



SALENA TRUST SCHOOL

ENROLMENT APPLICATION FORM

PART I: PARTICULARS OF PUPIL

1. SURNAME:.....
2. FORENAMES:
3. DATE OF BIRTH:
4. NATIONALITY:.....
5. GRADE APPLIED FOR:
6. PREVIOUS SCHOOL / INSTITUTION ATTENDED WITH DATES:
 - (A) NAME OF SCHOOL:.....
 - (B) COUNTRY
 - (C) GRADE: YEAR:

Please attach a copy of the latest school report.

7. LIST BELOW ANY MEDICAL CONDITIONS OR LEARNING DISABILITIES
 - (A)
 - (B)

PART II: PARTICULARS OF PARENTS

1. SURNAME:
2. FORENAMES:
3. OCCUPATION
4. COMPANY:
5. HOME ADDRESS
6. CONTACT NUMBERS: HOME(TEL) :.....
(OFFICE) MOTHER:FATHER (OFFICE):.....

7. If parents cannot be contacted or in case of emergency, please give the names of persons to be contacted, together with their phone numbers.

NAME:CELL:

NAME: CELL

PART III: PARENTS STATUS

Citizen Employment permit / Residential permit / Entry permit

PART IV: FEES

PAYABLE : * **TERMLY**

(PLEASE TICK)

☐

Once fees are paid, a refund will be subject to a 20% less of the total amount of TUITION FEES.

PLEASE NOTE: School fees shall not be refunded once the pupil has been in school for over two weeks and or once a pupil has been in school for over two weeks. He / She is liable for paying the full amount of tuition fees.

PART V: STAYING WITHIN THE PREMISES DURING LUNCH BREAK

Shall be staying

☐

Shall not be staying

☐

Pupils staying within the premises during lunch break shall not be allowed to go out mainly due to reasons of their safety (traffic, etc)

PART VI: DECLARATIONS BY PARENTS / GUARDIAN

If the child is enrolled as a pupil, I agree

(A) To accept full responsibility without reservation for the payment of the prescribed fees/dues.

(B) To ensure that shall observe and be subject to the rules and discipline of the school.

(C) should any information details of this application be found to be false or incorrect, the pupil will immediately forfeit his/her place at school.

Signature of Parent / Guardian:

.....Date:.....

Comment by Salena Trust

School:.....

.....
.....

Signature:Date:.....

SALENA TRUST SCHOOL

RULES AND REGULATIONS

EVERY CHILD ENROLLED AT THIS SCHOOL IS EXPECTED TO STRICTLY FOLLOW THE RULES LISTED BELOW. ANY PUPIL FOUND WANTING WILL FACE STERN DISCIPLINARY ACTION.

1. ALL PUPILS MUST BE SMARTLY DRESSED IN THE CORRECT SCHOOL UNIFORM. THOSE WITH THE WRONG UNIFORMS WILL HAVE THEIR ITEMS CONFISCATED.
2. RESPECTIVELY, PUPILS WILL BE REQUIRED TO BE IN SPORTS ATTIRE ON DESIGNATED DAYS.
3. USE OF ABUSIVE/ HARD LANGUAGE IS PROHIBITED
4. GOING OUT OF SCHOOL PREMISES IS PROHIBITED UNLESS WITH THE SCHOOL AUTHORITY'S PERMISSION.
5. PUPILS FOUND IN POSSESSION OF CELL PHONES, TOYS AND WEAPONS WILL BE PUNISHED AND ITEMS CONFISCATED.
6. FIGHTING, SMOKING, AND ABUSE OF ANY FORM OF ALCOHOL AND OR DRUGS ARE SERIOUS OFFENCES. PUPILS FOUND GUILTY OF SUCH ACTS SHALL BE SUSPENDED OR EXPELLED.
7. SCRATCHING / WRITING ON DESKS OR TABLES IS NOT ALLOWED. DEFAULT PUPILS SHALL BE PUNISHED

8. ALL PUPILS MUST ATTEND ALL PROGRAMMES ORGANISED BY THE SCHOOL.
9. EVERY PUPIL SHOULD BE IN SCHOOL BEFORE 07:45 HOURS
10. ENGLISH AND FRENCH ARE THE ONLY LANGUAGES ALLOWED IN SCHOOL.
11. SHOUTING, SCREAMING AND RUNNING ALONG THE CORRIDORS IS NOT ALLOWED
12. HOMEWORK DEFAULTERS WILL NOT BE ALLOWED TO GO FOR BREAK AND WILL BE REQUESTED TO DO THE HOMEWORK DURING THIS PERIOD
13. STEALING OF ANY ITEM, WHETHER BELONGING TO FELLOW PUPILS OR THE SCHOOL, IS NOT ALLOWED.
14. THE SCHOOL ADMINISTRATION SHOULD BE INFORMED OF ANY CHANGES, ie DISCONTINUING OF A PUPIL, CHANGE IN PHONE NUMBER, ADDRESS AND E-MAIL.

PLEASE NOTE THAT IF THE SCHOOL IS NOT NOTIFIED THAT THE CHILD HAS BEEN REMOVED FROM THE SCHOOL, THE PUPIL WILL CONTINUE BEING BILLED.

I _____ HAVE READ THE SCHOOL RULES AND REGULATIONS AND I PLEDGE TO ABIDE BY THEM.

SIGNED: _____ DATE: _____