** PARAMOUNT INTERNATIONAL ACADEMY**

P.O. Box 1540, Lilongwe

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 **Together we aspire, Together we achieve**

**Application for admission to primary/secondary school**

This application form must be completed in full and accompanied by:

* Certified passport or birth certificate copies for the prospective student.
* Two passport size photographs of the prospective student.
* Certified confidential health questionnaire.
* Transfer letter from previous school.

Class Applied for ........................................................ Date of Application .............................................

 **GENERAL STUDENT INFORMATION**

Applicant’s first name: ...................................... Middle Name......................... Last Name..................

Date of birth: .............................................. Gender: ..........................................

Nationality: ............................................... Religion: .....................................

**PARENTAL/GUARDIAN INFORMATION**

Father’s full name: .................................................................................................................................

Home address: ..............................................................................................

Home phone: ........................................... Work phone: ...........................................

Cell phone: .................................................

Occupation: ................................................. Firm: .......................................................

Email address: ..................................................

Mothers full name: .................................................................................................................................

Home address: ..............................................................................................

Home phone: ........................................... Work phone: ...........................................

Cell phone: .................................................

Occupation: ................................................. Firm: .......................................................

Email address: ..................................................

In case of emergency when parents are unreachable:

Name................................................... phone number: ..........................................................

Name................................................... phone number: ..........................................................

Marital status: Married Separated Divorced/widowed Single

**STUDENT ACADEMIC HISTORY**

List other schools your child has attended to before enrolling here:

Name of school: ....................................................... Grade: ...........................................

Name of school: ....................................................... Grade: ............................................

Language spoken at home: .........................................................................................................

Other languages spoken: ..............................................................................................................

Has your child ever been identified as having special education needs?

Yes No

Date of entry: ................................................................

Name(s) of siblings already in this school .......................................................................................

Details of family doctor

Name of Dr: ........................................................................................................

Telephone number: ............................................................... office: ...............................................

Does your child suffer from any allergies?(dairy products, insects, flowers, medicines) If yes please state them: ....................................................................................................................................................................................................................................................................................................................................

Does your child suffer from any of the following conditions? (Diabetes, hyperactivity, asthma, hay fever, epilepsy or any other medical condition) : ....................................................................................................................................................................................................................................................................................................................................

**DECLARATION BY PARENT/LEGAL GUARDIANS**

I/we ............................................................................................................................................

Being the parent/legal guardian of the above named prospective student, do hereby accept full responsibility for the payment of school fees for the student, should the application prove successful, at the rate determined by the school and at the time required by the school.

i/we further declare that all the information supplied with this application is correct, and i/we understand that if material inaccuracies are revealed at a later date, any decision to admit the child will be reviewed by the school.

....................................................... ..........................................................

SIGNATURE (Father or 1st guardian) SIGNATURE (Mother or 2nd guardian)

DATE...............................................

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**HOME – SCHOOL AGREEMENT**

**REGISTRATION**

The registration fee of MK200,000 covers administration, assessments and settling sessions

**TUITION FEES**

Invoices will be issued during the first week of school. Tuition fee must be paid during the first week of school. If this deadline is missed there will be a 10% late payment charge added to your bill.

If fees are overdue without the consent of the head teacher, your child will no longer be admitted to school until payments are up to date. Tuition fees are non-refundable if your child misses any days of school - for whatever reason.

The school reserves the right to terminate the agreement with immediate effect in case of non-payment of fees, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour, or for any other reasonable cause. Intimidation or abuse of our staff will not be tolerated and may result in immediate withdrawal of your child’s place.

School fees is subject to change at the beginning of each school year.

**PERSONAL PROPERTY AND BEHAVIOUR**

The school cannot be held responsible for any loss or damage to any parent’s, carer’s or child’s property or belongings. Every reasonable effort will be made by the school staff to ensure that property or belongings of any parent, carer or child are not damaged. Please ensure your child’s clothing is clearly labelled and we suggest that toys, books and other personal items are left at home.

**ACCIDENTS AND ILLNESS**

The school reserves the right to administer first aid and any emergency treatment as required.

Parents will be informed of all accidents and will be asked to sign an accident record form.

If emergency treatment at hospital is required, the school will make all reasonable attempts to contact the parents, but if this is not possible we are authorized to act on behalf of the parents.

We may require parents to withdraw their child from school in the event that they require special medical care or attention.

We may also ask parents to withdraw their child from school if we have reasonable cause to believe that the child is suffering from, or has suffered from, any communicable disease or infection and there remains a danger that other children may contract such a disease or infection.

Parents **must** inform the school if the child is suffering from any illness, sickness or allergies.

**SCHOOL TIMINGS& ATTENDANCE**

School begins at 7:10 am and finishes at 1:00 pm Mon – Thurs, finishing at 12 noon on Friday.

All pupils must be in school by 7:10 am, ready to start lessons, therefore the school gates will close at 7:10am and no pupils will be admitted after this time.

Pupils should also be picked up no later than 1:30pm after school, unless they are staying for a club. Clubs run from 1:15 pm until 2:00 pm. All pupils must have left the premises by 2:30 pm.

All pupils are expected to take family holidays during school holiday time. If pupils miss more than 20 school days in the year - for whatever reason, they will be subject to an end of year review, and may be required to repeat the whole academic year.

**HOMEWORK**

All parents are expected to assist their children with their daily homework and sign their homework diaries each week.

Reading is especially important, and parents should read with their children daily for 10 – 15mins. This is vital in supporting your child’s progress. Homework helps to inform you of work being covered in class and the homework diary is also a way of communicating with your child’s teacher.

**FOOD AND DRINK**

All snacks sent to school should be healthy and nutritious, in order to support the children’s concentration and learning. Chocolate, sweets, chewing gum and fizzy drinks should not be brought to school.

**PUPIL IMAGES**

We have a school website where we like to show images of the pupils enjoying the various school activities. If you strongly wish your child NOT to appear in a close-up image on the website, or other promotional material, please let the office know.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE:­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_

 FATHER MOTHER

**FOR OFFICE USE ONLY**

STATIONERY LIST TRANSFER LETTER ATTACHED

HAND BOOK PASSPORT COPY ATTACHED

ACCEPTANCE LETTER

ASSESMENT FEE PAID MK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIPT NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REGISTRATION FEE PAID MK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIPT NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOK FEE PAID MK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIPT NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **MANAGING DIRECTOR HEAD TEACHER**

**PARAMOUNT ACADEMY*****SCHOOL FEES FOR ACADEMIC YEAR 2020-2021***

*Registration fees:* ***MK200, 000*** *per child*

*Year 1- 5:* ***MK650, 000*** *per child*

*Year 6:* ***MK650, 000*** *per child (not inclusive of Cambridge International exam)*

*Year 7, 8,* ***MK800, 000*** *per child (plus a* ***MK100, 000*** *Non-refundable Book fee every new academic year).*

*Year 9* ***MK900,000*** *per child (plus a* ***MK100, 000*** *Non-refundable Book fee every new academic year).*

*Year 10,11* ***MK1,000,000*** *per child (plus a* ***MK100, 000*** *Non-refundable Book fee every new academic year).*

*NOTE:* ***School fees are subject to change at the beginning of each new school year.*** ***School fees here at Paramount have to be paid in full during the first month after school has opened. If the final deadline is missed a late payment charge of 10% of the total fees still owed will be added to the amount including your child being suspended from school. All fees payments are paid directly to our bank account. Once the deposit is made, please bring the slip or send to our accounts department ONLY.***

***SCHOOL UNIFORM PRICES:***

***Primary******Secondary***

*Trousers:* *MK 19, 000 Golf Shirts: MK 15,000*

*Jersey:*  *MK17, 000 Tie: MK7,000*

*Shirt: MK19,000 Skirts: MK22,000*

*Skirt: MK19, 000 Shirt:* *MK22,000*

*G/shirt: MK10, 000 Trouser: MK22,000*

*Tie: MK5000 Blazer: MK45,000*

*Shorts MK7000*

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SIGNATURE (Father) SIGNATURE (Mother)