

## ETON ACADEMY

### Parental Terms and Conditions 2025-2026

#### Version 2

| Version Control     |                   |
|---------------------|-------------------|
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1. The Agreement and Definitions
  - 1.1. We agree to sell, and you agree to buy the Course on the terms and conditions set out below.
  - 1.2. “Course” means the course for which your child is enrolled including all related learning materials, support and tuition.
  - 1.3. The “Period” of the Course is the time over which the course is provided. When a course term ends, your Course is concluded. You will have access to course materials for a period of one month, during which you can save your assignments and tutor feedback. After this time, you will no longer be able to access the Course.
2. Fees and Payment
  - 2.1. There is a non-refundable Registration fee of £100 for students who have a previous school report or £150 per student for those who do not. This is a one-time fee only and will not apply to current or previously enrolled students enrolling for further courses. It is payable at the time of registration.
  - 2.2. The fees shown do not include the cost of examinations for IGCSE and A-Level. Examination fees are payable to your chosen exam centre.
  - 2.3. All fees are refundable (except the registration fee) if you email us within 14 calendar days of enrolment that you wish the course to be cancelled. However, this policy will not apply once the learning management system has been accessed or the first online lesson has been attended.
  - 2.4. If paying by instalments, you agree (and are legally liable) to pay all instalments, unless you cancel the Course within 14 days of enrolment.

- 2.5. Instalment payments must be completed by two months before the relevant examination or course completion date.
- 2.6. Fees which have not been paid in full by the pre agreed due date stated on the invoice will result in pupil exclusion. If no efforts are made to contact Eton Academy and make the payment, it will be passed to our debt collection agency.
- 2.7. Parents and Carers are liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by Eton Academy in relation to the recovery of any unpaid fees irrespective of value of the claim.
- 2.8. Late payments will receive an administration charge of £25 for every reminder sent from the school administration and invoiced to you directly. The student's access to the online portal will be withdrawn until the payment is settled.

### 3. Services Provided

- 3.1. If the student is registered as a 'full-time' student, they will have full access to the Learning Management System (LMS) plus live lectures with teachers. It is expected that students will attend all lessons possible (our minimum target is 90%). Our teachers will guide the students through the course and provide regular homework, students are expected to complete all homework provided.
- 3.2. 'Self-study' students will have access to the LMS however will not be allowed to enter the live lectures. This mode of study is primarily independent study, however tutors will provide feedback on homework and end of term assessments.
- 3.3. If a teacher is no longer available to teach on a Course, we reserve the right to transfer your child to an alternative teacher to enable him/her to continue with their Course; you will be advised if this becomes necessary.
- 3.4. We provide parents with End of Term Reports and End of Year Reports.
- 3.5. Eton Academy does not handle the administration of external Cambridge examinations. Students are required to register as private candidates.
- 3.6. We provide a minimum of two parents evenings where parents can meet teachers to discuss the students progress.
- 3.7. We provide the option to purchase Ebooks through student services.
- 3.8. Pastoral care and extracurricular activities are provided for all years. A-Levels will also get access to a careers service.
- 3.9. All students will partake in Personal, social, health and economic education (PSHE), but may withdraw from certain topics, see our PSHE and RSE policy for full details.

4. Local Requirements

- 4.1. As local regulations vary from country to country, parents are responsible for ensuring that homeschooling is permitted in the student's location.
- 4.2. Parents are responsible for checking how the England year group system compares to the student's local education system, to ensure that they apply for the correct year group according to their child's needs. Our Admissions advisers will be pleased to provide guidance, on request.

5. Parents' Agreement.

Parents agree to support their children taking a course with Eton Academy including:

- 5.1. Ensuring that you have received sufficient information about the Course and that the Course you have selected is suitable for your child's needs, language level, abilities and circumstances.
- 5.2. Informing Eton Academy of any special needs or disabilities that the student has.
- 5.3. Talking through, with your child, the enrolment information emailed by student services.
- 5.4. Taking full responsibility for the student's access and use of the learning platforms, Classe365, Google Classroom and Zoom.
- 5.5. Adding yourself as a Parent to Classe365 to observe the student's progress through the course(s).
- 5.6. Arranging the initial video calls with the head of department and teachers . Any child 14 years and younger must have a responsible adult present throughout the call.
- 5.7. Looking at each Course to ensure that you are familiar with the Course's content and structure.
- 5.8. Agreeing a daily timetable to which your child can work and which will enable him/her to meet assignment submission dates.
- 5.9. Ensuring that your child submits their homework in a timely manner to allow feedback to be given so that your child can use this feedback to help improve their work.
- 5.10. Facilitating the learning of your child at home. Facilitation requirements will vary depending on the phase of school and age of child.
- 5.11. Spending an appropriate amount of time discussing progress with your child. "Appropriate" will naturally vary depending on the child's independence, phase of school and learning ability.
- 5.12. Seeking help from your child's teachers or student services when needed.
- 5.13. Advising us immediately if your contact details change or if there is a change in your child's circumstances which might affect their ability to study.
- 5.14. If the student is unable to attend a live lesson you must notify the school by contacting student services. If a student misses a live lesson, they are expected to watch the recording of that lesson at a later date. If a student misses a lesson because of an individual issue then they are expected to watch the lesson recording.
- 5.15. Ensuring that students who attend live lessons have a working camera and microphone.

6. Examinations and Results

- 6.1. If your child is sitting an external examination at the end of their Course, you will be responsible for making timely arrangements with a convenient examination centre to sit for the examination, and for payment of the examination fees. Please be guided by your local Exam Centres deadlines for sitting the examinations. You can find more information on the Cambridge website at -  
<https://www.cambridgeinternational.org/why-choose-us/find-a-cambridge-school/>
- 6.2. We strongly advise you to make sure your child will have access to an examination centre BEFORE enrolling on a course. We cannot make examination arrangements for you but our Exams Officers will be pleased to advise you on how to proceed.
- 6.3. Parents/adult learners are also fully responsible for ensuring they communicate directly with their chosen Exam Centre to seek approval for access arrangements. These include, for example, extra time or a reader in the exam, or special consideration where a student has a disability or cannot leave their home to take their exam. While Eton Academy is happy to support you with this process, our responsibility is limited to educating your child in preparation for their chosen exam.
- 6.4. If your child is taking an examination course, you agree to advise us of the examination result.

7. Warranties and Limitation of Liability

- 7.1. We warrant that our learning materials will be of good quality.
- 7.2. We warrant that we will provide your child with all services with reasonable skill and care.
- 7.3. We shall not be liable for injury to anyone or for any damage caused during practical science experiments performed at home or elsewhere. No harmful or toxic substances are required for any of the practical work on our science courses and parents are responsible for ensuring the safety of the environment in which their child is working.
- 7.4. We shall not be liable for: (a) losses that were unforeseeable by both parties when this Agreement was made; (b) losses that were not caused by any breach on our part.
- 7.5. Our liability for direct losses arising out of our negligence, breach of contract or any other cause of action in connection with this Agreement shall be limited to the total amount that you have paid for the Course.
- 7.6. Whilst every effort is made to ensure that all downloadable files are virus free, we cannot be held liable for systems problems due to viruses. We strongly recommend that you install all necessary virus protection software before your child commences their course, and keep it regularly updated.
- 7.7. We cannot be held responsible for any changes made to third party websites or video links which are used in some of the Course materials; such changes are the responsibility of the third party.

8. Internet Security, Content and Logins

- 8.1. All logins to the Eton Academy services, including Classe365, as well as any logins provided for external websites and subscriptions, are for the sole use of the registered Eton Academy student, and must not be shared with others. The sharing of Eton Academy logins, subscriptions, Zoom links and course content with others is not permitted and would be deemed to be a breach of our terms and conditions.
- 8.2. Eton Academy will take all reasonable steps to ensure that your child uses the facilities of the school platform for appropriate purposes, but your child will be held accountable for any misuse. Deliberate misuse will be treated as a breach of Eton Academy rules which will be investigated and may result in the expulsion of a pupil from the school.
- 8.3. Students will use YouTube and other resources from the internet as part of their lessons. The school will never direct anyone to anything that is not educational. It is the Parents or carers' responsibility to ensure that they have appropriate content controls and internet security software to protect their child from inappropriate online content.
- 8.4. While we endeavour to provide lessons which are internationally inclusive, we cannot always guarantee that pupils in non-UK countries will be able to access UK content online.
- 8.5. For more information please see our E-Safety Policy.

9. Confidentiality

- 9.1. We understand the importance of student privacy and it is entrusted that any publication, including photographs, videos and other posts by Eton Academy Schooling on our website or on social media will be in the best interests of students and require consent from the carer.
- 9.2. By agreeing to our Terms and Conditions, you give consent for your child to appear in recorded lessons if they choose to use the microphone or webcam feature of the virtual classroom. These recorded lessons may be viewed by other pupils and staff within Eton Academy however they will not be shared externally. All staff are required to complete the safeguarding protocol.

10. Safeguarding

- 10.1. We are committed to prioritising the safety and wellbeing of our learners. For more information please see our Safeguarding Policy.

11. Terms and Conditions

- 11.1. Eton Academy reserves the right at any time to alter its Terms and Conditions, details of its advertised services, courses, and course dates, where circumstances beyond the company's control occur or where number of enrollments is not enough to operate a course viable.
- 11.2. A minimum of 5 students is needed for classes to run. If there are fewer than 5 students, alternative arrangements may be made. This may mean reduced hours, or the class may be merged with another class.