



## The Village School

2 Parkhill Road, London NW3 2YN

### TERMS AND CONDITIONS

#### A Introduction

1 These Terms and Conditions reflect the custom and practice of independent schools for many generations and together with the Letter of Offer, Acceptance Form, any invoice issued by the School and the Fees Sheet they form the basis of a legal contract for educational services. The Terms and Conditions are intended to promote the education and welfare of each pupil and the stability, forward planning, proper resourcing and development of The Village School.

2 The information contained in our prospectus and on our website is not contractual. Please see Section K for further information.

3 Fees & Notice: The rules concerning fees and notice are of particular importance and are set out at Sections H & I below. The rules about change and about notice and fees in lieu of notice and the other rules are provided in good faith. They also help to protect parents from increases in fees and liabilities caused by the default of others.

4 Managing Change: The Village School, as any other school, is likely to undergo a number of changes during the time your child is a pupil here. Please see Section K for further details of the types of changes that may be made and the consultation and notice procedures that will apply.

5 Documents referred to: Before accepting the offer of a place, Parents and Pupils can request a copy of the School Rules and the Fees Sheet. Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions. The School website contains a number of policies and procedures which can be viewed by Parents. Hard copies are available from the School on written request. Please now refer to Section K.

#### B Terminology

6 "The School"/"We"/"Us" means Miss C E E Gay (the Proprietor) trading as the Village School, as now or in the future constituted (and any successor).

7 "The Headmistress" is the person appointed by the Proprietor to be responsible for the pupils and for the day-to-day running of the School and that expression includes those to whom any duties of the Headmistress have been delegated.

8 "The Parents"/"You" means any person who has signed the Acceptance Form and/or who has accepted responsibility for a child's attendance at the School. Parents are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions. Parents are expected to give their support and encouragement to the aims of the School and to uphold and promote its good name; to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress.

9 Parental Responsibility: Those who have "Parental Responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare and best interests of the child.

10 "The Pupil" is the child named on the Acceptance Form. The age of the Pupil will be calculated in accordance with UK custom.

#### C Admission and Entry to the School

11 Registration and Admission: Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and Parents satisfying the admission requirements at the time. "Admission" occurs when Parents accept the offer of a place. "Entry" occurs on the date when a pupil attends or is due to attend the School for the first time under this contract.

12 Equality: The School is an independent day school for girls aged 3 to 11 years. The School is non-denominational and welcome staff and pupils

from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to pupils who have disabilities in order to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants, pupils and members of the staff who have disabilities for which, after reasonable adjustments, we can cater adequately.

13 Acceptance of a Place Offered and Acceptance Deposits: A place has been accepted by the Parents when they have completed and signed the Acceptance Form and returned this to the School with their Acceptance Deposit. A deposit ("Acceptance Deposit") is a sum of money payable on acceptance of a place. The fees sheet sets out the Acceptance Deposits payable. A proportion of the Acceptance Deposit will be retained in the general funds of the School but will be returned (without interest) within three weeks of the end of the Pupil's final term, less outstanding fees and charges, unless otherwise stated in these Terms and Conditions or unless the Parents wish to donate the Acceptance Deposit to the school. Please also see Clause 74.

#### **D Pastoral Care**

14 Meaning: Pastoral care is a thread that runs throughout all aspects of life at the School and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the School community.

15 Our Commitment: We will do all that is reasonable to safeguard and promote your child's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances. We will respect your child's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our School community and the rights and freedoms of others.

16 Complaints: Any question, concern or complaint about the pastoral care or safety of a pupil, any education issue or other matter connected to the School must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be supplied on request. See also Clause 70 below.

17 Pupil's Rights: The Pupil, if she is of sufficient maturity and understanding, has certain legal rights which the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights of confidentiality and, usually, the right to have contact with both

natural or adoptive parents. If a conflict of interests arises between a Parent and the Pupil, the rights of, and duties owed to, the Pupil will in most cases take precedence over the rights of, and duties owed to, the Parent.

18 Headmistress's Authority: The Parents authorise the Headmistress to take and/or authorise in good faith all decisions which the Headmistress considers on proper grounds will safeguard and promote the Pupil's welfare. Please also see section E below.

19 Ethos: The ethos of this School must be such as to foster good relationships between members of the staff, the pupils themselves and between members of the staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Pupil and Parents and we expect the same of the Pupil and Parents in relation to the School and its staff.

20 Community: The School aims to strike the balance between academic and practical work, physical, education, moral and spiritual development and the pursuit of leisure activities. We are committed to high standards of teaching and care and we welcome parental contact. The School is a private, self-regulating community, which respects the human rights of pupils and their parents, who in turn accept that the School's lawful policies, disciplines and rules must sometimes take precedence over the wishes of individuals. The School is an environment in which pupils are encouraged to participate in work and leisure activities with enthusiasm and commitment and to behave with tolerance and understanding, respecting the needs of others.

21 Physical Contact: Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare. Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

22 Disclosures: Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the Pupil; any history of a learning difficulty on the part of the Pupil or any member of his/her immediate family; any unusual educational history; or any disability, special educational need or any behavioural, emotional and social difficulty on the part of the Pupil; or any family

circumstances or court order which might affect the Pupil's welfare or happiness; or any concerns about the Pupil's safety or any change in the financial circumstances of parent/s of a pupil awarded a bursary by the School.

23 Confidentiality: The Parents authorise the Headmistress to override their own and (so far as they are entitled to do so) the Pupil's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where necessary to safeguard or promote the Pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the Pupil may have. The Parents consent also to the School communicating with any other current and future school which the Pupil attends or which a Parent proposes the Pupil should attend about any matter concerning the Pupil or about payment of fees. The Parents consent to the Headmistress disclosing information to third parties as required by law. The School reserves the right to monitor the Pupil's e-mail communications and internet use.

24 Special Precautions: The Headmistress needs to be aware of any matters that are relevant to the Pupil's safety and security. The Headmistress must therefore be notified in writing immediately of any court orders or situations of risk in relation to the Pupil for whom any special safety precautions may be needed. Parents may be excluded from School premises if the Headmistress, acting in a proper manner, considers such exclusion to be in the best interests of the Pupil or any other member of the School community.

25 Leaving School Premises: We will do all that is reasonable to ensure that your child remains in the care of the School during School hours but we cannot accept responsibility for the Pupil if they leave School premises in breach of School Rules.

26 Residence During Term Time: Pupils are required during term time, weekends, and half term, to live with a parent, legal guardian or education guardian acceptable to the School. The Headmistress must be notified in writing immediately if the Pupil will be residing during term time under the care of someone other than a parent.

27 Communication with Parents: With the exception of communication regarding cancellation, withdrawal and notice of withdrawal, the School will treat any communication from any person with parental responsibility as having been given on behalf of each such person, unless other arrangements are made, and any communication

from the School to any such person as having been made to each of them.

28 Absence of Parents: When both Parents will be absent from the Pupil's home overnight or for a twenty-four hour period or longer, the School must be told in writing the name, address and telephone number for twenty-four hour contact with the adult who will have the care of the Pupil.

29 Photographs or images: By signing the acceptance form or agreeing to these terms and conditions the Parents consent to the School obtaining and using photographs or images of the Pupil for: use in the School's promotional material such as the prospectus, the website or social media; press and media purposes; educational purposes as part of the curriculum or extra-curricular activities. We would not disclose the home address of the Pupil without the Parents' consent. If the Parents do not want the Pupil's photograph or image to appear in any of the School's promotional material they must make sure the Pupil knows this and must notify the Headmistress in writing immediately, requesting an acknowledgement of their letter.

30 Transport: The Parents consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

31 Pupil's Personal Property: Pupils are responsible for the security and safe use of all their personal property including money, mobile phones, watches, calculators, musical instruments, cameras and sports equipment, and for property lent to them by the School. Parents are responsible for ensuring that all personal property is clearly marked with the owner's name.

32 Internet Use: We attach great importance to Pupils' use of the internet as part of the School curriculum and Pupils will be expected to use the internet regularly. Parents' consent to the Pupils' appropriate use of the School's IT network for the delivery of the curriculum throughout the Pupils' time at the School.

33 Insurance: Parents are responsible for insurance of the Pupil's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.

34 Liability: Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Pupil or Parents or for loss or damage to property.

## **E Health and Medical Matters**

35 Medical Declaration: Before the Pupil enters the School, Parents will be asked to provide information concerning the Pupil's health and must subsequently inform the Headmistress in writing if the Pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with infectious diseases.

36 Pupil's Health: The Headmistress may at any time require a medical opinion or certificate as to the Pupil's general health where the Headmistress considers that necessary as a matter of professional judgement in the interests of the child and/or the School.

37 Medical Information: Throughout the Pupil's time as a member of the School, the Headmistress shall have the right to disclose confidential information about the Pupil if considered to be in the Pupil's own interests or necessary for the protection of other members of the School community. Such information will be given and received on a confidential, "need-to-know" basis.

38 Emergency Medical Treatment: The Parents authorise the Headmistress to consent on behalf of the Parents to the Pupil receiving emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and operations under the National Health Service or at a private hospital where certified by an appropriately qualified person necessary for the Pupil's welfare and if the Parents cannot be contacted in time. Parents consent to the Pupil receiving first aid from a suitably qualified member of staff.

## **F Educational Matters**

39 Our Commitment: Within the published range of the School's provision from time to time, we will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each pupil and to provide education to at least the standard required by law in the particular circumstances. The School cannot guarantee that the Pupil will achieve her desired examination results or that the results will be sufficient to gain entry to any other education establishment.

40 Organisation: We must reserve the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Headmistress, is most appropriate to the School community as a whole. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the pupils. Any Parent who has specific requirements or concerns about any aspect of their child's education

or progress should contact their child's form teacher, or any other appropriate member of staff, as soon as possible, or contact the Headmistress in the case of a grave concern.

41 Progress Reports: The School monitors the progress of each pupil and reports regularly to Parents by means of grades, written reports or at a meeting with the subject and /or form teacher.

42 Health and Life Skills Education: All pupils will receive health and life skills education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing to the Headmistress that they do not wish their child to take part in this aspect of the curriculum and have received written acknowledgement from the School of that notice.

43 Reports and References: Information supplied to Parents and others concerning the progress and character of the Pupil, about examination and any references will be given conscientiously and with all due care and skill, but otherwise without liability on the part of the School.

44 Learning Difficulties: The School will do all that is reasonable in the case of each pupil to detect and deal appropriately with a learning difficulty which amounts to a "special educational need". Parents will be notified if it appears that formal assessment by an educational psychologist is advisable or the Pupil is falling behind with studies. Our staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, dyscalculia, attention deficit hyperactivity disorder or poor visual acuity or of other learning difficulties.

45 Screening for Learning Difficulties: The screening tests available to schools are indicative only: they are not infallible. Parents will be notified if a screening test indicates that the Pupil may have a learning difficulty. A formal assessment can be arranged by the School at the Parents' expense or by the Parents themselves.

46 Information about Learning Difficulties: Parents must notify the Headmistress in writing if they are aware of or suspect that the Pupil (or anyone in her immediate family) has a learning difficulty and the Parents must provide the School with copies of all written reports and other relevant information. Parents will be asked to withdraw the Pupil if, in the professional judgement of the Headmistress and after consultation with the Parents and with the Pupil (where appropriate), the School cannot provide adequately for a pupil's special educational needs. Fees for current and past terms will be due in full, but Fees in lieu of notice

will not be charged. The School reserves the right to charge for any additional teaching as an extra.

47 Moving up the School: It is assumed that a pupil will, subject to conduct and academic attainments, progress through the School and complete an 11+ senior school admissions process. Parents will be consulted before the end of the Spring Term if there appears to be any reason why the Pupil may be refused a place at the next stage of the School. Parents must give a term's notice in writing (i.e. before the start of the Summer Term) in accordance with the Provisions about Notice (in section H) if they do not intend their child to proceed to the next stage of the School, or a term's Fees in lieu of notice will be payable.

48 School's Intellectual Property: The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property") arising as a result of the actions or work of the Pupil in conjunction with any member of staff and/or other pupils at the School for a purpose associated with the School. Any use of such intellectual property rights by a pupil is subject to the terms of a licence to be agreed prior to use between the Pupil, the Pupil's Parents and the School. The School will acknowledge and allow to be acknowledged the Pupil's role in creation/development of intellectual property.

49 Pupil's Original Work: Copyright in the Pupil's original work, such as classroom work or homework, projects, practical work and computer generated material, belongs to the Pupil.

50 Educational visits: A variety of educational visits will be provided for the Pupil. By signing the acceptance form or agreeing to be bound by these terms and conditions the Parents consent to the Pupil taking part in any educational visit. Educational visits which:  
cost more than £30; or require overseas travel; or involve an overnight stay; or occur during a weekend or School vacation; or involve some element of high risk or adventure activity will be subject to a separate agreement. The cost of such a visit will be payable in advance. The Pupil shall be subject to School discipline in all respects whilst engaged in an educational visit. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The School reserves the right to prevent the Pupil from taking part in an educational visit while overdue fees remain unpaid.

## **G Behaviour and Discipline**

51 School Regime: The Parents accept that the School will be run in accordance with the

authorities delegated by the Proprietor to the Headmistress. The Headmistress is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day to day running of the School and the curriculum. The Headmistress is responsible also for the imposition of any sanction including suspension during investigation or following a breach of school discipline, and removal or expulsion. The Headmistress is not responsible, unless negligent, for a pupil who is absent from the School in breach of school discipline.

52 Acceptance of Rules: It is a condition of remaining at the School that Parents and the Pupil accept the School regime and the School Rules, Aims and Values (in so far as they are lawful and reasonable) e.g. appearance and dress, and the rules of school discipline that apply from time to time. The Headmistress is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of the Pupil is at issue.

53 School Rules: The School Rules which apply are set out in the Information for Parents Document and other documents published from time to time. Parents are requested to read these documents carefully with the Pupil before they accept the offer of a place, as appropriate.

54 Conduct and Attendance: We attach great importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard and will be well behaved.

55 School Discipline: The Parents hereby confirm that they accept the authority of the Headmistress and of other members of staff on the Headmistress's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or being associated with the School.

56 Investigative Action: A complaint or rumour of misconduct will be investigated. Any investigative action will be carried out in accordance with School Rules and the relevant policies and procedures.

57 Divulging Information: Except as required by law, the School and its staff shall not be required to

divulge to Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headmistress has acquired during an investigation.

58 Terminology: In these Terms and Conditions "Suspension" means that the Pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation. "Withdrawal" means that the Parents have withdrawn the Pupil from the School. "Expulsion" and "Removal" mean that the Pupil has been required to leave ("asked to leave") the School permanently in the circumstances described below. "Released home" means that the Headmistress has consented to the Pupil being away from School for a specified period of time. "Exclusion" means that the Pupil may not return to School until arrears of Fees have been paid. "Exclusion" may also be used as a general expression covering any or all of the other expressions defined in this clause.

59 Sanctions: The School will apply those reasonable sanctions that it considers to be appropriate.

60 Expulsion: The Pupil may be formally expelled from the School if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of School discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Headmistress shall act with procedural fairness in all such cases in line with our Exclusion Policy. The Headmistress's decision shall be subject to a Proprietor's Review if requested by a Parent. Parents will be given a copy of the Review procedure current at the time. The Pupil shall remain away from School pending the outcome of the Review.

61 Fees after Expulsion: If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms and the unspent balance of any lump sum prepayment will be refunded without interest, less any sums owing to the School. There will be no charge to fees in lieu of notice but, save for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sum due to the School will be payable.

62 Removal in other Circumstances: Parents may be required, during or at the end of a term, to remove the Pupil, temporarily or permanently from the School if, after consultation with the Pupil and/or Parent, the Headmistress is of the opinion that by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School, or

if, in the opinion of the Headmistress, a Parent has treated the School or members of its staff unreasonably or is unwilling or unable to support the reasonable aims and ethos of the School. In these circumstances, Parents may be permitted to withdraw the Pupil as an alternative to removal being required. The Headmistress shall act with procedural fairness in all such cases, and shall have regard to the interests of the Pupil and Parents as well as those of the School.

63 Fees Following Removal: If the Pupil is removed or withdrawn in the circumstances described above, the rules relating to Fees shall be the same as for expulsion save that the Acceptance Deposit will be refunded in full without interest, less any sums owing to the School.

64 Leaving Status: The expression "leaving status" refers to whether the Pupil has been expelled, removed or withdrawn, to the record which will be entered into the Pupil's file as to the reason for leaving, to the Pupil's status as a leaver, to the transfer of the Pupil's work to another educational establishment, to the nature of the reference which will be given in respect of the Pupil and to the financial aspects of the Pupil's leaving. These and any other relevant matters of leaving status will be discussed by the Headmistress with the Parents and, where appropriate with the Pupil, at the time of the Headmistress's decision. If a pupil is withdrawn, expelled, removed or suspended, the pupil shall remain away from School and shall have no right to enter School premises during that time without written permission from the Headmistress.

65 Complaints Procedures: A complaint about any matter of School policy or administration must be made in accordance with the School's published "Complaints Policy for Parents", a copy of which is available on the School's website: [www.thevillageschool.org.uk](http://www.thevillageschool.org.uk) or from the School Office: 0207 4854673 . Every reasonable complaint shall receive fair and proper consideration and a timely response.

#### **H Provisions About Notice**

- see also section F "Moving up the School" and section G.

66 Sections H and I: The rules in sections H and I are intended to protect those parents who pay fees on time and to safeguard the School against consequences of the defaults of others.

67 Notice to be given by Parents means (unless the contrary is stated in these Terms and Conditions) a term's written notice addressed to and actually received by the Headmistress. No other notice will suffice. Notices must be hand delivered or sent by recorded or guaranteed delivery post to the School

address. It is expected that Parents will consult with the Headmistress before giving notice to withdraw the Pupil.

68 "A term's notice" to be given by Parents means notice given on or before the first day of a term for the Pupil to leave at the end of that term and expiring at the end of that term. A term's notice must be given in writing if the Parents wish to cancel a place which they have accepted, or if Parents wish to withdraw the Pupil who has entered the School. Two terms notice needs to be given in Pre-Prep and IIIrd Form.

69 "Term" means the period between and including the first and last days of each school term.

70 "Half a Term's Written Notice" means notice given in writing before the first day of term expiring at half term, or notice given in writing before half term expiring at the end of term.

71 Provisional notice is valid only for one term and must be received by the start of the term at the end of which the Pupil intends to leave. This notice must be in writing and accepted in writing by the Headmistress personally.

72 Fees in lieu of notice means Fees in full for the term of notice at the rate that would have applied had the Pupil attended and not limited to the parental contribution in the case of a bursary or other award or concession. The charge of a term's Fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

73 "Cancellation" means the cancellation of a place at the School which has been accepted by the Parents and which occurs before the Pupil enters the School or where the Pupil does not enter the School. Please see clause 11 for details of when entry to the School occurs. Please also see Clause 75 "Cancelling Acceptance" and Clause 76 "Cancelling Acceptance of a place offered in the Term before Entry."

74 Cancellation rights: If the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication without either parent meeting face to face with a member of the School staff during the contractual process the Parents may cancel this agreement at any time within 14 days of the date of the acceptance form. In such circumstances the Acceptance Deposit will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this agreement.

75 Cancelling Acceptance: The Acceptance Deposit should only be paid once a firm decision to join the School has been made. The cancellation of a place after acceptance can cause long-term loss to the School if it occurs after other families have taken their decisions about schooling for their children because the School relies on commitments given when accepting places to budget for income and expenditure requirements each year. A genuine pre-estimate of loss is fees for between one and five years. Save for where clause 74 applies, the School agrees to limit the Parents' liability to:

- a full term's fees, less the Acceptance Deposit, payable as a debt if less than a term's notice of cancellation has been given; or
- the full amount of the Acceptance Deposit if more than a term's notice has been given.

Cases of serious illness or genuine hardship may receive special consideration on written request.

76 Cancelling a place offered in the Term before Entry: If the offer of a place is made in the Term immediately prior to the term of Entry and the Parents accept the place, the Parents may cancel their acceptance in writing at any time up to four weeks from the date of the Acceptance Form. The Acceptance Deposit will then be retained by the School. Parents who give notice of cancellation after this date or who give no notice of cancellation will incur a liability to pay one term's Fees in lieu of notice less the Acceptance Deposit held. Please see clause 11 for details of when Entry occurs.

77 "Withdrawal": means the withdrawal of the Pupil from the School by the Parents or the Pupil with or without notice required under this contract at any time after the Pupil has entered the School. Please see clause 11 for details of when Entry to the School occurs. Please also see clause 78 - Withdrawal by Parents and clause 86 - Exclusion for Non-Payment.

78 Withdrawal by Parents: If the Pupil is withdrawn on less than a term's notice, or excluded for more than 28 days for non-payment of fees, Fees in lieu of notice, less the Acceptance Deposit, will be due and payable as a debt at the rate applicable to the term in question.

79 Prior Consultation: It is expected that a parent will in every case consult personally with the Headmistress or with the Headmistress's authorised Deputy before notice of withdrawal is given by the Parents.

80 Discontinuing Extras: Half a Term's Written Notice is required to discontinue extra tuition or half a term's Fees for the extra tuition will be immediately payable in lieu as a debt.

81 Termination by the School: The School may terminate this agreement on one term's written notice sent by ordinary post or on less than one term's notice in a case involving expulsion or required removal. The School would not terminate the contract without good cause and full consultation with Parents. The Acceptance Deposit would be refunded without interest less any outstanding balance of the account.

#### **I Fees**

82 Meaning: "Fee" and "Fees" where used in these Terms and Conditions include each of the following charges where applicable: Registration Fee; Acceptance Deposit; Tuition Fees, which cover the normal curriculum, including class music, drama, dance and games within the curriculum together with most books and stationery; Fees for extra tuition e.g. musical instrument tuition, other extras such as clothing and equipment, photographs and other items ordered by the Parents or the Pupil; charges arising e.g. obligatory class trips to places of interest and most after school clubs; and damage where the Pupil alone or with others has caused wilful loss or damage to School property or the property of any other person (fair wear and tear excluded) and late payment charges if incurred (see clause 87).

83 Payment: The Parents undertake to pay the Fees applicable in each term in respect of each School year directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each term are due and payable before the commencement of the School term to which they relate. If one or more items on the bill are under query, the balance of the bill must be paid.

84 Payment of Fees by a Third Party: An arrangement with a third party (such as an employer, grandparent or step-parent without parental responsibility) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these Terms and Conditions unless an express release has been given in writing, signed by one of the Principals. The School reserves the right to refuse a payment from a third party. All such payments are accepted in good faith.

85 Refund/Waiver: Any waiver is effective only if given in writing by the Headmistress personally. Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home before or after examinations or otherwise before the normal end of term; or for any cause other than exceptionally and at the sole discretion of the

Headmistress in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of this contract to make a refund. This clause is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents. Separate rules (set out in Section G above) would apply if the Pupil is expelled or removed, i.e. asked to leave. See also Section J for information about the clauses on events beyond the control of the parties.

86 Exclusion for Non-Payment: The right is reserved on three days' written notice to exclude the Pupil while Fees are unpaid. Exclusion on these grounds is not a disciplinary matter but The Proprietor has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the Parents. The School may also withhold any information, character references or property while Fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil. A pupil who has been excluded at any time when fees are unpaid will be deemed withdrawn without notice 28 days after exclusion (then a term's Fees in lieu of notice will be payable in accordance with the Provisions about Notice in Section H).

87 Late Payment: Save where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 1.5% per month accruing on a daily basis which is a genuine pre-estimate of the cost to the School of a default. Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared. The Parents shall also be liable to pay all costs, fees and charges reasonably incurred by the School in the recovery of unpaid Fees regardless of the value of the School's claim. If the School is required to pay all or part of any sum received from a third party credit provider on behalf of the Parents, the Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School.

88 Part Payment: Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges may be applied to any unpaid balance of Fees.

87 Appropriation: The Parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of those Parents.

88 Instalment Arrangements: An agreement by the School to accept payment of current and/or past Fees by instalments is concessionary and is subject to separate agreement/s between the Parents and the School. Where there are inconsistencies between these Terms and Conditions and those of any instalment agreement or invoice issued by the School to the Parents (as applicable), the terms and conditions of the instalment agreement or the invoice shall prevail.

89 Advance Payment Schemes under which a lump sum advance payment of Fees is made by or on behalf of the Parents will be the subject of a separate agreement.

90 Bursaries: Every bursary or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and our staff reasonably. The terms on which such awards are offered and accepted will be notified to the Parents at the time of offer.

91 Fee Increases: Fees are reviewed annually and are subject to reasonable increase from time to time. If less than a term's notice is given of a Fee increase, notice of withdrawal given within 21 days after notice of the increase was received will not incur a term's Fees in lieu of notice and the Acceptance Deposit will be refunded without interest, less any sums owing to the School.

92 Information about Fees: The Parents consent to the School making enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also consent to the School informing any other school or educational establishment to which the Pupil is to be transferred if any Fees of this School are unpaid.

93 Money Laundering: In some circumstances the School will need to obtain satisfactory evidence (such as sight of a passport) of the identity of a person who is paying Fees.

#### **J Events beyond the control of the Parties**

94 Force Majeure: An event beyond the reasonable control of the parties to this agreement is referred to below as a "Force Majeure Event" and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

95 Notification: If either party to the Agreement is prevented from or delayed in carrying out its obligations under this Agreement by a Force Majeure Event, that party shall immediately notify

the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

96 Continued Force Majeure: If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification under clause 95 above shall notify the other of the steps to be taken to ensure performance of this Agreement.

97 Termination: If the Force Majeure Event continues for a total period greater than 120 days, the party in receipt of notification under clause 102 may terminate this agreement by providing at least three working days' notice in writing to the other party.

#### **K General Contractual Matters**

98 Management: It is our intention that the Terms and Conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the School community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our School community and to ensure compliance with the law.

99 Legal Contract: The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of these Terms and Conditions.

100 Data Protection: By signing the Acceptance Form or agreeing to be bound by these Terms and Conditions, the Parents, on behalf of themselves and so far as they are able, on behalf of the Pupil, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School.

101 Change: A successful school must initiate and respond to change. The offer of a place and its acceptance are given on the basis that, in the interests of the School as a whole, reasonable changes may be made. For example, there may be changes in the staffing, in the premises, facilities and their use, in the curriculum and the size and composition of classes, in the School Rules and procedures, in the disciplinary framework, in the length of the school terms, in the length of the school day and to/in any other aspect of the School. In addition, there may be the need to undertake a business reorganisation exercise and/or a merger or a change of ownership may be necessary. For these reasons, the benefit and burden of this agreement may be freely assigned to another party at the discretion of the School. Fee levels will be

reviewed each year and there will be reasonable increases from time to time.

102 Consultation: It is not practicable to consult with parents and pupils over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that parents are consulted and where possible given at least a term's notice of a change of policy, change in any physical aspect of the School which would have a significant effect on their child's education or pastoral care, or a change of ownership. For example, notice would be given of a proposal to remove a subject from the curriculum.

103 Consumer Protection: Care has been taken to use plain language in these Terms and Conditions and to explain the reasons for any of the terms that may appear one-sided. If any words above or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.

104 Representations: Our prospectus and website describe the broad principles on which the School is presently run and give an indication of our history and ethos. Although believed correct at the time of publication, the prospectus and website are not part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter contained in the prospectus, website, or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering this agreement.

105 Third Party Rights: Only the School and the Parents are parties to this contract. Neither the Pupil nor any third party is a party to it. The acts and omissions of Parents are binding on the Pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Pupil and vice versa.

106 Interpretation: These Terms and Conditions supersede those previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are included for ease of reading only and do not otherwise form part of the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.

107 Jurisdiction: This contract is made at the School and is governed exclusively by the law of England and Wales and the parties submit to the non-

exclusive jurisdiction of the Courts of England and Wales.

## Data Protection Information Notes

1. The School holds information about you and your child including exam results, parent and guardian contact details and financial information and details of medical conditions. This information is kept electronically on the School's information management system or manually in indexed filing systems.

2. These notes refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.

3. The School processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and /or the School processing financial information obtained from you or from third parties such as credit reference agencies.

4. The School may process different types of information about your child for the purposes set out above. That information may include:

- Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child.
- Personal details such as home address, date of birth and next of kin.
- Information concerning your child's performance at School, including discipline record, school reports and examination reports.
- Financial information including information about the payment of fees at this School or any other school.

5. Where, in the professional opinion of the Headmistress it is deemed necessary we may share information with certain third parties.

6. If the School enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other

organisations which make searches about you.  
Failure to supply information may result in a refusal  
of credit.