



Newark School

— Malta —

Document Checklist

Name: _____

Class: _____

Fully completed and signed registration form (completed and signed)

Registration Booklet (signed)

Data Protection Form (signed – allowed or not allowed)

Collection Form (signed)

School Trip Consent Form (signed)

School Policies and Procedures (signed)

Student's Latest School Report

Student's Birth Certificate

Student's Vaccine Report

Student's ID Card and Passport

Parent's ID Card and Passport

Coloured Passport Size Photo of the Child



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 Malta for your child.

About us

We are an international, English-speaking school with more than 46 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 national curriculum framework in our school and 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 8:15am and finishes at 14:20pm (latest) with a break at around 11:00 am. The break time is dependent on the class since we adopt a staggered break approach at the school for health and safety considerations.

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, Maltese, Computer, Expressive Arts, Sciences, Personal and Social Development, Physical Education, Social Studies, Music and Information and Communication Technology.

Here are the subjects which students learn at Newark on a weekly basis:

Children in Year 1 – Year 3 (early years): Maths, English, Maltese, Science, Social Studies, Physical Education, Expressive Arts, ICT, Ethics and PSCD.

Children in Year 4 – Year 6 (lower middle school): Maths, English, Maltese, Science, Social Studies, Physical Education, Expressive Arts, ICT, Ethics and PSCD.

X

Parent Signature

Children in Year 7 – Year 8 (upper middle school): Maths, English, English Literature, Maltese, French, Italian, Science, Social Studies, Physical Education, Expressive Arts, ICT, Ethics and PSCD.

Children in Year 9 – Year 11 (senior school): Maths, English, English Literature, Maltese, French OR Italian, Physics, Chemistry AND Biology OR Accounts AND Economics, Social Studies, Physical Education, ICT, Ethics and PSCD.

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 (recent)

X

Parent Signature

Fees and additional costs

Once a place in the class has been confirmed for your child, the documentation above is to be handed in to the School Administration Office within 3 working days together with payment of the agreed enrolment fees, the deposit term fees and the registration form to secure the place in class. Fees may be paid in cash, by bank transfer, by card or by cheque payment (cheques payable to “Newark School Malta Ltd”)

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 one term of tuition fee is allocated against the third term fees of the first scholastic year. **The registration fee is only paid once, for new entrants upon registration.**

All school fees are strictly non-refundable if the child is withdrawn from Newark for any reason whatsoever.

Uniforms are supplied by the school at an extra cost and all books are to be purchased from an authorized distributor of the school’s choice and are sold at the recommended retail price as stipulated by our supplier.

Children that progress from one year to another will need to pay for books and resources on a yearly basis. The prices of the books, resources and outings fee will be confirmed on a year-to-year basis.

Tuition fees are paid each term (every three months) prior to the start 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)		
		1 st Term	2 nd Term	3 rd Term
Year 1 & 2	1350 euro	1200 euro	1200 euro	1200 euro
Year 3	1350 euro	1250 euro	1250 euro	1250 euro
Year 4 & 5 & 6	1350 euro	1300 euro	1300 euro	1300 euro
Year 7 & 8	1750 euro	1350 euro	1350 euro	1350 euro
Year 9 & 10	1750 euro	1600 euro	1600 euro	1600 euro
Year 11	1750 euro	2100 euro	2100 euro	

X

Parent Signature

Following the registration of the child the school may request an assessment to determine the appropriate level. An assessment is carried out for all children enrolled from Year 4 onwards.

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 as stipulated in the communication from the school.

Tuition fees are due prior to the teaching period to which they relate to 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 the child does not attend the scholastic year which he/she is booked for an administration charge of eur500 applies to rebook the child to another scholastic year.

Tuition fees will not be refunded for any reason for students who leave the school prior to the end of a term. A cancellation notice must be served by the parents in writing, and this is subsequently sent to the Ministry for Education. Parents or guardians will be invoiced for the subsequent term if one term notice is not provided.

X

Parent Signature

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

The value of the school fees is not guaranteed and is subject to change in line with inflation and other considerations.

VISA (if applicable)

Applicants who require full assistance with VISA applications can opt for our service against a fee of eur300 per student.

Applicants who require partial assistance (submission of documents only) with VISA applications can opt for our service against a fee of eur50 per student.

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 full year of tuition fees. The central visa unit specifically requests that students coming to Malta on a visa settle the full year of school 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% on the tuition fees paid. The VISA assistance fee is not refundable. 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.

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 the places are filled. Parents will be informed when all vacant places are filled, and the application is on a waiting list.

X

Parent Signature

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, 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

X

Parent Signature

Kindly insert a reference and the name of the student when affecting the payment. The fee covers the schooling of the child between the hours of 8:15 am and 14:20 pm.

The after school programme has its own fee and will depend on the programme of activities for the year in question.

School transport is subcontracted, and the school will provide you with more information about the application form for the school transport. Newark School Malta only authorises the use of the schools' transport service provider if students enrol for the 'free transport scheme'. Our school takes pride in carrying out extensive due diligence and safety checks to ensure paramount safety for your children.

Parent Signature

Parent Signature



Newark School

Malta

APPLICATION FOR ADMISSION TO THE SCHOOL

Please complete this form and send it to the admissions team of Newark School, Parisio Street Sliema, for screening and admissions. Once a place has been confirmed for your child, please send 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 from 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 require the services of a learning support educator?	Yes / No
If yes, please elaborate on the child's condition and requirements.	
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?	
Kindly note that Maltese lessons are obligatory for all students.	

Parents' / Guardians' Information <i>In case of a sole parent / guardian having care and custody of the child, kindly inform the school accordingly by providing a copy of the documentation.</i>	
Parent / 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	
Parent / Guardian 2	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	

Do both parents/guardians live within the same household?	Yes / No
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If No, kindly provide a copy of the custody agreement together with this registration form.

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: _____

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).

If yes, kindly write your home Maltese address:

Parent's Signature: _____ **Date:** _____



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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.



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GENERAL CONSENT FORM FOR SCHOOL TRIPS

The form below gives your consent for your child to attend ALL school trips organised by the school. 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

Student Name:

Parent Name:

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 their enrolment.

In case of emergency, contact can be made with:

Mr. / Ms. _____ on mobile no. _____

OR

Mr. / Ms. _____ on mobile no. _____

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:



Newark School

————— Malta —————

Agreement to School Policies and Procedures

This document is to be signed by parents / legal guardians, agreeing that:

I, parent / guardian of _____, confirm that I would like to enrol my child for the 2024/2025 scholastic year at Newark School Malta. Furthermore, I confirm that I will abide by the schools' policies and procedures at all times.

Date: _____

Parent 1 Full Name: _____

Parent 1 Signature: _____

Parent 2 Full Name: _____

Parent 2 Signature: _____

FOR OFFICE USE

Date of receipt of document: _____