



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

CONDITIONS OF ENROLMENT

1. I undertake to support the Christian philosophy of the school and agree to my child submitting to the academic, disciplinary and extramural activities and regulations as may be administered by the Headteacher and the staff of the school.
2. I undertake that every effort will be made to ensure that my child will not be absent from school without leave of absence being granted by the school and that the term dates, as advertised by the school, will be strictly adhered to.
3. The Headteacher may request the withdrawal at any time of a pupil whose conduct or effort is, in the Headteacher's opinion, unsatisfactory or if he considers that such a withdrawal is in the best interests of the pupil or the school. Formal sanction of such a suspension may only be made by the Board of Governors. I undertake to support such a decision.
4. Fees are due on the first day of each term. Fees include sports trips, public exam fees and Ndubaluba curriculum activities. Other expenses incurred (for example uniform or medical expenses) are charged termly in arrears.

The following principles apply to the payment of school fees:

- a. The normal procedure is for full fees to be paid at the beginning of term. Cash or cheque deposits should be made at into the school bank account giving the pupils name and 4 digit reference (eg 22XX). Deposit slips should be given to the Accounts Department or scanned and emailed to accounts@chengeloschool.org Fees should not be paid in cash directly to the School, but cheques up to K25,000 are acceptable.

FNB Kwacha account no. 62537542012

FNB Dollar account no. 62537543234

or in our UK Barclays Bank Pounds Sterling account 20-13-34-10251917

A card machine is also available for visa or mastercard payments. An admin fee of 2% will apply to all payments made via this method.

- b. Invoices are sent out at the end of the preceding term (eg end of Term 1 for Term 2). If there are any queries, please contact the accounts team at the above address immediately.
- c. Sibling discounts of 5% for the 2nd and 10% for the 3rd and more children are offered.
- d. A 5% discount is given if the full year's fees are paid in advance of term 1.
- e. Separate Kwacha invoices will be issued for incidentals including uniform, medical, breakages, interest, arrears. For those in examinations classes exam fees will be invoiced at the end of Term 1 and must be settled before the examinations are sat.
- f. In certain circumstances, by prior arrangement with the Finance Manager, fees can be paid in instalments, please email them financemanager@chengeloschool.org if you require this. Please note:
 - 5% interest may be applied to any balance unpaid after the beginning of term, unless an agreement has been signed.
 - An additional 5% interest will be charged on any post-dated cheque or agreed payment which is defaulted.

- g. All fees from the preceding term must be cleared before a child returns to school. If a pupil returns without fees being cleared he/she will be sent home at the parent's expense.
- h. Enrolment fees will be treated in the same way as school fees, i.e., sibling discounts will be given if the enrolment fee is paid in full before the end of the preceding term. Interest of 5% will be charged on any balance after the beginning of the term in which the pupil starts.
- i. Failure to settle accounts after a pupil leaves will regrettably result in legal action. Examination results and certificates will not be released to parents until all outstanding fees have been paid in full.
- j. If a pupil is withdrawn from the school, any outstanding balance on their account will be transferred to the account of any sibling who remains in the school.

I hereby undertake to be responsible for and to pay punctually, as fall due, all fees and expenses properly incurred in accordance with the terms set forth in the Parents Manual and I acknowledge that I personally am liable to pay such fees and expenses.

- 5. I undertake to give a term's notice before the removal of my child, or to pay one term's fees in lieu. In order to be valid and binding such notices must be in writing signed by me and delivered to the Headteacher.

CONSENT AND INDEMNITY

I hereby give my consent for my child/ward to take part in extramural activities of the school including, among other things, games, sport, educational tours and excursions of any nature whatsoever, provided they have been properly authorized by the Headteacher.

I fully understand and accept that all such activities are undertaken at the sole risk of my child/ward and, on his or her behalf and for myself, my estate and, so far as may be necessary, my wife, I do hereby indemnify, hold harmless and absolve the School Board of Governors, the Headteacher and the staff against and from any or all claims whatsoever in connection with any loss of or damage to the property or injury to the person of my said child/ward arising from the pursuit of the aforesaid extramural activities – this in the knowledge that the Headteacher and the staff will, nevertheless, take all reasonable precautions for the safety and welfare of my child.

RULES CONSENT

I have read the Pupil Handbook with my child. I accept the rules and procedures as laid out by the school and the disciplinary structure as explained in the Parents' Manual. My child agrees to abide by these rules and I will support any disciplinary measures taken if my child breaks them.

Child's Name:

Signature of Parent/Guardian:

Pupil's Signature:.....

Date:.....