

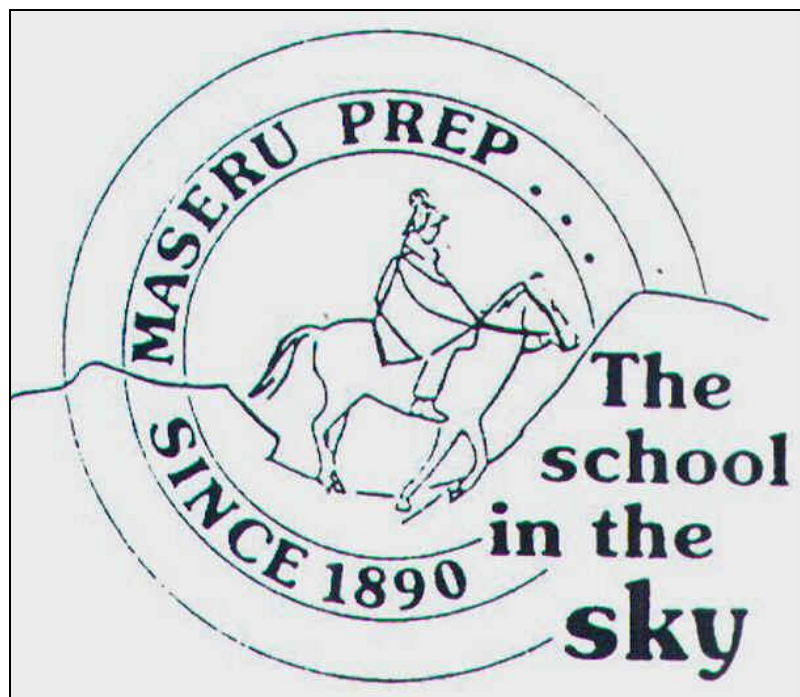


MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

**M.E.M.P.S.,
Caldwell Road,
Maseru West,
Lesotho.**

**Tel/Fax: 00(266)-22-312276
E-mail: office@maseruprep.co.ls
E-mail: headteacher@maseruprep.co.ls
Website: www.maseruprep.co.ls**

**M.E.M.P.S.,
P.O. Box 34,
Maseru 100,
Lesotho.**



ADMISSION INFORMATION

2010-2011

WELCOME

Welcome to Maseru English Medium Preparatory School. If you haven't already arranged to visit us we would be delighted to show you around our school. We hope that you will be impressed with what we have to offer. If you wish to make an application for admission the following step by step process should be followed:

- Please collect a prospectus and application for admission forms from the school office. If you are unable to do so in person you can request them by e-mail from office@maseruprep.co.ls or download them from our website www.maseruprep.co.ls
- Return the completed forms with a photocopy of your child's birth certificate and a passport sized photograph to the school office
- We will arrange to interview your child at a time convenient to you. It would be helpful for us to see a recent school report in the case of children seeking admission higher than Reception classes. We will administer some test material and may work with your child on some activities with which he/she will be familiar
- The results will be reviewed by our teachers and a recommendation made to the Head
- You will be notified by telephone, letter or e-mail of the availability of a place as soon as possible. Acceptance of an admission is contingent on places being available
- Registration, Book and Entrance Fees must be paid for successful applicants before they can start school

CHECK LIST

1. Application Form
2. Medical Form
3. Emergency contacts Form
4. Financial Declaration Form

5. Home-School Contract
6. Copy of Birth Certificate
7. Copies of previous school records
8. One passport sized photograph

APPLICATION FORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

CHILD

SURNAME:.....

CHILD'S FIRST NAME(S):.....

DATE OF BIRTH (D/M/Y):.....MALE/FEMALE.....

PARENT/GUARDIAN

FATHER/GUARDIAN

MOTHER/GUARDIAN

SURNAME.....

SURNAME.....

FIRST NAME.....

FIRST NAME.....

NATIONALITY.....

NATIONALITY.....

POSTAL ADDRESS.....

POSTAL ADDRESS.....

.....

HOME TEL:.....

HOME TEL:.....

WORK TEL:.....

WORK TEL:.....

MOBILE:.....

MOBILE:.....

EMPLOYER.....

EMPLOYER:.....

Are you working on a contract? Yes/No If yes, contract is foryears

Will your fees be paid by your employer? Yes/No

Name and address of person to whom the school fees account should be sent.

.....

.....

MEDICAL FORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

PART ONE: To be completed by parent or guardian

Child's name:Date of Birth (D/M/Y).....

Immunization Record:

Immunizations	Date
1 st DWT (Diphtheria, Whooping Cough & Tetanus)	
2 nd DWT	
3 rd DWT	
1 st Booster	
2 nd Booster	
1 st Polio	
2 nd Polio	
3 rd Polio	
1 st Booster	
2 nd Booster	
Smallpox	
Measles or MMR (Mumps, Measles & Rubella-German Measles)	
BCG (Tuberculosis)	

Does your child suffer from Epilepsy? Yes/No

Does your child suffer from Tuberculosis? Yes/No

Does your child suffer from any allergies? Yes/No

If so, please give details

.....

How would you describe your child's development?

Speech.....

.....

Hearing.....

.....

Social Development.....

.....

.....

.....

MEDICAL FORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

PART TWO: To be completed by a Medical Practitioner

Child's name:Date of Birth (D/M/Y).....

Height:..... Weight:.....

Vision: V/A Left Eye..... V/A Right Eye.....

Does the child wear glasses? Yes/No Are glasses recommended? Yes/No

CVS: Does the child have a murmur? Yes/No

RS: Is there any evidence of Tuberculosis or Asthma?

.....

GIT:

GUS:

CNS: Is there any evidence of fits? Yes/No

Are there any speech defects? Yes/No

Muscular-Skeletal System (Physical Defects).....

.....

Any other comments:.....

.....

.....

I certify that.....has been examined and is free from infectious or contagious diseases and is fit to be admitted the School.

Signed:

Name (please print).....

Date:

EMERGENCY CONTACTS FORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

PART ONE: To be completed by parent or guardian

Child's name:Date of Birth (D/M/Y).....Class.....

In the first instance please try to contact				
	Name	Home phone	Work phone	Mobile phone
Mother				
Father				
Other				
If the numbers above are unsuccessful, please try to contact in the following order				
Other				
Other				
Other				

If contact cannot be made with any of the above, I/we authorize the school to act on our behalf, in whatever way the school decides to ensure the safety and wellbeing of our child. We agree to be responsible for paying any costs that may be incurred.

EMERGENCY EVACUATION GROUP COLLECTION

Is your child on a group list for collection? Yes/No

If yes please identify the group and contact number.....
.....

FINANCIAL DECLARATION FORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

FINANCIAL DECLARATION TO BE MADE BY ALL PARENTS/GUARDIANS OF CHILDREN ATTENDING MASERU PREPARATORY SCHOOL

I/we,.....
(Full name of parent/guardian) (* Delete that which is not applicable)

declare that:

I am/we are employed on expatriate terms/ local terms. (* Delete what does not apply)

I/we understand that I am/we are obliged to inform the school of any change to the above statement. I/we certify that the above statement is true in every respect. I/we accept that if Maseru English Medium Preparatory School should find the statement to be false I/we shall be liable for fees at the correct rate retrospectively.

I/we confirm that I/we fully understand that the fees are payable in advance and that I/we will still be liable for fees should my/our child not complete a term at Maseru English Medium Preparatory School for any reason whatsoever. (If the child leaves, completing less than half a term, half a term's fees will be payable).

I/we further accept liability for payment of all applicable school fees in respect of my child.

Signed by father/mother/guardian.....

Date:.....

Signed by mother/father/guardian.....

Date:.....

DECLARATION OF EMPLOYER:

I certify that the above statement with regard to employment is correct:

.....
(Name of employer)

.....
(Signature)

Address:.....

Date:.....

HOME-SCHOOL CONTRACT

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

In applying for the admission of my child.....
to Maseru English Medium Preparatory School I agree to the following:

- He/she will attend, and be collected from school, punctually
- He/she will follow the regulations and discipline of the school
- I/we will be responsible for and undertake to pay such fees as may be due on or before the first day of attendance each term
- I/we will advise the school of any circumstances that make it undesirable for my/our child to follow the full range of school activities
- In the event of illness or accident necessitating treatment by a doctor or surgeon, and the school being unable to locate me/us, I/we authorize the Head Teacher to act on my/our behalf and agree to pay all medical fees and expenses incurred
- I/we will support the school learning programme and other activities
- I/we will ensure that homework is completed and handed in on time
- I/we undertake to advise the school of all changes to contact details
- I/we undertake to disclose any recognized learning difficulties of which the school should be aware. (NB Please detail below in box marked FURTHER INFORMATION)

I/we understand that the school will provide an appropriate environment, pastoral care, a learning programme suitable for our child's needs, regular information on our child's progress and events arranged at the school.

Signed:.....Date.....

If the person making this declaration is the **legal guardian** please state relationship to the child:.....

FURTHER INFORMATION:

CHRONOLOGICAL AGES FOR ADMISSION

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

Children are admitted to classes at Maseru English Medium Preparatory School at the following ages:

Rising 4s	3 years old before August 1 st 2010 (born 01.08/06 to 31/07/07)
Reception	4 years old before August 1 st 2010 (born 01/08/05 to 31/07/06)
Class 1	5 years old before August 1 st 2010 (born 01/08/04 to 31/07/05)
Class 2	6 years old before August 1 st 2010 (born 01/08/03 to 31/07/04)
Class 3	7 years old before August 1 st 2010 (born 01/08/02 to 31/07/03)
Class 4	8 years old before August 1 st 2010 (born 01/08/01 to 31/07/02)
Class 5	9 years old before August 1 st 2010 (born 01/08/00 to 31/07/01)
Class 6	10 years old before August 1 st 2010 (born 01/08/99 to 31/07/00)

Children are normally admitted to the class designated for their chronological age group using the process detailed earlier in this document, subject to the availability of places and the capacity of the school to meet the child's needs. In very special circumstances the school may recommend an alternative class. Appeals against a decision not to admit a child, or against a recommended class placement, should be made through the Chairman of the Board, who will appoint an appeals panel to review the case. The decision of the appeals panel will be final.

SCHOOL UNIFORM

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

The School has winter and summer uniform. We do not have firm dates for change of uniform due to the inconsistency of the weather. As a rule all children will have changed from winter uniform to summer uniform by October Half Term and back again for the start of the third term.

	Girls	Boys
Summer	Green and white checked dress, white socks, black shoes	White T-shirt/polo shirt, grey shorts or long trousers, grey socks, black shoes
Winter	Bottle green dress, white polo neck, white socks/tights, black shoes	White polo shirt, bottle green jersey, grey long trousers, grey socks, black shoes

Boys and girls wear bottle green tracksuits, white T-shirts/polo shirts, white shorts and training shoes for P.E.

School uniform is available from Mr. & Mrs. Wenzel, 225, Kingsway, Maseru West, Tel. 22312728.

2010-2011 CALENDAR

MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

Term 1 – 68 Pupil Days + 2 Prof Dev Days

Monday August 23rd 2010	School re-opens for teachers
Wednesday August 25 th 2010	School re-opens for pupils
Monday October 4 th 2010	Independence Day Holiday
Monday October 11 th – Friday 15 th October 2010	Mid-term break
Friday December 3rd 2010	Term 1 Ends

Term 2 – 64 Pupil Days + 3 Prof Dev Days

Monday January 3rd 2011	School re-opens for teachers
Thursday January 6 th 2011	School re-opens for pupils
Thursday February 17 th – Friday 18 th February 2011	Mid-term break
Friday March 11 th 2011	Moshoeshoe's Day Holiday
Friday 8th April 2011	Term 2 Ends

Term 3 – 48 Pupil Days

Tuesday April 26 th 2011	School re-opens for pupils
Sunday May 1 st 2011	Workers' Day
Thursday June 2 nd 2011	Ascension Day Holiday
Friday July 1 st July 2011	Term 3 Ends

2010-2011 ANNUAL FEE STRUCTURE MASERU ENGLISH MEDIUM PREPARATORY SCHOOL

Fee	Maloti	When payable
Registration fee	420	Payable at time of registration and non refundable
Entrance fee	1,890	Payable on entry to Class 1 or above (Rising 4s and Reception pay on entry to Class 1)
Annual Book fee	525	Payable annually in advance by all pupils
Computer levy	210 for 1 st child & 160 for siblings	Payable every term by all pupils
Capital levy	630	Payable annually in advance by all pupils
Tuition fee Rising 4s & Reception	9,030	Payable annually, termly or in three monthly installments each term by arrangement
Tuition fee classes 1 to 6 private	19,740	Payable annually, termly or in three monthly installments each term by arrangement
Tuition fee classes 1 to 6 aided	39,900	Payable annually, termly or in three monthly installments each term by arrangement

To assist parents in their financial planning, a three monthly payment plan is available each term (due on 1st of September, 1st of October and 1st of November in Term 1, 1st of January, 1st of February and 1st of March in Term 2, and 1st of April, 1st of May and 1st of June in Term 3. Please note this only applies to tuition fees. Registration fee, entrance fee, annual book fee, computer levy and capital levy must be paid separately as detailed above.

Per term	Term 1	Term 2	Term 3	Total
Reception & Rising 4s	3,009	3,009	3,009	9,030
Private	6,579	6,579	6,579	19,740
Aided	13,299	13,299	13,299	39,900