

APPLICATION FOR ENROLMENT (RECEPTION - YEAR 6)

Hillview International School



Hetherwick Road
PO Box 5809, Limbe
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E-mail: registrar@hillviewschool.mw
Website: www.hillviewschool.mw

PARTICULARS OF APPLICANT

The following non-refundable fees of **MK368,000** are required to apply and secure your child's enrolment at Hillview Primary Classes and must accompany this application. This consists of an Administration Fee of MK30,000, Registration Fee of MK198,000 and an Annual Development Fee of MK140,000.

Termly Fees are currently **MK3,270,000** and are due on or before the first day of the school term.
"These Fees are correct at the time of printing and subject to change"

Surname:			
First Name(s):			
Date of Birth:	Day	Month	Year
Gender:		Religion:	
Nationality:		Home Language(s)	
Previous Schools attended:			

Applying for for a place in: (Please circle)	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
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Details of brothers and sisters attending Hillview:

Name (s)	Year Group (s)

CONFIDENTIAL MEDICAL INFORMATION

Name of Family Doctor:	
Contact Details of Family Doctor:	

Please state if the applicant has any medical condition(s) or history that that the school should know of
e.g. asthma, allergies etc.:

CONFIDENTIAL SPECIAL EDUCATIONAL NEEDS INFORMATION

Please state if the applicant has received (or receives) additional support for learning. Please circle: **Yes** or **No**

If yes, please detail the particulars of the support received and include any up to date psychological reports or Individual Education Plans (IEPs) with this application.

PARTICULARS OF PARENT(S) OR GUARDIAN(S)

Marital Status of Parent(s)	
Will more than one annual report be required?	

	Father/Guardian						Mother/Guardian (Please indicate if different)					
Surname												
First name												
Employer												
Occupation												
Postal Address												
Home Physical Address												
Telephone Business/Home												
Cell Phone												
Email address												
Residential Status in Malawi (Please circle)	BRP	PR	EP	TEP	CD	Other	BRP	PR	EP	TEP	CD	Other

***Key:** Business Residential Permit (BRP), Permanent Resident (PR), Employment Permit (EP), Temporary Employment Permit (TEP) , Consular Diplomat (CD)

DECLARATION BY PARENT OR GUARDIAN

I _____ (full name)

apply for the child named above to be enrolled at Hillview International School and I agree to the following:

- a) I accept full responsibility for **payment in advance of all fees due** in respect of my child's attendance at school and I understand that failure to do so may result in my child being excluded from school until such fees are paid in full. S/he shall observe and be subject to the regulations and discipline of the school.
- b) I will notify the school, **in writing, one term in advance, should I intend to withdraw** the child for any reason whatsoever.
- c) S/he will attend all sessions required by the school during the school terms including Saturdays, extra sporting and cultural events. S/he will arrive and be collected punctually at all times. If s/he arrives at school late or needs to depart early s/he will sign in or out with the School Secretary. I will avoid taking him/her out of school for trips/holidays during term time - where this is absolutely necessary I will write to the Headteacher **at least 2 weeks in advance** requesting permission to do so. I understand that in the case of unauthorised absence the School is not obligated to provide work for him/her.
- d) S/he will wear the school uniform in a clean and tidy manner and keep his/her hair trimmed and tidy at all times.
- e) I will provide the school with my email addresses and sign up for the REMIND app / Other for communication with push notifications enabled. I agree to keep the school informed of any changes of my address and contact details, either residential or business, this being essential in cases of emergency.
- f) I will notify the school with all details should my child ever be left in the care of another person while the parents are both absent from home. I will also advise the school that a different person to myself will be collecting my child whenever this may occur.
- g) I will attend all parent interviews when requested.
- h) In the event of an accident or serious illness of the child, and should I be unable to be contacted, I authorise the Headteacher to seek medical treatment for my child, at his/her complete discretion, and I agree to pay all medical bills in this respect.
- i) I agree to notify the school, at the time, of any illness, medical condition (whether under treatment or not) or any other circumstance (such as bereavement or divorce) which might affect the physical or mental wellbeing and performance of my child.
- j) I agree that any medication brought into school to be taken by my child during the day, will be handed to the class teacher clearly stating the child's name and the frequency and dosage of the medication.
- k) I recognise that the school cannot accept liability for loss or damage to the possessions of my child while s/he is at school or on school trips of any nature.
- l) I agree to reimburse the school for any loss or damages to school books and equipment while in my child's care.
- m) I agree to accept any changes and additions to these regulations which may occur.
- n) Should any issues arise I agree to follow the correct grievance protocols for informing the school of these.

Signature _____ Date _____

Witness _____ Date _____



GENERAL IMAGE RELEASE CONSENT FORM

Hillview International School often takes photographs or records video for publicity purposes. These images may appear in our printed publications, on our social media channels, or on our website. Some of these images or videos may feature your child(-ren) and we would like your permission to use these photographs and videos. This permission agreement is to cover the duration of their time at Hillview.

Policy

Please note that it is our policy for the protection of our students that we never name the children who appear in our photographs in public social media, websites or print. School newsletters will contain photographs and first names only.

Withdrawal of Consent at Any Time

Even after agreement to this, you may still request in writing the removal of specific photographs or videos at any time. Please read the information below, then sign and date the form where shown.

Parent & Guardian Consent

I agree to the use of my child's/children's image(s), in printed publicity or promotional literature produced by Hillview International School, including leaflets, posters, videos, newsletters and other display material; on Hillview International School's website and other social media sites, including Facebook, Instagram and YouTube; and in any publicity material about our services sent to the news media. I confirm that I have read and understood the above:

Your Name: _____ Date_____

Your child's name:

Your Signature _____ Date_____



TRANSPORTATION CONSENT FORM

Hillview International School often takes students on school trips and transports them to sporting fixtures and inter-school events. This permission agreement is to cover the duration of their time at Hillview.

Policy

Whilst we endeavour to use school minibuses or rental buses for trips and events, there will be times when it may be necessary to use staff vehicles to help with transport too. Should this be the case, the member of staff would ensure that seatbelts are worn and that all due care and diligence expected of a professional transport driver would be used.

Withdrawal of Consent at Any Time

Even after agreement to this, you may still request in writing the removal of this permission at any time. Please read the information below, then sign and date the form where shown.

Parent & Guardian Consent

I agree to my child being transported within a staff vehicle should the need arise:

Your Name: _____ Date_____

Your child's name:

Your Signature _____ Date_____