



Meridian International School

Kindergarten – Primary – Secondary– High school

Frýdlantská 1350/1
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Dear parents,

Welcome to **MERIDIAN INTERNATIONAL SCHOOL OF PRAGUE!**

Thank you for your interest in **MERIDIAN INTERNATIONAL SCHOOL OF PRAGUE**. This form is designed to set our application procedure and answer any questions that you may have.

MERIDIAN INTERNATIONAL SCHOOL OF PRAGUE welcomes children of all nationalities, races and creeds. The school promotes equal opportunities for all.

To contact our Admissions Office please call 00420 – 773 997 622 or 00420 - 286581805.

You can also email to us at registration@meridianedu.cz.

Our admissions office is open between 8.00am and 3.00pm.



UNIVERSITY of CAMBRIDGE
International Examinations
Excellence in education

ADMISSIONS POLICY

Meridian International School of Prague, welcomes children of all nationalities, race and creed. The school promotes equal opportunities for all.

MIS also welcomes all children/students with no or very poor knowledge of English and offers ESL tuition free of charge for the 1st Semester.

Ages of Entry

Age	Cut of Date (before)	Year Group
3	01.09.	Nursery/Kindergarten
4	01.09.	Nursery/Kindergarten
5	01.09.	Reception/Preschool
6	01.09.	Grade 1
7	01.09.	Grade 2
8	01.09.	Grade 3
9	01.09.	Grade 4
10	01.09.	Grade 5
11	01.09.	Grade 6
12	01.09.	Grade 7
13	01.09.	Grade 8
14	01.09.	Grade 9
15	01.09.	Grade 10
16+	01.09.	Grade 11
17+	01.09.	Grade 12

Entry requirements

Nursery (Kindergarten) – Grade 9

- Our classes are limited to 30 pupils in Nursery, 10 pupils in Reception (Preschool class) and 16 pupils from Grade 1 to Grade 12.

Grades 10-12 (IGCSE & A level)

- Basic or a good level of English proficiency is required.
- All pupils are assessed and evidence of academic experience and ability to complete these demanding programmes is required.
- Discussion has to take place to ensure the school can provide appropriate subject choices.
- Our IGCSE classes are limited to 16 pupils.

MIS lessons schedule

	START	THE END	LENGTH
1	8:30	9:10	40 min.
2	9:20	10:00	40 min.
3	10:20	11:00	40 min.
4	11:10	11:50	40 min.
Lunch	11:50	12:20	
5	12:20	13:00	40 min.
6	13:10	13:50	40 min.
7	14:00	14:40	40 min.

All Students

The school has found that children best thrive in their correct class age groups. Differentiated teaching can cater to difference in needs and abilities; able children are challenged and children needing support or more time can be accommodated.

Especially further on in their school lives, it is very important for children to be with peers of a similar stage in social maturity, changes made early on may have negative consequences later.

We firmly adhere to our policy of keeping children within their correct age band except in the following circumstances:

- **The child's birthday falls within a month either side of 1st September**

If parents feel their child would benefit from being placed out of age, the school will assess the child and talk to the child's parents to ascertain the best position. The appropriate decision is then made by the school regarding the final placement.

- **A student in Yr 8 or upwards, who does not have evidence of proper academic background to join the appropriate year group (transcript, report card, etc.)**

Provided academic ability is evidenced, the school will consider options which would allow the student to join a lower aged year group to focus on foundation skills.

- **A student in Yr10 or upwards, who does not have a high enough level of English to complete the IGCSE and A Level programme.**

Provided academic ability is evidenced, the school will consider options which would allow the student a year to focus on English skills and then join the appropriate programme.

Class Organisation

Parents are informed in last week of August of class groups and teachers/ tutors. Parents do not have the option to choose their child's class group or teachers. In all issues of child placement the Principal's decision is final.

ADMISSION PROCEDURE

Visit and Tour

New pupils and their parents are asked to contact our Admissions Officer (at 00 420 - 773 997 622 or 00 420 286 581 805) and make an appointment to visit our school, if possible. Initial information can also be sent by mail, e-mail, or given over the phone.

During the first meeting, parents and children are shown around the school and introduced to both the Principal and potential Class Teachers.

Secondary students will discuss their subject choices with the Principal or IGCSE Examinations coordinator and sit appropriate assessment test. A starting date is then arranged with the Admissions Officer.

If the child begins attending classes after the official start of the school year, the child will be paired with others in his/her class to ensure a smooth start to school life.

APPLICATION FOR REGISTRATION

At registration please submit the completed documents listed below:

- **A completed Application for Pupil Admission**
- **Copy of child's birth certificate/passport/residential permit**
- **Copy of parent's ID/Passport/residential permit**
- **Most recent school report (translated in English or in Czech)**
- **A completed Medical form/Vaccination record**
- **1 Recent colour passport size photos**
- **Financial contract (as well as registration fee and part of the tuition fee)**
- **Result of Screening Tests in English, Mathematics and Science if requested by the Principal**

Your application for registration will be processed once the Admissions Office receives all the documents requested above.

Unfortunately incomplete applications will not be considered. A starting date is then arranged with the Admissions Officer.

SCHOOL FEES (2011-2012):

- Registration Fee:..... 5000 Czk

Paid (one time only) during application for registration and non-refundable.

- Tuition Fee:

These fees are the main annual costs. They are fixed before the end of spring Term each year, and run from September to June.

- **Schedule of Fees for school year 2011-2012**

Stages	Grade	Annual fee (Sep – June)
Nursery/Kindergarten	Nursery	110 000 CZK
Reception/Preschool class	Preschool	110 000 CZK + 2500 CZK Print outs, worksheets and stationery usage fees
Primary school	1 to 5	130 000 CZK
Secondary school	6 to 9	150 000 CZK
High school	10 to 12	150 000 CZK

Conditions:

- Parents should sign a financial contract for the school fees.
- During admission process part of the tuition fee is to be paid.
- 5% discount offered for full-payment of one year's fees in advance, 3% discount offered for semester payment.
- There is a special discount for siblings:
2 siblings - 10% discount
Tuitions can be paid annually, each term in advance or on installments.
- Please contact the Finance office for terms of payment.
- Tuitions can be paid through bank transfer or by cash. Please contact the accountancy for further details.
- The school cannot accept liability for loss or damage, of any nature, to the possessions of the child while he/she is at school or on school trips.

Tuition Fee Covers

- The school fees cover all the stationery and materials needed by the child to fully participate in the school curriculum.
- A range of extracurricular clubs and activities.

Tuition Fee Does not Cover

- **Print outs, worksheets, stationery usage fees, workbooks and Student's books annual rental fee:**

for Preschool class and Grades 1-12... **2500 CZK**

(Please note that Student's books must be returned at the end of the each school year and also that the homework of students must be printed either at home or outside of the school)!

- **Meals... 95 CZK per day (Primary/Secondary/High school)**
- **Meals... 110 CZK (Nursery/Preschool class)**

Pupils may have school lunches for which parents are invoiced with the fees or they may bring a packed lunch from their home.

- **Transport: (Subject to change due to the destination)**

Transport to and from school is not organised by the school and it is not included in the school fees.

- **Exams:**

Parents of students taking external exams, for example IGCSE or A Level will be invoiced separately for these costs.

Examples of fees for the current year are obtainable from the IGCSE Coordinator, but are subject to change, according to the examining board's request.

- **Some clubs and activities:**

As part of our extracurricular programme some of the activities on offer are provided by outside teachers. A separate charge will be invoiced directly to the parents of the student/pupil for the lessons (French, Czech for foreigners and Spanish lessons).

- **Residential Trips:**

The school organises a local residential trip for Primary/Secondary/High school students. Parents may be asked to contribute to these trips.

- **Extra optional overseas trips:**

are occasionally offered during the school year, which have to be fully funded by parents.

- **Extra tuition :**

Parents of children requiring extra tuition (ESL lessons, extra subjects lessons) from the school will be asked to make additional payment for this service. It will only be arranged with full consent of the parents.