



## 2019/2020 PROGRAMME SENIOR REGISTRATION FORM

APPLICANT DETAILS	
Please fill out the below fields in BLOCK CAPITAL LETTERS. One form is to be filled out per child.	
Full Name of Child:	Full Name and ID Card No. of Primary Guardian:
Date of Birth:	Relationship:
Day Contact Number:	Afternoon/Evening Contact Number:
Postal Address:	Email Address:
Please provide us with a valid postal address. Invoices and receipts will be mailed to you.	Please provide us with a valid email address. Invoices, receipts, school notices will all be sent to this address.

Full Name of Second Guardian:	Contact Number:
Relationship:	Email Address:

Please tick as appropriate: Sole Custody  Joint Custody

In the case of Sole Custody, please indicate an Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please mark how you intend to pay for the upcoming term: Cash  Cheque  Bank Transfer

**Cheques are to be made payable to: Swatar M and B Ltd.**

**For Bank Transfers, kindly find the relevant Bank Details below:**

Bank: Bank of Valletta  
Account Name: Swatar M and B Ltd  
Account Number: 16709675034  
IBAN: MT65VALL22013000000016709675034  
BIC: VALLMTMT

**Please note that:**

**Applications will only be processed upon receipt of payment.**

**Acceptance onto a course is on a first-come first-served basis and subject to approval by the SOPA Management.**

**A confirmation email will be sent to you thereafter confirming your final acceptance onto a course.**

**Only registered and fully-paid pupils can attend lessons.**

*We regard your privacy as important and we shall comply with the General Data Protection Regulations. We will only use any personal information herein contained for the purpose for which it is provided. By submitting this form, you acknowledge that the School of Performing Arts will have access to it, and consent to such use.*

Please tick the courses that you would like to apply for below.

SOPA does not require payment for all terms upon application. You will be contacted on the basis of this application form in a timely fashion prior to the commencement of the subsequent terms with respect to payment and confirmation of courses.

**Registration Fee**

**€25**

*This fee is to be paid by students who are enrolling at SOPA for the first time.*

**SENIOR PROGRAMME at SOPA, Swatar**

SOPA Course	Term 1 (10 Weeks)	✓	Term 2 (12 weeks)	✓	Term 3 (10 Weeks)	✓
SOPA Fridays	€245		€295		€245	
Level 6 / Level 7 Ballet	€310		€370		€310	
Senior Spanish Dance Class	€140		€170		€140	
After-School Drama	€140		€170		€140	
Contemporary Dance With MOVEO	€250**		€274**		€250**	
Dance Combo Class	€140		€170		€140	
Advanced Tap	€140		€170		€140	
Musical Theatre Advanced Dance	€140		€170		€140	
Adv. Tap + MT Adv. Dance Discount Rate	€200		€240		€200	
Senior Company	€160*/€320		€192*/€384		€160*/€320	
Vocal Ensemble	€100		€100		€100	
Triple Threat Package <i>Senior Company + Vocal Ensemble + MT Advanced Dance + Solo Lesson</i>	€500		€600		€500	
Triple Threat Package + Advanced Tap	€550		€680		€550	

**Supporting Tests Packages**

<b>Cycle A:</b> September – November (12 Weeks) <i>Starting on Monday 2<sup>nd</sup> September</i>	€110	
<b>Cycle B:</b> January – May (14 Weeks) <i>Starting on Monday 6<sup>th</sup> January</i>	€130	

**REGISTRATION DISCOUNTS (applied per term)**

\*Senior Company Discount is eligible to applicants enrolling for either:

A – Group classes to the minimum value of €200 in Term 1/Term 3 and €240 in Term 2

B – Any Group Class + Any SOPA Solo Course

C – Any 2+ SOPA Solo Courses

\*\* Including weekly class taught by Moveo Company dancer Charlotte Carpentier plus special workshops each term at Moveo Studios

3% Global Family Discount when spending €475

7% Global Family Discount when spending €700

12% Global Family Discount when spending €1100

20% Global Family Discount when spending €1500

**SOPA SOLO Courses at SOPA, Swatar**

SOPA Course	Term 1	✓	Term 2	✓	Term 3	✓
SOPA Solo Standard/30 mins	€180		€220		€180	

Singing/Instrument					
<b>SOPA Solo Standard/45 mins</b> Singing/Instrument	€264		€322		€264
<b>SOPA Solo Advanced/30 mins</b> Singing/Instrument	€241		€294		€241
<b>SOPA Solo Advanced/45 mins</b> Singing/Instrument	€359		€439		€359
<i>Please specify instrument:</i>					
<b>Theory/Aural</b>	€180		€220		€180
<b>Drama/Dance 30 mins</b>	€241		€294		€241
<b>Drama/Dance 45 mins</b>	€359		€439		€359

## COMMUNICATION STRATEGY & CANCELLATION POLICY SOPA SOLO LESSONS

### Trial Sessions & Scheduling

- Students applying for a SOPA Solo course for the first time will need to attend a trial session/audition with a prospective tutor. Please contact SOPA office on office@sopa.com.mt to set your trial lesson appointment.
- Following your trial lesson, your weekly appointment slot will be scheduled via the SOPA office based on your availability and that of your assigned tutor.
- All lesson scheduling should be done through the office. Please contact the office for any cancellations/changes.
- If a teacher needs to cancel a lesson, you will be informed via the SOPA office.

### 24hr Emergency cancellations – Individual Lessons

- If a teacher needs to cancel a lesson after close of SOPA hours the day before the lesson the teacher should directly contact **both the parent (or adult student) and SOPA office in writing**. If consent is in place the teacher should also phone/SMS the parent to notify them. The office will arrange the replacement lesson at a suitable later time. Please send an email to office@sopa.com.mt to let us know if you consent to the above.
- If the student/parent needs to cancel the lesson after the close of SOPA hours the day before the lesson the parent should directly contact **both the teacher and SOPA office** in writing. If consent is in place the parent should also phone/SMS the teacher to notify them. **No replacement is due to a student whereby cancellation is under 24hrs before the lesson**. Please send an email to office@sopa.com.mt to let us know if you consent to the above.
- If consent is not in place the parent/teacher should email both cathy.lawlor@sopa.com.mt and office@sopa.com.mt to inform them of the cancellation.

### Exam Preparation / Extra Lessons

- Any communication with respect to a student part-taking an exam or any extra lessons should be carried out directly by communication through the SOPA office.
- Any communication with respect to fees/lessons dates will be done directly through the office.

### Social Media and GDPR:

- Based on new regulations, parents and teachers need to consent to two-way communication with one another to take place over email and phonecall/SMS. Contact via social media on matters related to SOPA is in breach of GDPR.

- SOPA students under 18 will not be added on any social media platforms by any SOPA staff members.
- SOPA Staff will not communicate with a student under 18 via any social media platforms.

**Declaration for Students taking Solo Classes**

We, \_\_\_\_\_ (name and surname of parents),

parents of \_\_\_\_\_ (name and surname of child),  
confirm that I have read and understood the communication strategies described above.

Please tick the 'YES' or 'NO' boxes below to indicate whether you consent to your individual tutor have access to your mobile number and/or email address.

We consent to my child's individual tutors to having access to my mobile number for the purposes of informing me about late cancellations (under 24 hours' notice).

YES  NO

We consent to my child's individual tutors to have access to my email address for the purposes of informing me about late cancellations (under 24 hours' notice), as well as communicate with me on any artistic subjects related to my child's lessons. I understand that the SOPA office will be copied in to any such emails.

YES  NO

**Tutors for group classes will not have access to mobile numbers/email addresses of parents.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## SOPA REGISTRATION – TERMS & CONDITIONS

- **Only registered and fully-paid students can attend lessons.** All registration forms together with respective payments must be handed in to the SOPA office by the **1<sup>st</sup> October 2019**. Late applications and payments will be accepted up to the 7th October 2019, **subject to a €25 late submission fee.**
- Only registration forms with BOTH guardian’s signatures will be accepted.
- Kindly use one form per child. Brothers and sisters should be registered on separate forms.
- If the minimum number of pupils for a particular activity is not reached, the activity may be cancelled. In this case, payments made will be refunded through cheques, payable to the primary guardian and sent by post to the indicated postal address. Places within classes can only be guaranteed for fully paid and registered pupils.
- Parents are kindly asked to take note of the term dates. **No refunds or deductions will be made for pupils who stop attending lessons. In the case of sickness or injury, no payments will be refunded for missed lessons.**
- Students may be accepted on a class/course after the start of term at the Management’s discretion.
- Applications may be posted to SOPA, St. Martin’s College, Swatar Road, Swatar, MSD2244, Malta.

For queries, please contact the office manager at [office@sopa.com.mt](mailto:office@sopa.com.mt).

- The School of Performing Arts is an entity recognised by the Malta Arts Council. Parents who have paid fees in respect of children under sixteen years of age who attended cultural or creative courses are entitled to claim a deduction against their chargeable income up to a maximum of €100 in respect of each child. To claim this deduction, parents are asked to complete the appropriate form, which may be downloaded from the Malta Arts Council website.
- Punctuality and regular attendance are encouraged to maintain the required standard of excellence. In the case of absence, please inform us prior to the scheduled class.
- SOPA is not responsible for any loss of property on the premises or on transport.
- Acceptance of students onto courses may be refused at the Management’s discretion. Students may also be asked to leave the course after commencement at the Management’s discretion.

### DECLARATIONS (Mark as applicable):

➤ I grant permission for teachers to use physical contact during class when correcting my child’s posture and/or movement.

YES  NO

➤ I grant permission for teachers/assistants to accompany my child to the bathroom and help if required (applicable to 3-5 year olds).

YES  NO

I have read through the application form and registration details and agree to the terms and conditions. All information is correct at the time of publishing and may be changed at the Management’s discretion.

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SIGNATURE OF LEGAL GUARDIAN

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SIGNATURE OF LEGAL GUARDIAN

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DATE

**PHOTO/VIDEO CONSENT FORM**

Please tick Yes or No as appropriate:

➤ consent to SOPA taking photos and videos during school lessons and storing them on their private databases for archiving purposes.

YES  NO

➤ consent to SOPA taking photos and videos during school performances and events (which can occur within or outside of the school premises) and storing them on their private databases for archiving purposes.

YES  NO

➤ consent to SOPA printing photos from their archive and displaying them within the school's premises or within Chiswick House School or St Martin's College.

YES  NO

➤ consent to SOPA using photos and videos from their archive on social media or on their website.

YES  NO

➤ consent to SOPA using photos and videos from their archive as part of promotional materials on:

Brochures YES  NO

Flyers YES  NO

Billboards YES  NO

Social Media Ads YES  NO

I acknowledge that SOPA will arrange a SOPA- appointed photographer and/or videographer to be present at SOPA-produced performances and events across the scholastic year. I acknowledge that my child will feature in such videos and photographs which may be sold/distributed to families and parents for their own private use.

I CONSENT

The School of Performing Arts teachers will be recording videos on their personal phones when doing choreography during dance lessons for referral purposes. The videos will be kept in our archives and only used internally. Once the dance show has taken place the videos will then be deleted. The videos will not be shared, used as promotional material, or displayed in any manner.

I CONSENT

Note:

SOPA students under 18 will not be added on any social media platforms by any SOPA staff members.

SOPA Staff will not communicate with a student under 18 via any social media platforms.

Signature of Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**SOPA MEDICAL INFORMATION FORM**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Family Dr: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Is your child allergic to any medication (Delete as applicable)?

YES  NO

If YES, please give brief details indicating which medications your child is allergic to, and whether the allergy is mild or severe.

Is your child allergic to any food and/or animals (Delete as applicable)?

YES  NO

If YES, please indicate details below.

Is any regular treatment administered to your child at home (Delete as applicable)?

YES  NO

If YES, please indicate details below.

Does your child have a medical condition or any other condition of a psychological/behavioural nature that affect their participation in any activity provided by SOPA (Delete as applicable)?

YES  NO

If YES, please describe below:

Our child may be given paracetamol tablets/syrup.

YES  NO

We understand that the school will advise us on the same day if paracetamol is administered. The information will be given verbally or by notes, if our child has a headache. If this condition persists, we understand that the school will advise us.

YES  NO

In the event that we cannot be contacted, emergency treatment as determined by the school's medical or paramedical personnel may be given. By emergency treatment we understand any condition which in the opinion of the school may endanger our child if not treated immediately.

YES  NO

In the event that a teacher suspects a case of head lice, we authorise the school nurse to check our child's head for head lice.

YES  NO

**Disclaimer:** While the school undertakes to provide reasonable care of your child during the time of their scheduled classes, extra lessons or for any other authorised purpose, the school shall not be responsible in any manner except in the event of negligent behaviour on its part.

**We declare that the above information is true and correct and that any changes in information throughout the years, will be brought to the school's attention in writing.**

Signature of Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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