REGISTRATION OF SUMMER SCHOOLS/CLUBS

Notes:

1. With registration form please submit also:
   • Police conduct certificate issued within 2 months prior to registration
   • First aid certificate of member/s of staff. At least one first-aider must be on the premises at all times when school is open.
   • ETC Employment Licence and Residence Permit by the Department of Citizenship and Expatriate Affairs of all foreign members of staff.
   • A signed copy of the Summer Schools’ Licence Conditions.
   • POMA clearance for all members of the staff.

2. Registration is valid for the period between June and September of the year of registration.

3. Person/s registering their Summer School/Club must be familiar and in conformity with contents of Legal Notice 185/2009 and the National Minimum Conditions for all Schools.

4. Summer Schools/Clubs registered as an Educational Establishment with the Directorate for Quality and Standards in Education can be exempted from Value Added Tax on the fees for the services they offer.

5. A copy of the latest School’s Risk Assessment document needs to be submitted to the Accreditation Unit by the licence holder in sufficient time for scrutiny prior to the collection of the Summer School Licence. Where a risk assessment document is not available, a letter by a qualified architect that certifies the sound structure of the premises utilized to host the summer school is required.