



# CHENGelo SCHOOL

AS A WITNESS TO THE LIGHT

## CONDITIONS OF ENROLMENT

**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.**

**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.**

**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.**

Fees are due on the first day of each term. Fees include sports trips and Ndubaluba curriculum activities. Other expenses incurred (for example uniform or medical expenses) are charged termly in arrears. Fees are reviewed on a regular basis and are subject to change. Parents should expect an annual fee increase of no less than the published inflation rate.

### **The following principles apply to the payment of school fees:**

Fees must be paid in full before the start of each term, unless prior agreement has been given from the Finance Manager. Payment should be made by bank transfer or by deposit into the following accounts, we will not accept cash payments

- FNB Kwacha account no. 62537542012, sort code 262319
- FNB Dollar account no. 62537543234, sort code 262319
- Stanbic Kwacha account no 9130002723046, sort code 042308
- UK Barclays Bank Pounds Sterling account 10251917, sort code 201334

Payments made in foreign currencies will be converted to the Kwacha Equivalent on the date of receipt under bank details.

A card machine is available for visa or mastercard payments.

### **Payment Plans**

We appreciate that some of you make incredible sacrifices in order to send your children to Chengelo. We are prepared to allow parents in this situation to pay the school fees by installments but this must be requested well in advance to the Finance Manager [financemanager@chengeloschool.org](mailto:financemanager@chengeloschool.org).

1. Payment plan applications must be received by the Monday a week before the start of term. Any applications received after this date will not be considered
2. All outstanding fees must be cleared before the beginning of the next term. Pupils will only be admitted to the school if a minimum of 30% of the current term's fees have been paid.
3. There is a 5% interest charge for any agreed payment date or post-dated cheque which is deferred.
4. Parents who default on their payment commitment for two consecutive terms will no longer be eligible for payment plans. They can be reconsidered after a complete year of solid payment record.
5. Any outstanding amounts on the first day of term without agreement from the Finance Manager will attract 5% interest .

Interest only applies to payment for school fees, not incidentals which have been built up during the term.

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.

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.

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.**

**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.**

## PHOTOGRAPHY CONSENT

Over the years we have enjoyed strong parental support for using photographs of activities at Chengelo on our website and social media to share the many wonderful success stories of the school. However, we never take this for granted.

Chengelo is committed to protecting the children in our care and photography or filming only takes place with the permission of the Principal, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. No further information shall be included that identifies the child unless specific parental permission is obtained.

Images that might cause embarrassment or distress will not be used nor will images that may be associated with issues that are sensitive. In addition, we will only use images of pupils who are suitably dressed. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons. If at any time you see a specific image of your child that you would prefer not be used, just contact us and we will ensure it is removed.

If, for any reason, you do not want us to use images of your son/daughter, please write to the Principal directly detailing the specific scenarios where you would prefer your child not be photographed.

The school will therefore utilise photographs of our students in promotional materials under the guidelines above unless we have specifically heard from you to the contrary.

**I hereby confirm that my child may appear in publicity materials that promote the school under the guidelines stated above unless I have contacted the Principal in writing to indicate otherwise and received written acknowledgement from the school in this regard.**

## RULES CONSENT

**I have read the relevant student 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.**

Pupil's Name: \_\_\_\_\_

Pupil's Signature: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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