



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 Parent/s,

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 communications technology.

Documentation required for registration

1. Fully completed and signed registration form.
2. Student's latest school report
3. Student's birth certificate
4. Student's Vaccine Report.
5. Photocopy of student's ID card number/passport
6. Photocopy of parents' passports/ID cards
7. Coloured passport size photo of child.
8. Signed Registration booklet

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. **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fee is only paid once for new entrants upon registration.** All school fees are strictly non refundable if the child is withdrawn from Newark.

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. The resources cost 80 euros per year, cost of books will be confirmed once a booklist is finalised.

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	Starter fee paid when registering a student (only once)	Tuition fee (every 3 months)			Year Born
		1 st Term	2 nd Term	3 rd Term	
Year 1 & 2	1000 euro	950 euro	950 euro	950 euro	2014/ 2013
Year 3	1000 euro	1000 euro	1000 euro	1000 euro	2012
Year 4 & 5	1000 euro	1050 euro	1050 euro	1050 euro	2011/2010
Year 6	1000 euro	1050 euro	1050 euro	1050 euro	2009
Year 7 & 8	1300 euro	1100 euro	1100 euro	1100 euro	2008/2007
Year 9 & 10	1300 euro	1200 euro	1200 euro	1200 euro	2006/2005
Year 11	1300 euro	1300 euro	1300 euro		2004

Note that the date of birth is only indicative of the class in which the child will be placed. 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. Fees may be paid annually in advance if preferred. 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 after the first, an advance (deducted from fees) of Euro 500 per student is payable by the last business day of March of each year and this is

strictly

non-refundable.

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 to 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 Headteacher'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.

The fee for uniform covers one garment of each however you may buy extra garments at a cost.

The Blazer or Anorak jacket are not included in the price and neither are the sports shoes but they can be bought from the school.

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