

## **Document Title: Summary Terms & Conditions for Parents**

### **High School Qualifications (HsQ) – Flexible Learning**

#### **Admission Criteria**

- Parents must agree to 95% attendance
- Application Fees must be made with the application form
- fees must be paid through direct debit or standing order
- Parents must agree to schools' policies
- Parents must not have any payment overdue from previous years
- Pupils must not have any record of exclusions or truancy

#### **Fees Criteria**

- Parents must pay fees on time as agreed with the application terms
- All fees are non-refundable and non-transferable
- Any discounted fees including bursary is subject to admission criteria met and maintained throughout the year
- Any breach of admission criteria or schools' policies will result in withdrawal of any bursaries or discount. Under such circumstances parents must pay full published fees of £1200.00 per subject.
- Parents must pay full fees irrespective of their attendance at school.
- In the event of parent withdrawing children mid-term, parents will pay the full fees for the academic year
- Exam fees are paid separately at the time of registration for subjects with SQA

#### **Unauthorised absences**

- All absences must be requested in advance for authorised absences
- Any other absences will be classified as unauthorised absences
- Unauthorised absences will impact students' performance.

#### **Attainment**

- Students are required to appear for prelims before registering for exams
- Students are expected to maintain attendance in all assessments scheduled by HsQ.

### **Qalam Academy Policies**

Parents must agree to following school policies

- Positive Behaviour Policy
- Child Protection & Wellbeing Policy
- Ethos and Discipline Policy
- Admissions Policy
- Holidays and Absences Policy
- Data Protection & Confidentiality Policy
- Curriculum, Homework & Attainment Policy
- Internet Usage Policy
- HsQ Policy

Copy of above policies are available upon request