

THE BOX

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**STUDENT  
INFORMATION  
PACK**

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2019 - 2020

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# ENROLMENT PROCEDURE:

## REGISTRATION

All students that participate in any class/workshop should be registered with 'The Box - a creative arts space', against a registration fee.

Registration fees, term fees and consent forms are to be settled prior to the first lesson of term.

## Registration Information

1. Registration Fee is **€15** per family. This is non refundable and payable every scholastic year.
2. Students attending different courses at The Box need to register online via our website: <https://www.thebox.com.mt/sign-me-up/>
3. Upon registration, students will be offered a slot with their respective tutor / group or they will be assigned to a waiting list until a slot is available.
4. Confirmation of slot is guaranteed once payment is received. If payment is not received within three - five days of email confirmation the slot is automatically lost.
5. Upon Payment the parent will receive an email with a login link to access a student portal. The parent/ legal guardian will be required to create a password and sign in.

# PAYMENT INFORMATION

Cheques are payable to: **Christina Cauchi OR Daniel Cauchi** and can be sent to:

The Box - a creative arts space  
Blue Building  
Triq Znuber  
Mosta, MST 3000

## **Bank Transfer Details:**

Mr. Daniel Cauchi & Mrs Christina Cauchi / Acc. The Box  
APS Bank Ltd.

IBAN: MT29APSB77013000000037461910015

Account Number: 374619910015

Swift: APSBMTMT

**Revolut: 79734563**

**Please make sure to list the student name and surname and course details when making an online payment or a cheque payment.**

# PAYMENT TERMS & CONDITIONS

1. All Students must settle payment **PRIOR** to the beginning of term. Failure to do so will result in losing the respective slot.
2. Registration fee is paid once per family per year. €15 registration fee is added to the full payment of Term 1.
3. The Box scholastic year is divided into four terms.
  - **Term 1: October - December.** Payment due mid September.
  - **Term 2: January - March.** Payment due at the beginning of January.
  - **Term 3: April - June.** Payment due at the end of March.
  - **Term 4: July - September.** Payment due at the end of June.
4. **Prices cover a term of 10 lessons** which fall between a three month timeframe.
5. The tutor has the right to reschedule any classes. Please keep an eye out for the calendar in the student portal.
6. Missed lessons in group classes ( two students or more) cannot be refunded or replaced.
7. In the case of 121 music lessons, the student can reschedule a maximum of two missed lessons in one term. **This is ONLY IF the teacher has been advised 24 hours prior to the lesson.** Rescheduling of lessons is dependant on the availability of The Box and the tutor. Cancellation of any rescheduled lessons are automatically lost.
8. Upon payment, The Box will send receipts via post which can be declared for Deduction of Tax Purposes.
9. The Box and Danza C are registered with NCFHE and hold an SLC number. Forms must be submitted to the respective teacher or at The Box reception. We kindly ask you not to bring forms in the last minute.
10. It is important to advise the tutor and The Box administration if the student would like to terminate the lessons.

# COMMUNICATION WITH THE School

The tutor will make all the updates via the student portal and via emails.

Please refrain from communicating directly to administration and tutors via Facebook Messenger / Whatsapp or any social media platform. Communication is to be made **via email**. **Private messages may be used if the parent needs to inform the tutor regarding any last minute cancellations.**

Kindly schedule an appointment with the tutor / school administrator if you wish to discuss anything.

**What is a student portal?** A student portal is a web page that will gather all the information you need to know regarding lessons at the box.

This information will include:

- Calendar with scheduled lessons / term. This calendar can be linked with your personal google calendar.
- Records of the students attendance.
- Additional information such as lesson notes / homework / study tasks.
- Record of payments.

## AT THE BOX : PROCEDURE

### PROCEDURE FOR PARENTS

1. Parents should leave their phone number clearly visible on their dashboard if the car is left in front of a garage.
2. The lift **must not** be used by students and parents.
3. The lift should only be used by people with a disability, parents with car seats or strollers, elderly people and tutors.

4. **All parents** must wait at The Box waiting area located in the second floor. No parents are allowed to wait in the corridors, unless one needs to use the bathroom or the coffee machine.
5. Parents are NOT allowed in the classroom/studio with the students.
6. **Please arrive a few minutes prior to the lesson. It is distracting for the student, the tutor and the other students to enter late for a session.**
7. No pets are allowed to be brought in the waiting area.

## PROCEDURE FOR STUDENTS

### ***6 years and under***

1. Students should be Accompanied by an adult at all times.
2. Students must wait and change into their uniforms with their parents / guardians in the waiting area situated on Floor 2.
3. The tutor will pick up and drop off students at the waiting area.

### ***7 years and over***

1. Parents/Guardians must sign consent forms below if students are to be left unattended at The Box prior to the lesson.
2. Students must place their belongings in the changing room situated in Floor 2.
3. Parents/Guardians must sign a consent form if students are allowed to leave the premises unattended.
4. Pick up : Parent/guardian must sign the consent form below including a list of adults who are allowed to pick up the student.

# CODE OF CONDUCT

1. The Box is not responsible for any damages/theft of any belongings.
2. Mobile Phones are not allowed in the studios.
3. No Food or Drinks are allowed in the studios and Music Rooms, except for water.
4. Dance students must wear their respective dance uniform. No other similar uniform is accepted.
5. It is important to advise the tutor if there are any injuries prior to the lesson or during the lesson.
6. Parents must be aware that the teaching of the arts, especially dance, lessons might involve a hands on approach where physical contact between the teacher and the student may occur. Parents are to inform the teacher if they have any objections to said practice.
7. The Box shall not be held responsible for any students left unattended outside of the premises. Our responsibility lies towards students who are within the premises and during the time of the lesson.
8. Bullying within the school is not tolerated. Students will be expelled from the school if any sort of abuse takes place, be it physically or emotionally.
9. Discipline inside and outside of the classroom is a MUST. There can be no shouting/running around in the corridors.
10. Students and Parents cannot smoke within the Premises.
11. Dance Students + group classes: Please advise the school principal via email if student is unable to attend class.
12. Music students - Please advise the respective tutor via email or message if the student is unable to attend class.
13. The Box has every right to cancel any classes. Classes will be rescheduled within the same term.
14. The student/parent/guardian must give notice via email to withdraw from any lesson.



# HEALTH & SAFETY PROCEDURES

The Health and Safety of students, tutors and parents are of utmost importance for us. The Box takes all the necessary precautions and procedures in order to meet the health and safety requirements and ensure the safety of everyone within the premises.

1. Dance students must be on time for the warm up in order to prevent injuries.
2. A register for each class is kept by the teacher for the purpose of safety and security.
3. Students must keep hydrated all the time.
4. Students must report to a member of staff immediately if any accident occurs.

## THE BOX IS EQUIPPED WITH:

- Fire evacuation plans
- Fire alarm
- Emergency Signs
- Fire extinguishers
- First aid box - in each level
- Tutors trained in first aid and fire fighting
- Assembly point