



Tel (974) 44420844 / 66328091
P O Box 201886 Doha, Qatar
Email: admissions@pps.sch.qa
Website: www.pps.sch.qa

Attach Photo here

APPLICATION FORM

STUDENT INFORMATION

NOTE: PLEASE ENTER STUDENT'S DETAILS BASED ON HER/HIS PASSPORT

FIRST NAME:		
MIDDLE NAME:		
SURNAME:		
DATE OF BIRTH (DD/MM/YEAR)		GENDER M/F :
AGE:		NATIONALITY:
COUNTRY OF BIRTH		LANGUAGE SPOKE AT HOME:
FIRST LANGUAGE		RELIGION:
QATAR RESIDENCE PERMIT NO.		EYFS - POTTY TRAINED: YES / NO
PREVIOUS OR CURRENT SCHOOL		YEAR GROUP APPLYING FOR:

Ministry of Education Regulations state that it is mandatory for all children holding an Arabic passport to take **ARABIC LANGUAGE**. Please reconfirm which passport your child holds. _____.

I want my child to take Qatar History in ☐ ARABIC ☐ ENGLISH

PARENTS INFORMATION

NOTE: THE ADMISIONS DEPT. MUST BE INFORMED IMMEDIATELY OF ANY CHANGES TO CONTACT INFORMATION.

	FATHER	MOTHER
FIRST NAME		
MIDDLE NAME		
SURNAME		
NATIONALITY		
QATAR RESIDENCE PERMIT NO.		
EMPLOYER		
OCCUPATION/ PROFESSION		
COMPANY PO BOX NUMBER		
OFFICE TELEPHONE NUMBER		
MOBILE NUMBER		
HOME TELEPHONE NUMBER		
EMAIL ADDRESS		
RESIDENTIAL ADDRESS IN QATAR		



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OTHER INFORMATION	YES	NO
Has your child ever received specialist therapy like psychology, speech and other		
Has your child ever been refused enrolment or been asked to leave a school?		
Has your child ever received any support for learning or behavioral difficulties?		
Details of any learning or behavioral difficulties experienced?		

PHOTOGRAPHY & VIDEO CONSENT		
<p>Occasionally, we may take photographs or videos of the children at our School. We may use these images and videos in our school's prospectus or in other printed publications that we produce, as well as on our website, Facebook page and any other Social Media platforms.</p> <p>We need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown.</p> <p>Please note that, for safety and reporting purposes, your child's photos will be uploaded on the School systems.</p>		
	YES	NO
May we use your child's photograph or video in the school Prospectus and other printed/visual publications that we produce for promotional purposes?		
May we use your child's image on our website?		
May we use your child's image on Facebook or other Social Media platform?		
PARENT'S FULL NAME	PARENT'S SIGNATURE	DATE



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FEE REGULATIONS

1. Application Fee

New applicants are required to pay an application fee. This fee is non-refundable and non-transferable and covers the cost of processing your application. This fee is separate from the registration fee and tuition fees. It is payable at the time of submitting the application form. Please refer to the fees structure.

2. Assessment Fee

New applicants are required to pay the assessment fee. This fee is non-refundable and non-transferable and covers the cost of the entry assessment. Please note applicants must pay this fee **before** the day of the assessment.

3. Registration Fee

Upon offer of a placement there is a registration fee which is non-transferable and non-refundable for the first-time registration of a student. This fee is due when a place is offered and accepted. In order for the place to be secured, acceptance needs to be confirmed by the applicant through payment of the registration fee within 10 days of notification. This fee is separate from the assessment fee, refundable deposit and tuition fees.

4. Refundable Deposit

A refundable deposit is charged to each new student accepted. This deposit is returned in full when the student leaves the school, unless there are any outstanding debts owed to the school in which case some or all of the deposit will be retained. Please refer to the fee structure for the refundable deposit.

5. Seat Reservation

Reservation of Seat is Non-refundable and Non-transferable.

6. Tuition Fees

There are 3 tuition fee periods during an academic year. Fees are invoiced in advance and must be paid prior to the commencement of the period to which they apply. Fees for a period which has already started are payable in full unless a student is accepted near the end of a fee period or after a half term break. In these cases fees will be charged pro-rata calculated on a weekly basis. Fees must be paid prior to the starting date if a student joins after the commencement of a fee period.

7. Tuition Fee Refunds

- a) Requests for tuition fees refunds should be submitted in writing and addressed to the Chairman.
- b) If a student moves to another educational facility, after attending less than 2 weeks within the fee period, 50% of the tuition fees (include ASP/SEN fee) will be refunded if the tuition fees have already been paid or still outstanding.
- c) No refund or reduction of tuition fees is given to students who permanently leave after attending more than 2 weeks within the fee period, regardless of the length of time they have attended. Any outstanding fees for this period will still be payable.
- d) No refund or reduction is given to students who are on holiday or absent due to illness during scheduled classes.

8. Late Payment of Tuition Fees

- a) The following procedure will be done when fees are not paid by the due date:
 - A text message will be sent 3 days after the due date
 - A reminder letter will be sent 7 days after the due date
 - Place will not be reserved if fees will not be paid by 14 days (New Students)
- b) Parents unable to pay the tuition fees by the due date must provide an explanation of their financial circumstances supported by adequate documentary evidence. It is anticipated that only cases of severe financial hardship will be considered as valid reasons for delayed fee payment.
- c) If a parent's employer is responsible for meeting tuition fees and fails to do so parents are subsequently responsible for payment.
- d) All legal fees incurred by The Phoenix Private School for the recovery of unpaid fees will be paid by the debtor.

8. Payment Methods



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Fees may be paid by Cash, BACS (bank transfer), and cheque (Should be payable to The Phoenix Private School). Credit Cards and Post-dated cheques are not accepted as per the School policy.

Additional Fee Information

Please note that the following items are **included** in the fees:

- Tuition, Application fee, assessment fee, registration fee, Refundable Deposit fee and books fee.
- Provision of reports relating to attendance and academic performance every term.

Please note that the following items are **not included** in the basic fees:

- Some excursions and fieldtrips
- Reports attestation costs
- Reprinting of additional school reports
- After school clubs
- All items of uniform
- Stationary requirements and textbooks (Arabic, Islamic, Easy Arabic, Islamic in English, Qatar History and French books. These books will be charged for separately once the Ministry of Education releases the price list for the current academic year)

By signing below I confirm that I have read, understand and agree to be bound by the fee regulations.

Signature: _____ (Parent / Guardian)

Print name: _____ (Parent / Guardian)

Date: _____

FEE PAYMENT INFORMATION

Please place an X against one of the following

1. Employer pays full tuition fees
2. Employer pays part tuition fees and contributes QR _____ per year
3. Employer does not pay tuition fees

If your employer pays tuition fees please supply the following information for invoicing purposes:

Name of Company	
Contact name in Human Resources or Finance	
Telephone number	
Email address	
Fax number	

Parent / Guardian Declaration

The offer of a school place is subject to the parents/guardians providing all the information relevant to the application, including details of academic, behavioral or social problems. Where it is discovered that information has been withheld, the pupil's school place may be withdrawn. If, at some future date, it becomes evident that we are unable to meet a child's educational and/or social needs, we reserve the right to withdraw the school place.

- Final decisions on admission are the responsibility of the Principal.
- Children will not be admitted if they are assessed by the school as having learning and/or behavioral difficulties unless the school feels able to offer appropriate curriculum and/or facilities.



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- Parents of applicants with specific learning difficulties, and where the school feels able to provide appropriate support, will be asked to fund support where required.
- I confirm that the information given on this form is accurate.
- I agree to abide by the Rules and Regulations of The Phoenix Private School and accept that the decision of the Principal, designated representative in any matter relating to The Phoenix Private School is final.
- I have read, understood and accept the Fee Regulations of The Phoenix Private School.

I agree that The Phoenix Private School is absolved from any responsibility for:

- Damage to or loss of student's possessions or valuables.
- Student's accident or mishap when by participating in normal risk activities whilst under authorised supervision, including but not confined to field trips and recreational trips, organised sports, gymnastics, informal play, craft and practical work.
- The welfare and safety of the student outside the normal timetable. This includes safe delivery and collection of students to and from The Phoenix Private School.
- It is the parent's / guardian's responsibility to ensure that the student attends school regularly. As a school it is expected that a student is present at a minimum of 95% of the time.
- Any resulting accident or mishap should a student take unilateral action which is extra-curricular and without permission including, but not confined to, leaving the premises without permission.
- I release and absolve the owners/employees of The Phoenix Private School from all personal liability in respect of the affairs of the establishment.
- I understand that my child's School work and photos maybe used as part of the School's displays etc. I consent to this and understand this will be only for School use.

In signing below I confirm that I have read and understand the terms and conditions set out in the undertaking above. I agree to be bound by these terms and conditions and by the fee regulations.

Signature: _____ (Parent / Guardian)

Print name: _____ (Parent / Guardian)

Date: _____

HOW DID YOU HEAR ABOUT THE PHOENIX PRIVATE SCHOOL?

☐ FAMILY/FRIENDS

☐ FACEBOOK/TWITTER

☐ SEARCH ENGINE

☐ OTHER/S _____



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MEDICAL FORM

PLEASE COMPLETE ALL SECTIONS AND SUBMIT WITH THE APPLICATION FORM TO THE ADMISSIONS OFFICE.

First Name:	Surname:	Middle Name:
Date of Birth:	Gender M/F:	Year Group:

STUDENT'S MEDICAL INFORMATION

	YES	NO
Has the student ever been hospitalised for any serious illness or accident?		
Does the student suffer from any allergies?		
Does the student require regular medication?		
Does the student suffer from a specific medical condition?		
Does the student wear spectacles/eyeglasses?		
Does the student wear a hearing aid?		
Does the student have any prosthetic limbs?		
Does the student have a physical disability?		
If the answer is 'yes' to any of the above questions please provide details below.		

INFECTIOUS DISEASES

Have your child ever had:	YES	NO	If Yes, date of infection and other relevant information
Chicken pox			
Diphtheria			
German measles			
Measles			
Mumps			
Polio			
Scarlet Fever			
Tuberculosis			
Whooping Cough			



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OTHER CONDITIONS

Does your child suffer from:	YES	NO	Details of his/her conditions
Allergies			
Asthma			
Diabetes			
Epilepsy			
Other/s:			

EMERGENCY CONTACT INFORMATION *(Somebody in Qatar other than parents or guardians)*

FULL NAME	
CONTACT NUMBER	
RELATIONSHIP TO FAMILY	

In the event that your child requires emergency treatment you will be contacted and asked to collect your child. If we are unable to contact you then your given emergency contact will be contacted. In the event that neither party can be contacted then your child will be taken to a doctor/Hamad Medical hospital for diagnosis and treatment. Efforts to contact you will continue.

Please sign below that you give consent for appropriate medical action to be taken on your behalf by the Principal of Phoenix (or his representative). This will include contacting Emergency Medical Services (EMS) if required.

I consent to my child being taken to a doctor / Hamad Medical Hospital in the event of medical emergency:

Parent/Guardian signature: _____

Consent for the Administration of Paracetamol

In the event that your child develops a fever or has pain it may be necessary to administer Paracetamol.

Please tick appropriate box:

☐ My Child is unable to take this medication ☐ My child is able to take this medication

I consent to my child being given Paracetamol should it be considered necessary by an authorised employee of Phoenix.

Parent/Guardian's signature: _____



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Parent Disclaimer

The offer of a school place is subject to the parents/guardians providing ALL information relevant to the application, including full details of academic, behavioural or social problems. It is especially important at the moment as in-person, formal assessments are not being conducted.

	Please complete the following:	
	Student Name : _____	
Q1	Has your child ever been assessed by a doctor, nurse, Educational Psychologist, Speech or Occupational Therapist?	Yes / No
	Who carried out the assessments? What was the result?	
Q2	Have you ever received any reports from medical professionals about the health or development of your child?	Yes / No
	Who carried out the assessments? What was the result?	
Q3	Has your child ever received additional learning support or had an IEP (Individual Education Plan) or additional tuition?	Yes / No
	If yes, what were your child's specific targets?	



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Q4	Does your child have any social/behavioural concerns/issues we should be aware of? Has any previous school mentioned any behaviour issues? If yes, please provide details.	Yes / No
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Please read through the list and tick to show if your child has been assessed and given an official diagnosis.

	Tick if you child has been assessed :	Tick if your child has been diagnosed :
Autism		
Asperger's Syndrome		
Anxiety		
Attention Deficit Disorder		
Auditory processing		
Blindness		
Deafness		
Dyslexia (literacy difficulties)		
Dyscalculia (numeracy difficulties)		
Dysgraphia		
Developmental Delay		
Depression		
Eating Disorder		
Emotional Disturbance		
Gifted and Talented		
Hearing impairment		
Hyperactivity		
Hyper sensitivity		
Memory and recall Impairment		
Mute		
Obsessive Compulsive Disorder		
Oppositional Defiant Disorder		
Physical Disability		
Processing Speed Delay		
Speech Delay		
Social Development		
Tourette's Disorder		
Verbal Delay		
Visual Processing		



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The Phoenix Private School is an inclusive educational provider and we encourage you to provide all relevant information about our child to ensure we are able to meet their individual needs. To ensure the correct placement of your child, we require full details of any additional learning needs your child may have.

Your child's school place may be withdrawn:

- 1) Due to failure to provide all relevant information during the admissions process and throughout the academic enrolment at The Phoenix Private School
- 2) If at some future date it becomes evident that we are unable to meet a child's educational, behavioural and/or social needs.

I hereby declare that I have read and understood The Phoenix Private School admission guidelines.

I also confirm that I have provided ALL relevant educational/social/behavioural information for my child. I understand that my child's school place may be withdrawn if it is revealed that not all relevant information was shared upon admission, which leads to The Phoenix Private School being unable to meet my child's educational and/or social needs.

I understand that that The Phoenix Private School may need me to seek further medical advice from Sidra or Rumailah hospitals if any further information is required.

Parent/Guardian Full Name: _____

Parent/Guardian Signature: _____

Date: _____

Parent-Teacher-Student Contract

This contract is designed to serve as a tool by which teachers, parents and students can develop and build a partnership. This contract will foster a communicative and supportive alliance to support and enable the students to meet their academic goals.

PARENT/GUARDIAN AGREEMENT:

- I agree to take an active interest in all aspects of my child's school life.
- I agree to ensure my child attends school regularly, on time, dressed in proper school uniform (please see specifics in the PPS Uniform Policy) and properly equipped. Equipment includes, but is not limited to, pen, pencil, ruler, eraser, pencil sharpener, calculator, water bottle, colouring pencils/crayons etc. A list of equipment is sent to parents before the start of the academic year.
- I agree to notify the school if, for any reason, my child cannot attend.
- I agree to communicate to school all relevant information which may affect my child's work or behaviour.
- I agree to encourage a positive attitude toward school.
- I agree to encourage my child to follow the school's behaviour policy and support associated action taken by the school.
- I agree to support the school's policy on homework, provide suitable facilities at home and encourage my child to make the required effort.
- I agree to keep communication channels open between the teacher and myself.
- I agree to pay the school fees on time, and understand consistent failure to do so can result in student reports being withheld and students not being invited to return to PPS the following academic year.
- I agree to buy the appropriate items for my child, including but not limited to day uniform, PE kit, stationery and equipment etc.
- I agree to the policy that children in Foundation to Year 6 cannot bring a mobile phone or other electronic devices to school. Students in Key Stage 3 can bring a phone, but it MUST be handed in at the beginning of the school day without failure.
- I agree to ensure my child is at school before registration, and understand repeated lates to school will result in sanctions for my child. I also agree to arrange collection for my child in a timely manner, and understand that school does not take responsibility for my child after the school day ends (or after their ECA ends). If I am not able to consistently collect my child at the end of the school day, I agree to pay the fees to the homework club team for their supervision (see separate information for details).
- I have read The Phoenix Private School's behaviour policy
-

Parent/Guardian Signature: _____

Date: _____

STUDENT AGREEMENT:

- I agree to work to the best of my ability, strive to be successful in school, and to attend school regularly.
- I agree to come to school prepared to work with the necessary equipment.
- I agree to follow my school's behaviour policy and to follow the requests and rules of my teacher and respect him/her at all times.
- I agree to cooperate with my teachers and parents.
- I agree to complete all of my assignments to the best of my ability.

- I agree to ask for help if I do not understand a lesson or fall behind in my work.
- I agree to adhere to the uniform policy and tie any long hair up with an appropriate hair tie for safety reasons during the school day. I also agree to not come to school with nail polish, artificial nails or make-up.
- I have read The Phoenix Private School's behaviour policy

Student Signature: _____

Date: _____

TEACHER AGREEMENT:

Within their roles as a member of PPS, the teachers and support teacher have agreed to the following:

- To provide a safe and stimulating environment for your child.
- To ensure that your child fulfils his/her potential as a learner and as a member of the school community.
- To offer a broad and balanced curriculum to students of all abilities.
- To encourage all students to take responsibility for their own actions, feel proud of their achievements and enjoy being a student at the school.
- To keep you informed about your child's progress and general school matters.
- To insist that all students observe the school's behaviour and anti-bullying policies.
- To set and mark regular homework.
- To keep the communication channels open between my students, their parents and myself.

ICT Acceptable Use Agreement

When using the school network, I will:

- Only access the school computer network using my ID and password.
- Ask a member of staff to remind me of my login details if I cannot remember them.
- Always log off when I am finished on the computer.
- Not attempt to alter any computer settings, including background images.
- Always ask permission before attempting to transfer any files to the school network.
- Not attempt to download, upload or otherwise bring onto the school network programs and files that may contain hidden programmes. This includes all files that may be used for purposes forbidden on the school network, such as games and chat rooms.
- Not attempt to deliberately seek out files on the school network that may be used for malicious purposes.
- Never access other people's files.
- Ask for help if any pop-up messages appear.
- Only use the computers for schoolwork or homework.
- Always handle the equipment with care and respect.
- Report any faults to my teacher straight away.

When using the Internet, I will:

- Ensure a teacher is present in the room before using the Internet and always ask if I may use it, unless I have been directed to do so as part of my lesson.
- Never log on using another person's details and endeavour to keep my codes secret.
- Not deliberately seek out inappropriate or offensive material.
- Not deliberately seek to bypass the school Internet filters in order to gain access to sites that have deemed inappropriate or download any applications or software.

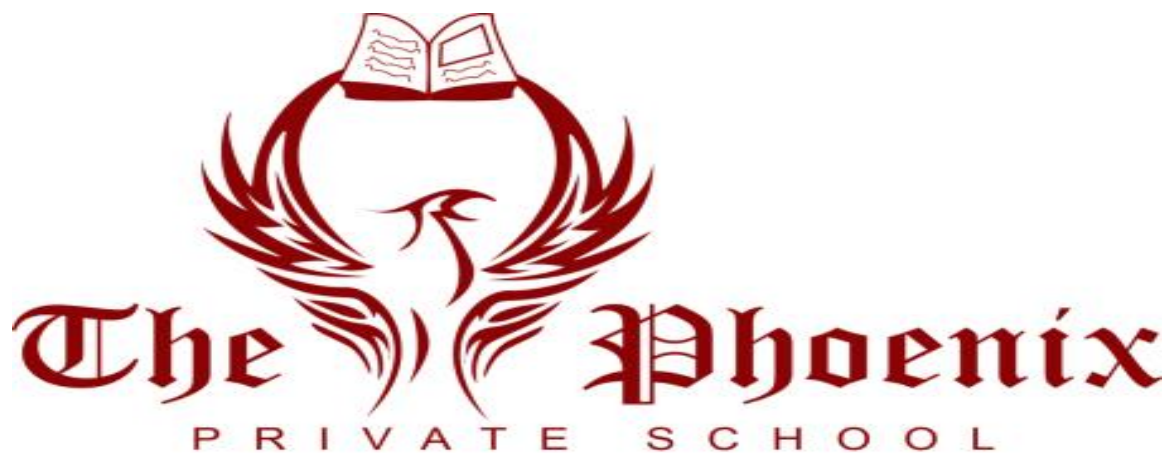
- Report any material that I accidentally come across that is inappropriate to my teacher. This applies to any material of a violent, dangerous, racist or inappropriate nature.
- Never publish personal details about myself, my friends or other people that I know.
- Refrain from using foul language in any task or posts on the school website, Edmodo, MS TEAMS or Facebook.
- Will never use Edmodo, MS TEAMS or any other online school system to send messages that are aimed at causing harm or upset to others.
- Not add any staff members on Facebook, Twitter, Instagram or any other social media apps.

Student Signature: _____

Date: _____

I have read and understand all areas of this document. I understand that failing to comply with these rules may result in sanctions being applied with reference to the school's behaviour policy. I also understand that changes can be made to this document at any time for reasons of clarity or student wellbeing, and The Phoenix School reserves the right to make these changes for the good of the children and school.

Name of parent:	Date:
Parent signature:	
Name of student:	Class:
Student signature:	



If you wish to apply for a place at The Phoenix Private School, all children will require the following documents and a Residency Permit, before we can enrol them.

Hard Copies of these documents should be provided to the School Security office between 7.30 am to 12.00 pm.

- Completed & Signed Application Form
 - Copy of student's Passport
 - Copy of student's Residence Permit.
 - Copy of parents' passports and Qatar I.D cards (both Father & Mother).
 - Copy of student's Birth Certificate.
 - Copy of student's Immunisation record.
 - 2 recent passport sized photographs (not more than six months old)
 - Copy of student's recent school report in English. When the documents are not in English, notarised translation in English is required.
 - Reports have to be attested for students coming from outside Qatar.
 - Health Fitness Certificate (F1, F2 & Y1). Provided once a child has been accepted.
 - A leaving Certificate letter from the previous school (For school transfers inside Doha, provided once a child has been accepted).
 - A copy of any assessments relating to Special Needs or Additional support (for SEN please submit a diagnostic/psychological report).
-
- a. Applications for prospective students (non-siblings) will be taken throughout the year (subject to Ministry of Education regulations) however places will only be offered if available.
 - b. Admissions for siblings will be open in accordance with the school calendar.
 - c. Places are not offered on a 'first come – first served basis.