

PARENT CONTRACT for SIXTH FORM NON BOARDING

ROYAL ALEXANDRA AND ALBERT SCHOOL

Terms and Conditions

What these terms cover. These are the terms and conditions on which we provide Non Boarding.

Why you should read them. Please read these terms carefully before you accept our offer of a place at the School for your child. These terms tell you who we are and how and on what basis the School will provide Non Boarding.

In these terms you will see some parts written in bold or that are otherwise highlighted to make them stand out. This is in an effort to draw certain provisions to your specific attention because they are important to the good management and operation of the School and our provision of Non Boarding.

If you think there is a mistake in these terms, or if anything in these terms is unclear or you would like to have further explained to you, then please contact Admissions to discuss.

1. Definitions

(a) **Meanings of some words and phrases we use in these terms and conditions.** In these terms and conditions some words and phrases have particular meanings and it is helpful to ensure certainty and consistency to have them defined. Such defined terms are set out below and when used in these terms and conditions they shall have the meaning given to them here. Please take note of them.

"Acceptance Form" means the form provided by the School for parents to complete when accepting a place for their child at the School;

"child" means a child of whatever age admitted by the School to be educated and includes any pupil aged 18 or over;

"Complaints Procedure" means the School's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School. It does not form part of the contract between you and the School. A copy of the most up-to-date procedure is on the School's website and is otherwise available from the School at any time upon request;

"contract" has the meaning given in Clause 1(c) below;

"deposit" means the amount set out and referred to the deposit in the Acceptance Form (and that is separately set out in the Schedule of Charges);

"charges" means the termly charges set out in the Schedule of Charges;

"normal leaving date" means the end of Year 13;

"Head" means the person appointed by the Governors of the School from time to time to be responsible for (or share in the responsibility for) the day-to-day running of the School, including anyone to whom such duties have been delegated;

"Schedule of Charges" means the published note of the School's prevailing charges notified to you from time to time and a copy of which remains available on the School's website and from the School and at any time upon request;

"School Rules" means the rules of the School as may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. A copy of the then current version of the rules is provided to each child on entry and is sent to parents with the Acceptance Form and parents will be given notice of subsequent changes to the rules;

"Non Boarding" means entitlement to use the common facilities in the boarding house to which the child is attached, up to three meals each day in the Dining Hall, access to all activities run for the Sixth Form, and use of

the Sixth Form Centre, between the hours of 7.30am and 8.30pm Mondays to Fridays and between 7.30am and midday on Saturdays during term time.

"Behaviour Management Policies" are the detailed policies approved by the Governors encompassing the School's expectations of pupil behaviour and rewards and sanctions;

"term" means a term of the School as notified to parents from time to time;

"a term's notice" means written notice given not later than the first day of the term preceding the term to which the notice relates;

"terms and conditions" means these terms and conditions as may be amended from time to time for legal, safety or other substantive reasons, or in order to assist the proper administration of the School;

"we" or the "School" means the legal entity carrying on as the School as identified in Clause 1(b) below; and

"you" or the "parents" means each person who has signed the Acceptance Form as parent or guardian of the child or a person who with the School's express written consent replaces a person who has signed the Acceptance Form.

In these terms and conditions we sometimes provide illustrative examples to try and provide you with a better understanding and appreciation of what we are referring to. We do this by using the words "for example", "includes" or "including" and, because we do not intend for the examples given to be exhaustive, when we do use these words it means that the examples that are given are not exclusive or limiting examples of the matter in question.

Also in these terms and conditions we use headings to introduce the separate provisions. These headings are for ease of understanding only.

- (b) **Who we are.** We are the Royal Alexandra and Albert School, a charity registered in England and Wales. Our charity number is 311945 and our registered office is Gatton Park, Reigate, RH2 0TD.
- (c) **Our contract with you.** The Acceptance Form, the Schedule of Charges, the School Rules, the Behaviour Management Policies, the Complaints Procedure and these terms and conditions (as in each case may be varied from time to time) form the terms of an agreement (the "contract") between you and the charitable corporation the Royal Alexandra and Albert School or its successors in business. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. **Acceptance and Deposit**

- (a) **How you accept our offer of a place.** An offer of a place for your child at the School is accepted by your submitting the completed Acceptance Form and paying the deposit.
- (b) **The non-refundable status of the deposit.** The deposit is not refundable if your child does not take up a place at the School. The exception to this is where the School fills the vacancy created by your child's withdrawal, in which case the School shall refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of those costs.
- (c) **How we use the deposit.** The deposit will form part of the general funds of the School until it is repaid without interest to you, after deduction of any other sums due to the School, after the child leaves the School.

PLEASE READ THIS NEXT SECTION CAREFULLY – it deals with what you need to do if you wish to withdraw your acceptance of a place before your child joins the School and what happens if you withdraw at that stage.

The cancellation of a place which has been accepted can cause losses to the School, especially if it occurs after other families have taken their decisions about schooling for their children as it means we are less likely to fill the place. This is why we require the period of notice referred to here for a withdrawal, and why different consequences follow depending on whether we get that period of notice or not.

3. Withdrawing your Acceptance of a Place before your child joins the School.

- (a) **The period of notice we require.** If you wish to withdraw your acceptance of a place AFTER submitting the Acceptance Form and paying the deposit but BEFORE your child starts at the School you must give us written notice before the first day of the term immediately preceding the term in which your child was due to start. This means that if, for example, your child is due to start at the School in September at the start of the academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (i.e. the final term of the previous academic year).
- (b) **If we receive that period of notice.** If you provide that period of notice, you will lose the deposit (subject to repayment under Clause 2(b) above if the resulting vacancy is filled by the School) but no further charges will be payable. This means that the School will retain the deposit and not refund it to you unless and until the vacancy created by the withdrawal of your child has been filled (and, if it is to be refunded, then an amount will be deducted from the deposit to cover the School's costs in administering your dealings with the School or a reasonable estimate of these costs). In any event, in such circumstances you are not required to pay any further charges or amounts to the School.
- (c) **If we do not receive that period of notice.** If you do not provide us with notice before the first day of the term immediately preceding the term in which your child was due to start (or if no notice is provided at all) a term's charges shall be payable by you and shall become due and owing to the School as a debt. The term's charges shall be charged at the rate applicable for the term immediately preceding the term when your child was due to start. The School shall credit the deposit you have paid (without interest) to the payment of the term's charges you will owe us (and you hereby acknowledge and agree that the School shall be entitled to retain the deposit on account of payment of the term's charges). Where applicable, such charges should be reduced to take account of any scholarship or bursary awarded to you.
- (d) **Notice period if you accept a place less than one full term prior to your child starting at the school as a pupil.** If you accept a place after the start of the term preceding the term your child is due to start, and you subsequently give notice that you wish to withdraw that acceptance before your child's planned start date at the start of the next term, you will be liable to pay a full term's charges. The term's charges shall be payable by you and shall become due and owing to the School as a debt at the point of the withdrawal or at the point your child was due to join the school, whichever is first. The term's charges shall be charged at the rate applicable for the term your child did not attend. The School shall credit the deposit you have paid (without interest) as part payment for the term's fees (and you hereby acknowledge and agree that the School shall be entitled to retain the deposit on account of payment of the term's charges).

4. Charges, Supplemental Charges and Payment

- (a) **What the charges include.** All the costs of the provision of Non Boarding (except the cost of the provision of education which is provided without charge according to the provisions of the relevant Education Acts) shall be met by the charges unless otherwise notified to you by the School at any time (either in the Schedule of Charges or otherwise).
- (b) **What the charges do not include: supplemental charges.** Any extra-curricular activities such as private music lessons, riding lessons, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the Non Boarding charges and charged for accordingly.

PLEASE READ THIS NEXT SECTION CAREFULLY – it deals with your responsibility to pay charges and supplemental charges.

- (c) (i) **Who is responsible for ensuring payment.** Each of you who has signed the Acceptance Form is liable for and must ensure that all of the charges and supplemental charges due are paid to the School. This is because our contract applies to both of you together and each of you on your own UNLESS AND UNTIL the School has expressly agreed in writing with each of you to look exclusively to any other person for payment of the charges and/or any supplemental charges. Each person who signs the Acceptance Form has an individual responsibility to ensure that, between them, the charges and supplemental charges owing to the School are paid. In practice what this means is that if charges or supplemental charges have not been paid to the School then, in order to recover the outstanding payments, the School can seek payment of the full amount outstanding from either parent.
- (ii) **How can one person remove him/herself from their payment responsibility.** A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice AND

PROVIDED THAT they have obtained the prior written consent of both the School and the other person who has signed the Acceptance Form.

(iii) How bursary etc awards are treated. If your child has been awarded a bursary, your responsibility will be to pay for the amount of charges due after taking account of that award. An award may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and/or if, in the opinion of the Head, your child's attendance, progress and/or behaviour no longer merit the continuation of the award. Any such withdrawal of an award will not operate so as to increase the charges due in respect of a term which has already commenced. If, within fourteen (14) days following the withdrawal of a bursary, a child is withdrawn from the School, no charges in lieu of notice will be payable by you.

(d) How the charges are invoiced and payment requirements. Each term's charges are invoiced separately and the charges payable in respect of each term fall due for payment by you either in full before the first day of term. Each term's charges will be included in an invoice sent to you (or such person(s) the School may have agreed separately shall pay the charges under Clause 4(c)(i) above). The charges must be paid in full before the first day of term to which the invoice relates. We may not allow your child to attend the School if you do not pay on time.

The School may agree that the fees that are or will fall due in relation to any term can be paid in instalments. If we agree to do this, then the School and those responsible for paying those fees will agree separately in writing the anticipated schedule of instalments by which the deferred amount of each term's invoice is to be paid. The agreed amount for each term will need to be paid by direct debit in not more than three (3) instalments (unless otherwise agreed in writing by the School) within a three (3) month period from the date of the relevant invoice. The School will issue a separate invoice and schedule of instalments relating to the fees due in respect of each term, which will be evidence of the separate agreement for the payment of that term's fees.

(e) Payment of supplemental charges. All supplemental charges for each term (and for other unpaid supplemental charges that were agreed in the previous term) will be invoiced separately and such invoice shall be sent to you before the start of the next term. All such supplemental charges must be paid in full before the first day of the forthcoming term.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out what rights we have, and what action the School may take, if charges and/or supplemental charges are not paid in accordance with these terms and conditions.
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(f) (i) Non-payment of charges: refusal to attend school. We reserve the right to refuse to allow your child to access Non Boarding and to withhold any references while charges remain unpaid or there is a persistent failure by you to pay the charges on time.

(ii) Non-payment of supplemental charges: refusal to participate in the relevant activity. We reserve the right to refuse to allow your child to participate in the relevant extra-curricular activity while the applicable supplemental charge for that activity remains unpaid.

(iii) We can charge interest if you pay late. If you do not make any payment to the School by the due date for payment (see Clauses 4(d) and 4 (e) above we may charge interest to you on the overdue amount at the rate of 5.0 per cent a year above the base rate from time to time of the School's bank. Unless we tell you otherwise in writing, this interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after we obtain a court judgment against you. You must pay the School the interest together with the overdue amount.

(iv) We can recover our costs for recovering late or non-payments. Unless we expressly agree otherwise in writing with you, you will be responsible for paying the costs we reasonably incur in recovering or attempting to recover any unpaid charges or supplemental charges from you (including reasonable legal costs, and in any event being such costs that would be allowable by the courts if judgment was made in the School's favour). Should a payment (be that by BACS, direct debit, cheque or any other form) be returned by the payee's bank, the School reserves the right to charge a £10 administration fee towards the cost of dealing with the collection of the amount outstanding.

(v) We can notify other educational institutions of your outstanding payments. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding charges or supplemental charges.

(vi) You acknowledge that The Education (Pupil Registration) (England) (Amendment) Regulations 2011 state “Where a pupil of compulsory school age is a boarder at a maintained school or an Academy, the pupil’s name must be deleted from the admission register where payment of the boarding charges by the pupil’s parents remains outstanding at the end of the term to which those charges relate.

PLEASE READ THIS SECTION CAREFULLY – it sets out our right to increase the charges during the course of your child’s time at the School.

- (g) **Our ability to increase the charges.** We will review our charges during the course of your child’s time at the School (usually annually) and may increase them. Notice of an increase in the charges will be sent to you before the commencement of the term prior to the term that the increase is to take effect (e.g. before the start of the summer term for an increase to take effect from the start of the autumn term). This will allow you time to consider the increase and, if you wish to withdraw your child from the School before the proposed increase is set to take effect, then you have sufficient time to provide the required term’s notice of withdrawal to the School under Clause 5(a) below.
- (h) **Charges and supplemental charges will not be reduced due to your child’s absence.** Charges and any agreed supplemental charges will not normally be reduced or refunded as a result of absence due to illness or otherwise. If your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of charges will be made in respect of such periods spent at home.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out what period of notice we require from you if you wish to (i) withdraw your child from the School, (ii) change the nature of your child’s place at the School, or (iii) remove them from participating in an activity for which there is a supplemental charge.

Due to the termly organisation and allocation of resources we will charge you if you do not provide us with the required period of notice to cover the School’s losses. In such circumstances we require you to pay us a sum equivalent to the charges and/or supplemental charges you would have paid had the required period of notice been given – we refer to the relevant sum as “charges in lieu of notice”.

5. Notice Requirements

- (a) **Notice to withdraw your child from the School and Non Boarding.** If you wish to withdraw your child from the School and Non Boarding (other than at the normal leaving date), you shall either give a term’s notice to that effect or shall pay to the School a term’s charges in lieu of notice, at such rate as would have been charged for the final term of provision if a term’s notice had been given. This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (i.e. at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (i.e. the final term of the preceding academic year).
- (b) **When the relevant amount in lieu of notice must be paid.** In cases under (a) above, the appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term’s notice had been given.
- (c) **Notice to withdraw your child from participating in an activity covered by a supplemental charge.** If you wish to withdraw your child from an activity charged for as supplemental, you shall either give a term’s notice to that effect or shall pay to the School as a debt a term’s charges for the activity in which your child has ceased to participate.
- (d) **Withdrawal part-way through a term does not reduce the amount you owe to the School.** The School’s affairs are organised on a termly basis and it is not possible for you to reduce the amount of charges due or to obtain a refund of charges by withdrawing your child or by your child’s ceasing to participate in an activity part-way through a term.

6. School Rules

- (a) **Your child must comply with the School Rules.** It is a condition of remaining at the School that you and your child comply with the School Rules. In addition you promise to ensure that your child attends School punctually and that your child conforms to any rules of appearance, dress and behaviour as we may issue from time to time (if not already included in the School Rules).

- (b) **We may undertake drugs testing of your child.** The School may undertake drugs testing of pupils in accordance with its drugs policy as set out in the Behaviour Management Policies. The drugs policy has been adopted with the aim of safeguarding the health and safety of all pupils.
- (c) **Monitoring your child's email communications, internet use, and use of social media.** The School may, subject to applicable data protection legislation, monitor your child's email communication, internet use and use of social media. We may do this for various reasons, including ensuring compliance with the School Rules or where it is appropriate for the School to do so (or indeed necessary) in connection with the School's legal and/or other duties and responsibilities or other legitimate purposes or good practice requirements.

7. Disciplinary Procedures

- (a) **The Head's discretion to withdraw your child's Non Boarding place.** In accordance with the Behaviour Management Policies, the Head may in his/her discretion withdraw the Non Boarding place (either temporarily or permanently) if he/she considers that your child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of your child or other children.
- (b) The Head may in his or her discretion require you to remove your child from Non Boarding if the Head considers that:
 - (i) your behaviour or conduct (or the behaviour or conduct of one of you or your child): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's wellbeing at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract; or because we have a legal right to end the contract because of something you have done;
 - (ii) your child's attendance is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your child or other children.
- (c) We shall monitor your child's wellbeing within Non Boarding and we shall advise you if we have any concerns. You may be asked to withdraw your child without being charged in lieu of notice if in the opinion of the Head the School cannot provide adequately for your child's particular needs.
- (d) **What happens if your child's Non Boarding place is withdrawn.** Should the Head exercise his/her right under sub-clause 7(a) or 7(b) above you will not be entitled to any refund or remission of charges or supplemental charges due (whether paid or payable) and the deposit will be forfeited. When the deposit is forfeited the School will retain it. However, in such circumstances charges in lieu of notice will not be payable and any prepaid charges and/or supplemental charges will be refunded.
- (e) The Behaviour Management Policies set out examples of offences likely to be punishable by the withdrawal of Non Boarding. These examples are not exhaustive, and the Head may decide that withdrawal of Non Boarding for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- (f) The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 7.
- (g) Any review of serious disciplinary matters or decisions taken by the School and/or Head under this Clause 7 shall be governed by the Complaints Procedure.

8. The School's Obligations

- (a) **The period of your child's Non Boarding.** Subject to these terms and conditions, the School will accept your child as a member of Non Boarding from the time of joining the School until the end of his or her secondary schooling. However, the School shall not be obliged to permit your child to enter sixth form Non Boarding unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. The School may make a decision as to whether your child may join sixth form Non Boarding after the results of GCSE or equivalent examinations are known, and may make entry to sixth form Non Boarding conditional upon the results of such examinations. Students in the sixth form must make satisfactory progress in all of their subjects by the end of Year 12 such that they have a viable programme of study for Year 13. The Headmaster will have discretion about what constitutes a viable programme of study.

- (b) **The scope of our duty to exercise reasonable skill and care for your child's welfare.** While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his or her welfare. This obligation will apply at all times when your child is permitted to be on School premises or is participating in activities organised by the School. **We cannot accept any responsibility for your child while off the School premises unless he or she is taking part in a school activity or otherwise under the supervision of a member of School staff.** The School shall adhere to and comply with the National Minimum Standards for Boarding Schools (applicable from time to time) published under the Children Act 1989 (as amended or superseded).
- (c) **Consent to participation in contact sports and similar activities.** Unless you notify us to the contrary, you consent to your child participating, under supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (d) In order to fulfil our obligations, we, the Head and School staff need your co-operation, including in particular by you fulfilling your own obligations under this contract.
- (e) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (f) **What happens if your child needs urgent medical attention.** If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, if it is not practicable to contact you we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)). You give consent for the administration of first aid and appropriate non-prescription medicine.
- (g) **Our right to make changes at the School.** The School's website describes the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School, and we reserve the right to do so. For this reason, please notify the School if there is anything of particular concern to you contained on the website.
- (h) **We will give you notice of significant changes.** We will give you notice of any changes at the School that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect. This will allow you time to consider the proposed change and, if you wish to withdraw your child from the School before the proposed change is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) above.
- (i) **Religious observance.** Religious observance at the School shall be conducted in accordance with the School's Collective Worship Policy.

9. The Parents' Obligations

- (a) **We require your co-operation.** In order to fulfil our obligations under this contract and to maintain a constructive and good working relationship with you, we, the Head and School staff need your co-operation, including in particular by you fulfilling your own obligations under this contract.
- (b) It is a condition of your child joining the School that you complete the application process honestly and without wilful and material omission or inaccuracy. The Head reserves the right to withdraw Non Boarding without prior notice in the event of a material omission or inaccuracy. Should the Head exercise this right you will not be entitled to any refund or remission of charges or supplemental charges paid or due and the deposit will be forfeited. However, in such circumstances charges in lieu of notice will not be payable.

- (c) **You must notify us of your child's health/medical conditions.** It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You must inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. You must also provide us, whether upon further request by the School or otherwise, any reports or other materials relevant to the same.
- (d) **Circumstances where we may require you to keep your child away from School.** If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit him/her to return to the School until such time as the health risk has passed.
- (e) Other than in exceptional circumstances, and subject to the Head's agreement, your child must register with the School's doctor.
- (f) **You must notify us of any special arrangements needed for your child.** You must inform the School of any situations where special arrangements may be needed in relation to your child, including in relation to his or her welfare.
- (g) **You must notify us of any court orders that relate to, or that may impact upon, the provision of Non Boarding facilities to your child; and provide us with copies of them.** You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and/or the School's provision of education to your child. These would include any court order or undertaking given to a court, which may deal with or impact upon in any way: (i) your child's living and/or contact arrangements; (ii) your child's education, welfare and/or upbringing; and/or (iii) the payment of charges. In any such circumstances you shall (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts thereof).
- (h) **We are entitled to expect that parents have consulted with each other regarding decisions relating to your child.** You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly, except under Clause 9(i) below, you (and each of you) accept that the school is entitled to treat:
 - (i) any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
 - (ii) any communication from the School to one of you as having been given to both of you.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out who needs to sign the notice of withdrawal of your child.

- (i) **We are entitled to require that notices of withdrawal must be signed by both parents.** A notice of withdrawal of your child served under this contract (ie, under any of Clauses 3(a), 4(c)(iii) or 5(b)) must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).
- (j) **You must notify us of your child's absence from School.** The Head must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.
- (k) **Raising concerns with the School and making formal complaints.** If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without undue delay. Complaints should be made in accordance with the School's Complaints Procedure. A copy of the most up to date version of the School's Complaints Procedure is on the School's website and is otherwise available from the School at any time on request.

Note: Parental responsibility is defined in the Children Act 1989 as "all rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and his or her property". It equates to legal responsibility for the child. If you have any doubts about whether you do or do not have parental responsibility for the child you may wish to seek legal advice.

10. Insurance

Your responsibility to make your own insurance arrangements. You must make your own insurance arrangements if you require cover for your child or his/her property while at School or for the payment of charges due to absence of your child or closure of the School premises.

11. How we may use Personal Information: References, Confidentiality and Data Protection

- (a) **Your consent to us providing a reference for your child.** You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be responsible for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.
- (b) **You consent to us using information relating to your child for certain purposes connected with the running of the School.** You consent to us making use of information relating to your child (including photographs and video recordings), and (where appropriate) relating to you, whilst your child is at the School and after he or she has left for the purposes of:
- (i) managing relationships between the School and current pupils/parents and fulfilling our obligations under the contract with you;
 - (ii) promoting the School to prospective pupils/parents;
 - (iii) publicising the School's activities; and
 - (iv) communication with the school community and the body of former pupils.
- In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website(s) and (where appropriate) the School's social media channels.
- (c) You consent to the School making enquiries of your child's current or previous schools for confirmation that all sums due and owing to such school/s have been paid.
- (d) **We will send information (e.g. school reports) about your child to both of you as a matter of course.** You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including reports, correspondence and other materials relating to his or her progress, development and/or education generally). The school shall therefore disclose such information as a matter of routine to such persons UNLESS the school is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example under the Data Protection Act 1998 (as amended or superseded)).
- (e) **The Data Protection Act 1998 and your consent to our processing of your /your child's personal data.** The School will process personal data about you and your child in accordance with the Data Protection Act 1998 (as amended or superseded). You consent to us processing such personal data:
- (i) as set out in this clause 11, and in the School's 'Data Protection Notice' which is available on the School's website as may be amended from time to time;
 - (ii) in order to comply with any court order or legal, regulatory or good practice requirement; and
 - (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes.

12. Intellectual Property Rights

Recognising these rights. We shall recognise any intellectual property rights created, generated or owned by or vested in your child.

13. Changes in Ownership etc

The circumstances in which we may transfer this contract to someone else. For the purposes of constitutional changes to the School (including changes to the legal entity that owns or runs the School) or amalgamation of the School with another we may transfer the undertaking of the School to another person or organisation. We will notify you to let you know if we plan to do this and we will ensure that the transfer will not affect your rights under this contract. We may transfer our rights and obligations under this contract in connection with any such transfer and/or amalgamation.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out the rights we have and that you have to cancel this contract early (that is, before the normal leaving date for the end of your child’s schooling.

14. **Cancellation of this Contract**

- (a) Our rights to end the contract. The School may end this contract at any time by notice in writing to you, without obligation to return any deposit or charges paid to you if:
- (i) you do not make a payment to us when it is due and you still do not make payment within fourteen (14) days of us reminding you that such payment is due;
 - (ii) your child’s Non Boarding place has been withdrawn;
 - (iii) you are required to remove your child from the School including circumstances where you (as opposed to your child) act in such a way as to give the Head cause to require you to remove your child from the School under Clause 7(b)(i) of this contract;
 - (iv) you (or either of you) make a serious misrepresentation of facts or circumstances to us or you (or either of you) withhold important information from us, about you and/or your child or that is relevant to the provision of Non Boarding by the School to your child (such as misrepresenting at any point in time (and whether by act, or omissions or withholding of information on your part) that you and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your child is not);
 - (v) you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and/or you fail or refuse to complete and submit a Pupil Leave of Absence form;
 - (vi) you (or either of you);
 - (aa) are unable, following our request, to demonstrate that you will be able to pay the charges and supplemental charges due under this contract;
 - (bb) are otherwise unable to pay your debts as they fall due;
 - (cc) are the subject of a bankruptcy petition or order; or
 - (dd) enter into an individual voluntary arrangement or
 - (vii) you otherwise do not comply with (i.e. you breach) your obligations under this contract such that we have a legal right to end the contract because of something you have done wrong or, in the Head’s reasonable discretion, the School is not able to provide, or is compromised in providing, the Non Boarding facilities it needs to in satisfaction of its obligations under this contract.
- (b) **Your rights to end the contract.** You may end this contract at any time by notice in writing to the School if;
- (i) you have a legal right to end the contract because of something we have done; or
 - (ii) the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound up for any reason.
- (c) Within Regulation 8(1) of The Education (Pupil Registration) (England) (Amendment) Regulations 2006 (as amended*) it is stated that where a pupil of compulsory school age is a boarder at a maintained school or an Academy, the pupil’s name shall be deleted from the admission register where payment of the boarding charges by the pupil’s parents remains outstanding at the end of the term to which those charges relate. Accordingly and notwithstanding any other provision set out in this contract, you each hereby acknowledge and agree that we shall be entitled to cancel this contract and require the removal of your child from the School in such circumstances.
- (*The 2006 Regulations were amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2011. Copies can be made available by the School on request.)
- (d) **When this contract will end if not terminated early.** For the avoidance of doubt, this contract shall terminate at the end of your child’s schooling at the end of Year 13.

15. **Events outside of your, or our, control**

- (a) **What we mean by an event outside of our/your control.** We mean any event beyond either your or our reasonable control including, by way of example and for the avoidance of doubt acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination. In the remainder of this Clause 15 we shall refer to these as an “event”.
- (b) **What happens if we are affected by an event.** If an event arises which prevents or delays the School’s performance of any of its obligations under this contract, the School shall give you notice in writing specifying the

nature and extent of the circumstances giving rise to the event. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the event (and subject to Clause 15(c)) the School will not be responsible for not performing those of our obligations which are prevented or delayed by, and during the continuance of the event. To the extent reasonably practicable in the circumstances the School shall try during the continuance of the event to continue to provide Non Boarding (including by providing appropriate facilities remotely).

- (c) **Circumstances in which we may refund charges to you.** If the School is wholly unable to perform its obligations under this contract because of a risk covered by the school's business interruption insurance for a continuous period of more than fourteen (14) consecutive days, you shall not be liable to pay the charges for the period of the term affected, prorated proportionately. Accordingly, and as the case may be, if the charges for the period of the term affected:

- (i) have already been paid, then you will be refunded such proportion of the charges; or
- (ii) have not been paid because the period of the term affected includes the first day of the term (and charges only become due on the first day of the term) then you shall not be required to pay such proportion of the charges,

If (ii) above applies, then the balance of the charges for the term affected shall be paid by you to the School on the date when the School resumes performance of its obligations under this contract.

- (d) **Events lasting more than 6 months.** If the School is prevented from performing all of its obligations as a result of an event for a continuous period of more than six (6) months, the School shall notify you of the steps it plans to take to ensure performance of the contract after such period and you shall then, following receipt of such notice, be entitled to end this contract on written notice to the School and without giving a term's notice or paying charges in lieu of notice.

- (e) **What happens if your child is affected by an event.** Subject to Clause 4(h), if your child is physically unable to attend (or is likely not to be physically able to attend) the School due to reasons caused by an event you shall give the School notice in writing of such circumstances and the following provisions shall apply:

(i) in consultation and cooperation with the School, you shall do everything you reasonably can to minimise the impact of the event in order to continue to perform your obligations under this contract in any way that is reasonably practicable in the circumstances; and resume the performance of the obligations as soon as reasonably possible;

(ii) in circumstances where, following the efforts made and steps taken under (i) above, your child is not able to participate and benefit from any level of provision of Non Boarding by the School then you shall not be responsible for failing to perform your obligations (including the obligation to pay charges, pro-rated accordingly) during the continuance of the event; and

(iii) if the event continues to prevent your child from attending the school or being able to participate and benefit from any level of provision of Non Boarding by the School for more than six (6) months you shall discuss with the School a solution by which this contract may be performed and, following such discussions, you shall be entitled to cancel the contract on written notice to the School and without giving a term's notice or paying a term's charges in lieu of notice.

16. Communications between you and the School

- (a) **Notices in writing.** Notices of acceptance, withdrawal or change of parental responsibility must be made in writing. Other notices may be made by email.

- (b) **We will use the contact details held by the School to contact you.** Communications (including notices) will be sent by the School to you at the address(es) shown in our records, or using your other contact details included in our records. You must notify the School of any change of address(es) or other contact details.

- (c) **How to provide written notice to the School.** Notices that you are required to give under these terms and conditions must be in **writing** addressed to the Head and either:

- (i) delivered by hand to the School;
- (ii) sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
- (iii) otherwise sent to the School's address by first or second class post.

In light of the importance under this contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that notices you may wish to send us under any of

Clauses 3(c)(iii), 4(g), 5(a), 5(b) or 5(c) of these terms and conditions are sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery.

Unless we agree otherwise, you should not provide any of these notices by email.

17. The Law that applies to this contract and where legal proceedings may be brought

- (a) **The law that applies to this contract.** The contract between you and the School is governed by English Law and either you or the School must bring legal proceedings in respect of this contract in the English Courts. You agree with us to submit to the exclusive jurisdiction of the English Courts.
- (b) **Rights in relation to the enforcement of this contract.** If we choose not to enforce any part of this contract, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this contract. And, if we cannot enforce any part of this contract, this will not affect our right to enforce the rest of this contract.

18. Changes to these Terms and Conditions

Reserving the right to change these terms and conditions. We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of Non Boarding at the School. The School will publish any such modifications on its website.