



# Nyasa Junior Academy

*Achieve Academic Excellence*

## Application Form

### Documentation Required with Application

Photo
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1. Photocopies of Birth Certificate &/or Passport;
2. Past report forms, References, Testimonials and Leaving Certificate from previous school/s;
3. Health certificates or documentation describing the health status of applicant and listing allergies or ailments that the school should be aware of;

### Current Photo

### Biodata

First Name:		Surname:	
Gender:		Date of Birth	
Nationality		Religion	
Class		Admission Date	

### School or schools attended previously

Name of School	Level/Class	Year/s attended

### Names of Siblings and Schools attending

Name of Sibling	Age	School	Level/Class

P.O.BOX E762 POST DOT NET, Blantyre, Malawi, Tel: +265 01 843 248 Cell: 0999 653 595

Email: [info.nja2020@gmail.com](mailto:info.nja2020@gmail.com), Website: [www.nyasainternational.academy](http://www.nyasainternational.academy)

**Particulars of Parents or Legal Guardian****Father/Guardian**

First Name/s		Surname	
Occupation		Place of Work	
Mobile No		Email	

**Mother**

First Name/s		Surname	
Occupation		Place of Work	
Mobile No		Email	

**Full postal address**


**Medical Information**

Please indicate any allergies or medical conditions affecting the child

Description	Seriousness	Medication/s Required

**NB:** Please provide details of Health issues that are ongoing and may need attention e.g. Asthma, Diabetes, Epilepsy, other allergies etc.

By checking 'I Agree' below and submitting this form, you, the Parent or Guardian of the above student(s), agree to release Nyasa Junior Academy, including instructors and assistants, from liability for any and all injuries which may occur whilst on campus. You also agree that you are responsible for health and accident insurance and any medical costs incurred due to injury. You give permission for emergency medical transportation and treatment of the student(s) at your expense should the need arise.

I Agree

\_\_\_\_\_  
Signature of parent

*Seek knowledge even unto the end of the world....*

### **Declaration by Parent or Guardian**

I certify that the information I have given is true and complete. Any false or deliberately misleading information given on this form and/or supporting documents may render this application invalid or lead to an offer of a place being withdrawn even if my child has started at the school.

I understand that information and accompanying paperwork will be held in confidence by Admissions and shared only when necessary. Additional information may be requested from previous schools and/or Local Authorities to ensure appropriate placement.

### **Fees Structure**

<b>Application fee</b>	K15,000 (non-refundable) - payable upon registration
<b>Caution fee</b>	K50,000 (refundable) – to be paid with school fees for the primary school only
<b>Term Fees</b>	Mk595,000.00 for Reception MK650,000.00 for Year 1 - 3 MK695,000.00 for Year 4 - 6

**CAUTION FEE** - will be used to cover expenses like breakages and loss of school resources and equipment. However, a full refund will be issued when the student is leaving, provided one month's prior notice is given in writing.

**NB:** The caution fee will be forfeit in the event that the Student leaves at any time during the duration of the term, without one months' prior notice in writing.

**Registration time for Primary school is 7:10 am. It's IMPORTANT for all the children to be punctual.**

### **SCHOOL EXCURSIONS**

Students may go on educational visits to various places within and out of the city. Sometimes we are invited to other schools for football matches, concerts etc. We often request parents to help with transport or otherwise hire a bus. Whilst every precaution is taken to ensure the safety of the children, some parents may not be at ease about their children leaving the school campus. If so, then they have every right to decline. Please sign below if you give permission for these excursions.

### **Declaration by Parent or Guardian**

I/my Company \_\_\_\_\_ (name) do hereby undertake full responsibility for prompt payment of school fees by the due date. We also will ensure that or child reports to school punctually and follows the school rules and regulations.

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**Signature of Parent/Guardian**

**Date**

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### **Disclaimer**

I hereby give permission for \_\_\_\_\_ to participate in school excursions and will not hold the school responsible for any mishaps that may occur in or out of the school premises.

***Seek knowledge even unto the end of the world....***

## **RULES AND REGULATIONS**

1. All children will follow the rules, regulations and comply with the discipline of the school.
2. Children will, at all times, be in full uniform. Uniforms are to be kept clean and tidy. Please ensure that they have been clearly marked with the child's name.
3. Parents should adhere to the school times: -

		<b><u>Fridays</u></b>
<b>Sunshine:</b>	8:00am – 11:30am	11:00am
<b>Stars:</b>	7:30am – 11:30am	11:30am
<b>Reception:</b>	7:10am – 12:00pm	11:30am
<b>Lower school (Yr. 1 &amp; 2):</b>	7:10am – 12:00pm	11:45am
<b>Upper school: (Yr. 3, 4, 5 &amp; 6):</b>	7:10am – 12:30pm	12noon

4.
  - a. Children should attend all sessions required by the school including extra sporting and cultural events.
  - b. Children will be required to bring a healthy mid-morning snack to school each day. Please avoid sweets and chocolates. No glass bottles or containers will be allowed. All containers and bags brought to school should be clearly marked with the child's name.
 

If children are staying for afternoon activities, Parents should either send a packed lunch or order lunch from the school tuck shop.
5. School fees must be paid within the first week of every term. Failure to do so may incur penalties.
6. In the event of an accident or serious illness where we are unable to contact the family, the Head Teacher will take responsibility for the best course of action depending upon the situation. In that respect, the parent or guardian will be responsible for the full payment of any medical treatment that may have been provided.

## **Library and Reading books**

All Library/Reading books that are taken home by the children will be the parent's responsibility.

Please ensure that these books are taken care of and not damaged. Any loss or damage to school books will be charged.

7. Notification in writing should be sent to the school if:
  - Your child is sick or going away (Leave application forms are available at the front office);
  - A different person has been designated to collect your child from school;
  - Parents are away and children are staying with friends or relatives;
  - Any unusual incident occurs at home e.g. illness or death of a family member;

It is important to inform the school of such circumstances, in order for us to render appropriate assistance to children during emergencies or unexpected situations.

8. Parents will be required to attend Open days, Swimming Galas, Sports Days etc. It is important that you share these special occasions with your child.

***Seek knowledge even unto the end of the world....***

9. If you need to meet the Class or Head Teacher during the term – it is advisable to make an appointment to ensure that he/she sees you at an appropriate time.
10. Homework given to the children should be supervised by the parents and the homework diary **must** be signed – It is important for us to be on the same page.

## **SCHOOL UNIFORM LIST**

### **Boys Uniforms:**

**Lower school (Rec- Year 2)** Shirt (no collar) & trousers/ Shorts, Navy jersey, Black school shoes, navy socks,

**For sports:** White shorts, House colour T-shirt, White socks and sports shoes

Book bag, Sports bag and caps

**Upper school (Year 3 to 6)** Shirt with collar & trousers, Navy jersey, Black school shoes, navy socks, caps

**For sports:** White shorts, House colour T-shirt, White socks and sports shoes, Sports bag

### **Girls Uniforms:**

**Lower school (Rec- Year 2)** Tunic dress, Navy jersey, Black school shoes, navy socks, Book bag, hat

**For sports:** White sports skirt, House colour T-shirt, White socks and sports shoes, Sports bag

**Upper school (Year 3 to 6)** Shirt with collar & Navy skirt, Navy jersey, Black school shoes, navy socks, hat

**For sports:** White sports skirt, House colour T-shirt, White socks and sports shoes, Sports bag

**Swimming:** Navy blue swim suits and towels (for everyone)

School shoes are available from Footwear Centre Ltd.

## Stationery List per Class

### Reception

2 pencils  
 1 box of pencil or wax colours  
 1 eraser  
 1 sharpener  
 1 small round tipped scissors

### Year 1

2 pencils  
 1 eraser  
 1 box of pencil colours  
 1 sharpeners  
 1 glue stick  
 1 round tipped scissors  
 1 30cm ruler  
 2 paint brushes

### Year 2

6 pencils  
 1 eraser  
 1 box of pencil colors  
 1 sharpener  
 1 glue stick  
 1 round tipped scissors  
 1 30cm ruler  
 2 paint brushes  
 1 student dictionary

### Year 3 and 4

2 pencils  
 1 eraser  
 1 box of pencil colours  
 sharpeners  
 1 glue stick  
 1 round tipped scissors  
 1 30cm ruler  
 2 paint brushes  
 1 student dictionary  
 1 mathematical instrument set  
 1 calculator

### Year 5 and 6

4 black pens  
 2 pencils  
 1 eraser  
 1 box of pencil colours  
 1 sharpener  
 1 glue stick  
 1 round tipped scissors  
 1 30cm ruler  
 2 paint brushes  
 1 student dictionary  
 1 mathematical instrument set  
 1 calculator

**For office use only**

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parents Contact Details:**

Father	
Mother	
Next of Kin	

	People responsible	Yes/No	Sign
Name in class register on Google drive & email the appropriate class teacher.	Savitha & Wezi		
Front office contact details updated	Hajra		
Name in WhatsApp groups (admin & online)	Wezi		
Added to google classroom	Savitha		
Stationery been issued	Wezi		
Invoice been issued	Raheemah		
Teacher been informed and given all the above information	Mrs. Phiri		