child on the stated days only. If this schedule changes I must notify the office in writing.

OR

My Child is to go home unaccompanied (only possible for Children in year 6 or above).

(Yes/No/Not applicable).

OR

My child is to go home with a sibling.

Name of sibling: _____

OR

My child is to go home with school transport.

(Yes/No/Not applicable).

Parent's Signature: _____

Date: _____



Data Protection Statement

Please circle below:

We ALLOW / DO NOT ALLOW visual images of our child to appear for administrative purposes, record purposes, communicative purposes (this includes School notice boards, School Magazines and/or Newsletter, School Website, School Blog, School Social Media, newspapers and television) or other purposes (such as the school class photo, etc).

Child's Name: _____

Signatures of Parents / Guardians: _____

Date: _____

IMPORTANT:

- 1) This consent continues to be valid for an indefinite period or until it is terminated in writing by the parents.
- 2) A separate data protection form needs to be completed for every sibling.



GENERAL CONSENT FORM FOR SCHOOL TRIPS

The form below gives your consent for your child to attend ALL school trips organised by the school throughout **the scholastic year 2020 – 2021**. Before EACH school trip, you will receive a circular via email with all the necessary information. If you would NOT like your child to attend any particular school trip, you are kindly asked to write to us or email us immediately, in order to inform us, stating your reasons.

KINDLY FILL IN ONE FORM PER CHILD

Parent's Name:

Parent's Name:

Signature:

Signature:

We (the persons listed above), confirm that our daughter/son

of year/form has our permission to participate in all activities and school trips organised by Newark School during the scholastic year 2020 – 2021 .

In case of emergency, contact can be made with:

..... on tel/mobile number (Maltese):

OR

..... on tel/ mobile number (Maltese):

We confirm that our daughter/son DOES / DOES NOT (please circle) suffer from any medical conditions.

Medical condition:

Procedures to be followed in the case of problems with the above:

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