

Dear Prospective Family,

Applications for the 2022-2023 school year should be received **between January 10th and March 25th 2022**. Applications received past this date will be reviewed depending on availability.

The following documents should be submitted with your application:

- Application form
- 2 last school reports for children entering Year 1 to Year 8
- A letter of recommendation from current class teacher for children entering Year 3 to Year 8.
- Sample of applicant's in-class writing for children entering Year 3 to Year 8.
- We do not have any admission requirements for children entering at the pre-primary level (born between 2020 and 2018).

For primary and middle school students living locally, a short assessment of the child's level in English and Mathematics may be requested.

You may expect a response to your application submission shortly after receiving the required documents, usually within a maximum of 10 days.

Special educational needs:

Decisions about the admission of children with special educational needs are taken by the Principal based on the extent to which the school is able to meet the student's needs. Individual assessments are required for these students and the school will request a recent Educational Psychologist's report to ensure that the school can meet the student's needs.

REGISTRATION

Once a space has been confirmed for your child, you should return the following in order to secure your child's space in our school:

- Fees document signed
- For self-funded families: entry fee payment along with a 1000€ down-payment on tuition fees (payable by check or bank transfer)
- Copy of your child's passport, birth certificate or ID card

For any further questions, you may contact our Principal:

Ms Anne Claire Malherbe

E-mail : principal@malherbe-school.com

Phone number: +33 (0)1 39 76 47 37

SCHOOL BANK DETAILS:



RELEVÉ D'IDENTITÉ BANCAIRE

Titulaire
SARL E.I.M.

Domiciliation
SG ST GERMAIN LAYE ENTR (01867)
2 RUE DE LA REPUBLIQUE
78105 SAINT-GERMAIN-EN-LAYE

Référence bancaire

Code banque	Code guichet	N° compte	Clé RIB
30003	01867	00027000474	54

IBAN : FR76 3000 3018 6700 0270 0047 454
BIC-ADRESSE SWIFT : SOGEFRPP