



Name: \_\_\_\_\_

Class: \_\_\_\_\_

Fully completed and signed registration form (completed and signed) \_\_\_\_\_ O

Registration Booklet (signed) \_\_\_\_\_ O

Data Protection Form (signed – allowed or not allowed) \_\_\_\_\_ O

Collection Form (signed) \_\_\_\_\_ O

School Trip Consent Form (signed) \_\_\_\_\_ O

School Policies and Procedures (signed) \_\_\_\_\_ O

Current School Information Form \_\_\_\_\_ O

Student's Latest School Report \_\_\_\_\_ O

Student's Birth Certificate \_\_\_\_\_ O

Student's Vaccine Report and Signed Declaration Form \_\_\_\_\_ O

Student's ID Card and Passport \_\_\_\_\_ O

Parent's ID Card and Passport \_\_\_\_\_ O

Coloured Passport Size Photo of the Child \_\_\_\_\_ O



### **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](mailto:info@newarkschoolmalta.com)
- Website: [www.newarkschoolmalta.com](http://www.newarkschoolmalta.com)
- Telephone numbers **00356 21324167**/ 00356 21227371
- Address: Newark School Malta  
Parisio Street,  
Sliema.

Dear Parents,

Thank you for considering Newark School Malta for your child.

### **About us**

We are an independent, international, English-speaking school, home to students hailing from more than 46 different countries. We take pride in the multicultural environment we host for our students which is a second home to many!

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 the national curriculum framework which is set by the Ministry for Education 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 for eating and recreational time 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 Maths, English, Maltese, , 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 PSCE.

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

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Parent Signature

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**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. Current School Information Form
5. Student's Birth Certificate
6. Student's Vaccine Report and signed declaration
7. Photocopy of Student's ID Card or Passport
8. Photocopy of Parents' ID Cards or Passports
9. Coloured Passport Size Photo of the Child (recent)

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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.** If your child withdraws from the school and is re-enrolled within two years, 50% of the registration fee will be required. However, if more than two years have passed, the full registration fee will apply.

**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.

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Parent Signature

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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. <b>Class</b>	<b>Registration fee paid when registering a student (only once).</b>	<b>Tuition Fees (every 3 months)</b>		
		<b>1<sup>st</sup> Term</b>	<b>2<sup>nd</sup> Term</b>	<b>3<sup>rd</sup> Term</b>
Year 1 & 2	1700 euro	1450	1450	1450
Year 3	1700 euro	1550	1550	1550
Year 4 & 5 & 6	1700 euro	1650	1650	1650
Year 7 & 8	2500 euro	1650	1650	1650
Year 9 & 10	2500 euro	1950	1950	1950
Year 11	2500 euro	2600	2600	
<b>The above quoted fees are non-refundable and non-transferable. Fees are subject to yearly increments as required on a year-to-year basis. Increments are announced prior to the start of a scholastic year and not mid-year.</b>				

### Tax Rebates

According to the Income Tax Acts, parents who pay fees in respect of their children for attendance in independent private schools are entitled to an **allowable** maximum deduction for every child. This information is shared through an annual email circular from the school.

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Parent Signature

The school reserves the right to carry out assessment tests before or after the registration of the child to determine the appropriate level. An assessment is carried out for all children enrolled from Year 3 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 who have overdue accounts.

To guarantee a place for subsequent years, an advanced payment of the 3<sup>rd</sup> term fee of the following year is to be settled by the stipulated deadline which the school circulates via email. **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.

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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 within one month of refusal date. Upon receipt of such, the school will process a refund of up to 70% 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.

### **Admissions Procedure**

1. The booking form must be completed accurately and digitally.
2. If both parents are unable to sign the form (in wet ink or via digital signature) we require a justification as to why. In the case of separation a copy of the custody agreement has to be submitted.
3. The most recent school report should be submitted along with the form.
4. Newark School reserves the right to contact the child's previous school. The email address of the present HOS must be provided so direct contact can be made.
5. Assessment tests are required for students entering grades 3 to 11.
6. English language proficiency will be assessed, with preference given to those who achieve a minimum score of 50% on the assessment.



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.

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Parent Signature

## **Appeals Process**

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 accessories 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

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Parent Signature

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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. The vans available for school transport are limited in number thus places are accepted on a first come first served basis. Newark School Malta only authorises the use of the schools' transport service provider if students enroll 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.

In cases where one parent is authorized to sign the paperwork for the enrollment of the child at Newark, a copy of the relevant paperwork must be submitted to the school together with the registration booklet.

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**Parent Signature**

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**Parent Signature**