

# **Chelsea International Academy**

School from Grade Nursery to Eight  
and  
Cambridge GCE A-Levels College  
Lakhechaur Marg, New Baneshwor

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## **School Registration Form**

for

**Grade - VIII**

## Form to be filled by the Parents

Photo

### General Informations:

1. Name of the Student : .....
2. Date of birth : ..... (BS) ..... (AD) DD/MM/YY
3. Father's Name .....
4. Father's Occupation .....
5. Mother's Name .....
6. Mother's Occupation .....
7. Annual Income :

Father's : .....

Mother's : .....

Others : .....

Total : .....

8. Permanent Home Address (If outside Kathmandu)

.....  
.....  
.....

9. Temporary Home Address (Within Kathmandu)

.....  
.....  
.....

10. Contact Number:

Home .....

Office .....

Mobile .....

11. Email Address:

Father : .....

Mother : .....

### **Personal Informations**

1. Name of the previous School

.....  
.....

2. Cause of leaving the previous school :

.....  
.....

3. Has the child shown any commendable performance in the previous school?

.....  
.....

4. Does the child have any special talent?

.....  
.....

5. Please mention the hobbies of your child.

.....  
.....

6. Is any of the child's friend or relative currently studying in this school? If yes, mention the name and the grade.

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.....

7. Why do you want your child to join Chelsea International Academy?Mention your expectations.

.....  
.....

8. Is there any record of disciplinary problem of your ward in the previous school?

.....  
.....

9. How will you communicate/update about your child's performance at school?

.....  
.....

10. Will you be able to communicate through mail at all times?

.....  
.....

11. Is your child allergic to any kind of food or medicine? (If yes please mention the name)

.....  
.....

12. Please mention the blood group of your child.

.....

13. Does your child have any kind of disease?

.....  
.....

14. How often can you visit the school to meet the school authority?

.....  
.....

15. Will you be able to avail your time if the school authority requests you?

.....  
.....

16. Who has recommended you to join Chelsea? How did you come to know about this academy?

.....  
.....  
.....

17. After completing Grade Ten, what will be your preference for your child's further study? Cambridge GCE-A Level or any other board? Why?

.....  
.....  
.....

18. Is there any fixed career planning from the side of your child?

.....  
.....

19. What is your dream for your child regarding his/her future career?

.....

.....

20. Does he/she prefer reading extra books? Reference books? What kind of?

.....

.....

Please read the code of conduct regarding admission, mode of payment, regularity of the child, facilities and charges. The code of conduct is prepared for the proper functioning of the school administration. It is prepared by the management committee and the board of directors of Chelsea International Academy: therefore there will be no changes by any means in the clauses mentioned. If you agree with the clauses please put in your signature below the code of conduct.

# CODE OF CONDUCT

## UNIFORM AND PERSONAL APPEARANCE :

It is mandatory for all students to be in proper school uniform during school hours.

### Uniform for Pre-Primary Students:

- Pants/Shorts/Tunic :Grey
  - Shirt : White
  - Shoes : Black Leather
  - Belt : As provided by the school
  - Sweater : Red
  - Blazer : Maroon
  - Socks/ Stockings : Red
- (Play group students don't have to wear school uniform)

### Uniform for Primary Students:

- Pants /Skirts : Grey
- Shirt : White
- Shoes : Black Leather
- Belt : As provided by the school
- Sweater : Blue
- Blazer : Maroon
- Students should be in sports uniform provided by the school while taking part in sports activities.
- Students should be neat and clean and should have desirable length of hair. Use of fancy items, jewelries, watch, cosmetics, expensive items and gaudy items is strictly prohibited.

## PUNCTUALITY AND BUS FACILITY :

- Students should be punctual for the school.
- Students should enter the school campus by 8:55am.
- Students repeatedly coming late will be penalized.
- Students shall leave the school only after their last lesson is over.
- Students using the school transport should strictly follow the pick up and drop station and time given by the school administration. School will not be responsible for the delays from the side of the student.
- Any changes in transport system should be submitted in written to the administration.
- No abrupt changes will be entertained in the transport facility.
- Pick up and drop station will be determined by the school to the nearest possible point from the child's home.

**EXAMINATION:**

- It is mandatory for all the students to sit for all kinds of examinations and tests conducted by the school.
- Students missing examination for trifle reasons will be penalized.
- Performances of the student in all kind of examination and test will be recorded and will be taken into account while upgrading the student.
- Parents/Guardians of the student should compulsorily come to the school to collect the progress report of their wards on the date and time mentioned by the school. Reports will not be handed over to the students at any cost.
- Students should maintain minimum of 90% attendance to be upgraded.
- Name of the student absent for a long interval without any information to the school administration can be removed from the register.

**MISCELLANEOUS**

- Fighting, bullying and any kind of discrimination and harassment are strictly prohibited. Anyone caught doing so will be seriously dealt with.
- Breaking, vandalizing and misuse of school property will lead to severe action.
- Parents/Guardians should first take an appointment to meet the Principal, Coordinator and Teachers during the school hours.
- Parents/Guardians are requested to relay the information through their wards’ diary not through the telephone calls.
- No student will be handed over to any parents/guardians until and unless they produce the parent’s ID card at the school gate.

**FEES:**

- Admission fee or any other fee is not refundable
- Students should pay the fees on time. (as mentioned by the account office).
- If the account dues of a student are not cleared the student will be barred from sitting in the class.
- Security deposit can be refunded after the completion of Schooling
- Fees can be increased according to the increase in the market price.

All the parents/guardians are requested to give their valuable suggestions and ideas to make school better.

.....  
**Name of the student**

.....  
**Name of the parents/guardian**

.....  
**Date**

.....  
**Signature**

**\*Note :** Your child needs to undergo different processes in order to get admission.  
( Please see the details in the evaluation sheet attached below. )

## EVALUATION FORMAT

Name of the Student : .....

Grade applied for : .....

Age: .....

Exam Type	Mode of marking	Total Marks
<b>A . Written Exam</b>	<b>Correct Answers</b>	
		<b>50</b>
	<b>Good Handwriting</b>	
<b>B . Activities</b>	<b>Behavior</b>	
	<b>Attitude</b>	
	<b>Cooperation</b>	<b>25</b>
	<b>Creativity</b>	
<b>C . Interview</b>	<b>Confidence</b>	
	<b>Answers</b>	<b>25</b>
	<b>Queries</b>	
	<b>Clarity</b>	
<b>Total</b>		<b>100</b>

Approved By : .....

## **Selection Process :**

For play group and Nursery : Activities and Interview

For Others : Written Exam, Activities and Interview

## **Activities for Pre - Primary**

- Block Play
- Sand Play
- Group Activities
- Hand Free Drawing
- Singing Dancing
- Rhymes

## **Activities for 1 - 5**

- Drawing
- Pleistocene Play
- Group Interaction
- Talent Show

## **Activities for 6 - 8**

- Short Speech
- Art
- Self Introduction in group

**Form to be filled up by Students**

1. Name of the student .....

2. Age: ..... Sex : ..... Grade applied for .....

3. Why do you want to join Chelsea International Academy?  
.....

4. Please mention your special hobbies.  
.....

5. Do you have any special talent that differentiates you from others?  
.....

6. Do you have a record of achieving prizes for any extra curricular activities?  
.....

7. Do you have a record of achieving prizes for any academic performance?  
.....

8. How can you help Chelsea International Academy, if you get admission over here?  
.....

9. What do you want to be in future?  
.....

10. Where do you see yourself ten years from now?  
.....  
.....  
.....  
.....