



TERMS AND CONDITIONS

What these terms cover. These are the terms and conditions on which we provide educational services.

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

If you think there is a mistake in these terms and conditions, or if anything is unclear or you would like to have something further explained to you, then please contact the School Bursar to discuss.

1. Definitions

(a) Meanings of some words and phrases we use in these terms and conditions. In these terms and conditions:

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

"Re-Acceptance Form" means the form provided by the School for existing Year 6 parents to complete when re-accepting a place for their child into Year 7 at the School;

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

"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 available from the School at any time upon request;

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

"Acceptance Fee" means the amount set out and referred to as the Acceptance Fee in the Acceptance Form (and that is separately set out in the Admissions Policy). Sometimes the Acceptance Fee is called an Enrolment Fee;

"Re-Acceptance Fee" means the amount set out and referred to as the Re-Acceptance Fee in the Re-Acceptance Form (and that is separately set out in the Admissions Policy);

"Education Services" means the School's provision of classes and lessons to your child;

"Fees" means the termly fees set out in the Schedule of Fees;

"Fees in lieu of notice" means a term's School Fees calculated in accordance with (as applicable) Clause 3(c) or Clause 5(a). Where applicable, fees in lieu of notice will be reduced to take account of any or bursary awarded to you; **"FIA Terms and Conditions"** means the supplemental terms and conditions relating to the School's fees in advance scheme;

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

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

"**School Policies**", also known as '**School Rules**', means the body of policies written by the School which set out our expectations concerning conduct and behaviour, 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 School Policies is available on our website.

"**Services**" means all the services to be provided by the School on the terms and subject to the conditions of this contract, including Education Services (which are covered by the School Fees) and any other services (which are covered by a Supplemental Charge);

"**School Fees**" means the termly fees for the provision of Education Services, as set out in the Schedule of Fees;

"**term**" means a term of the School as published on the School's website and 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 *before* the term to which the notice relates. For example, a term's notice is required to withdraw your child from the School. So, if you wish to withdraw your child with effect from the start of the summer term, you need to tell us in writing about the withdrawal by the first day of the spring term immediately before;

"**terms and conditions**" means these terms and conditions as may be amended from time to time;

"**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 (or Re-Acceptance) Form as a holder of parental responsibility for the child.

In these terms and conditions we sometimes provide illustrative examples by using the words "**for example**", "**includes**" or "**including**" which are not exclusive or limiting examples of the matter in question.

We also use headings to introduce separate provisions. These headings are for ease of understanding only.

- (b) Who we are. We are Child Light Limited, a company registered in England and Wales. Our company registration number is 2928829, our charity registration number is 1039099 and our registered office is at 17-19 Brookside, Cambridge, CB2 1JE. Our VAT registration number is 480020533.
- (c) Our contract with you. The **Acceptance Form**, the **Re-Acceptance Form**, the **Schedule of Fees**, the **FIA Terms and Conditions**, the **School Policies** and these **terms and conditions** (as in each case may be amended from time to time) form the terms of an agreement (the "**contract**") between you and the School. It is not intended that the terms of this contract shall be enforceable by your child or by any other third party.

2. Acceptance (and Re-Acceptance) Form and Acceptance (and Re-Acceptance) Fee

- (a) How places are offered. Places are offered in accordance with the School's Admissions Policy, a copy of which can be found on the School's website.
- (b) 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 Acceptance Fee (or Enrolment Fee) or Re-Acceptance Form and Re-Acceptance Fee if you would like your Year 6 child to take up the offer of a place in Year 7.
- (c) The deadline for receipt of the Re-Acceptance Form and Re-Acceptance Fee for a Year 7 place is 12 noon on 1 March. If 1 March falls on a non-working day, the deadline will be 12 noon on the next working day following 1 March.
- (d) The non-refundable status of the Acceptance Fee and Re-Acceptance Fee. The Acceptance Fee and Re-Acceptance Fee are not refundable if your child does not take up a place, or continue, at the School.
- (e) The Re-Acceptance Fee is credited against Year 7 Fees. The Re-Acceptance Fee is credited towards Year 7 Fees, divided equally over 3 term's and therefore discounted equally over the 12-month Direct Debit.

3. Withdrawing your Acceptance (or Re-Acceptance) of a Place

PLEASE READ THIS 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 their children's schooling. This is why we require the period of notice referred to in this section for a withdrawal, and why different consequences follow depending on whether we get that period of notice or not.

- (a) The period of notice we require for a new pupil. **If you wish to withdraw your acceptance of a place BEFORE your child starts at the School you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice.** This means that if, for example, your child is due to start at the School in September at the start of an 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 (that is, the final term of the previous academic year).
- (b) The period of notice we require for a Year 6 pupil who has re-accepted a place for Year 7. **If you wish to withdraw your re-acceptance of a place BEFORE your child starts at the School you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice.**
- (c) If we receive a term's notice. If you provide a term's notice, no further fees will be payable but you will not receive a refund of the Acceptance or Re-Acceptance Fee.
- (d) If we do not receive the required notice. **If you do not provide us with a term's notice (or if no notice is provided at all) a term's fees will be payable by you and will become due and owing to the School as a debt.** The term's fees will be charged at the rate applicable for the first term due to be attended by your child. Where applicable, such fees will be reduced to take account of any bursary awarded to you.

4. School Fees, Supplemental Charges and Payment

- (a) School Fees. Unless set out in the Schedule of Fees or notified to you at any time, the School Fees cover the provision of Education Services.
- (b) Supplemental charges. We refer to any items charged to you in addition to the School Fees as **supplemental charges**. By way of example, any extra-curricular activities (such as clubs, optional trips) in which you agree in advance your child may participate will be supplemental to items met by the School Fees and charged accordingly. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the School Fees, subject to prior agreement. We may also charge for the late collection of your child after the end of the school day or after an extracurricular activity.
- (c) VAT and applicable taxes.
- (i) Except as expressly stated otherwise, all of the Fees are exclusive of VAT and any other taxes, which will be added (where applicable).
 - (ii) You may be required to reimburse the School for any costs or expenses we incur on your or on your child's behalf. If this happens, you must also reimburse the School for any VAT applicable on such costs or expenses, unless we are entitled to a credit or repayment from HMRC in respect of that VAT.
 - (iii) If the School at any time assesses (or HMRC at any time determines) that any of the Services supplied by the School under this contract are subject to VAT, and the School has not already charged you VAT on the applicable Fees for those Services, the School will promptly notify you and confirm the amount of VAT payable in respect of the relevant Fees and you will pay an amount equal to that VAT within fourteen (14) days of the School notifying you.

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

- (d) (i) Who is responsible for ensuring payment. **Each of you who has signed the Acceptance, or Re-Acceptance, Form is liable for and must ensure that all of the fees 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.** Each parent who signs the Acceptance Form therefore has an individual responsibility to ensure that, individually or between them, the fees and supplemental charges owing to the School are paid. In practice this means that if fees or supplemental charges have not been paid then in order to recover the outstanding payments, the School can, in its discretion, choose to seek payment of the amount outstanding from either parent or both parents. The only exceptions to this are set out in Clause 4(d)(ii) immediately below. Court orders (for example, where parents are separated or divorced) and other arrangements between parents or third parties relating to fees do not normally bind or apply to the School, and do not extinguish either parent's liability for the fees and supplemental charges due under this contract.
- (ii) How one parent can remove him/herself from their payment responsibility and circumstances where the School may agree to accept payment from a person who has not signed the Acceptance Form and is not a party to this contract. A parent who has signed the Acceptance Form may be removed from their payment responsibility under

this contract but that parent **must** have obtained the prior written consent of both the School and the other parent who has signed the Acceptance Form before submitting such notice. Separately, the School may (without obligation to do so) agree in writing with each of you to accept payment from a third party (for example, a grandparent or employer), but this will not discharge your payment responsibility under this contract, unless and until we agree otherwise in writing.

- (iii) **How bursary awards are treated.** If your child has been awarded a bursary, your responsibility will be to pay for the amount of fees 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, (a) your child's attendance, progress and/or behaviour (and/or your behaviour or conduct (or the behaviour or conduct of one of you, including in relation to an application for the award)) no longer merit the continuation of the award; (b) the School decides not to continue providing the award, either in whole or in part; or (c) you have withheld or misrepresented information as part of, or in connection with, your application for (or our award of) the bursary. If your child has been awarded a bursary which includes financial assistance:

- (a) Your responsibility will be to pay the amount of Fees due after taking account of that award;
- (b) if you withhold or misrepresent information as part of your application, the School may withdraw the award with immediate effect on written notice to you and the School may demand repayment of the award in whole or in part; and
- (c) if, for any other reason, the financial assistance within the award may be withdrawn or amended, the School will give you notice before the end of the penultimate term before the withdrawal or amendment. If you then wish to withdraw your child, you must give notice in accordance with (as applicable) Clause 3a or Clause 5a.

- (e) **How the fees are charged and payment requirements.** **Direct Debits are the usual method of payment.** A Direct Debit mandate can be completed alongside the Acceptance Form via the email link sent to you on receipt of the Acceptance Form. Until your Acceptance Fee (Enrolment Fee) is paid, your child is not enrolled at the School. Similarly, until the Re-Acceptance Form is completed *and* the Re-Acceptance Fee is paid, a Year 6 pupil cannot be considered enrolled at the School for Year 7.

Fees are charged on a termly basis, regardless of the length of any term. School Fees are invoiced on 1st August (Autumn Term), 1st December (Spring Term) and 1st April (Summer Term), and payments become due in four monthly direct debit instalments, from the 10th of the month of the invoice and on the 10th day of each of the three months following.

We may not allow your child to attend the School if you do not pay on time.

- (f) **Payment of supplemental charges.** School trips with fixed payment instalment dates will be invoiced according to those dates and payments collected by Direct Debit approximately 10 days thereafter. All other supplemental charges for each term will be notified to you as they arise. The total for the term will be sent to you by invoice in the final 2 weeks of each term, and the payment collected by Direct Debit approximately 10 days thereafter.

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out what rights we have, and what action we may take, if fees and/or supplemental charges are not paid in accordance with these terms and conditions.

- (g) (i) *Non-payment of fees: refusal to attend school.* We may refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent failure by you to pay the fees on time. This applies in addition to our right to terminate this contract under **Clause 14**.
- (ii) *Non-payment of supplemental charges: refusal to participate in the relevant activity.* We may refuse to allow your child to participate in the relevant extracurricular activity, trip or outing or receive the relevant service, or sit the relevant public examination(s), while the applicable supplemental charge for that activity or examination(s) remains unpaid.
- (iii) *We can charge interest if you pay late.* If you do not make any payment to the School, or we are unable to collect payment by Direct Debit, by the due date for payment (see Clauses 4(e) and 4(f) above) we may charge interest to you on the overdue amount at the rate of 3 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 will 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 judgement 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.* You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs).
- (v) *We can notify other educational institutions of your outstanding payments.* We may inform any other school or educational establishment to which you propose to send your child of any outstanding fees or supplemental charges.
- (vi) *Failed direct debit collections will incur an administration fee.* There will be a £25 administration charge (plus VAT) for each failed direct debit collection. This is in addition to the other conditions mentioned within Clause 4.

PLEASE READ THIS NEXT SECTION CAREFULLY – *it sets our right to increase the fees during the course of your child's time at the School.*

- (h) *Our ability to increase the fees.* We will review the School Fees during the course of your child's education (usually annually) and may increase them. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. 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 will have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) below.
- (i) *Fees and supplemental charges will not be reduced due to your child's absence.* Fees and any agreed supplemental charges will not normally be reduced or refunded as a result of absence due to illness or otherwise, or as a result of your child being required to study from home as a result of us providing Education Services remotely for whatever reason. If your child takes study leave at home before or during public examinations, or stays at home following those examinations, or if a term is shorter than others (or shortened), no reduction of fees will be made in respect of such periods spent at home.
- (j) *Information on your identity and the source of funds.* From time to time we may ask you to provide us with information that we consider to be satisfactory so that we can verify:
- (i) your identity;

- (ii) your child's identity;
- (iii) your child's right to enter, live and study in the United Kingdom;
- (iv) the legitimate source of funds you are using to pay the fees;
- (v) that you are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority;
- (vi) information provided to us as part of, or in connection with, an application for (or our grant of) a bursary/scholarship award.

You must provide the School with the information and documentation we ask for.

- (k) Allocation of payments to your fees account. Except where expressly agreed with you otherwise, the School shall be entitled to allocate payments from you to your account as it sees fit. The School shall be entitled to allocate a payment made in respect of one child to the unpaid account of any other child of yours at the School.
- (l) How fees are discharged under our 'Fees In Advance' scheme, and your continued responsibility to pay any outstanding or additional amounts still owed to the School. Where you and the School have entered into an agreement incorporating the FIA Terms and Conditions (ie, where you have made a 'lump sum' capital payment in respect of all or part of the fees due under this contract) the School will administer that lump sum to meet the fees pursuant to the FIA Terms and Conditions but you will still need to meet the difference (if any) between the amount per term applied by the School under the FIA Terms and Conditions and the total fees and supplemental charges due in respect of your child each term under this contract. The School will provide a termly statement of account in respect of the fees and supplemental charges and the difference will be payable in accordance with the terms of this contract.

5. Notice Requirements

PLEASE READ THIS SECTION CAREFULLY – *it sets out what period of notice we require from you if you wish to withdraw your child from the School, or remove your child 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. In such circumstances we require you to pay us fees in lieu of notice, which is a sum equivalent to the fees and/or supplemental charges you would have paid had the required period of notice been given.

- (a) Notice to withdraw your child from the School. If you wish to withdraw your child from the School (other than at the normal leaving date which is at the end of year 6 and end of year 11), you must either give us a clear term's notice to that effect or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the first term not attended by your child. This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (that is, 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 (that is, the final term of the preceding academic year). If you do not give a term's notice, fees in lieu of notice (for this example) will be charged at the rate for the autumn term.
- (b) When the relevant amount in lieu of notice must be paid. In cases under 5(a) above, the appropriate sum in lieu of notice will become payable by you on demand as a debt.

- (c) Notice to withdraw your child from participating in a extra-curricular activity or receiving a service covered by a supplemental charge. If you wish to withdraw your child from an activity or service charged for as supplemental the full charge for the term will still be due.
- (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 fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

6. Compliance with School Policies

- (a) Compliance with School Policies. It is a condition of remaining at the School that you and your child comply with the School's Policies. In addition, you must ensure that your child attends School in accordance with our Attendance Policy, attends punctually, and that your child conforms to any rules of appearance, dress and behaviour as we may issue (if not already included within the School Policies).
- (b) Monitoring your child's activity on school computers. **The School may, subject to applicable data protection legislation, monitor your child's activity on school computers.** We may do this for various reasons, including ensuring compliance with the School Policies or where it is appropriate or necessary for the School to do so in connection with the School's legal and/or other duties and responsibilities or other legitimate purposes or good practice requirements.

7. Suspension, Exclusion and Required Removal

- (a) The Head's discretion to suspend or exclude your child from the School. As explained in and in keeping with the school's Behaviour Policy, the Head may in his or her discretion suspend or, in serious or persistent cases, exclude your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children.
- (b) The Head's discretion to require you to remove your child from the School. Instead of expulsion or suspension, the Head may in his or her discretion require you to remove your child from the School if the Head considers that:
 - (i) **your** behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community of the general public); and/or is not in accordance with your obligations under this contract;
 - (ii) your child's attendance or progress is unsatisfactory and/or, 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;
 - (iii) your child's conduct or behaviour (including conduct or behaviour outside School), is unsatisfactory and/or the required removal is in the School's best interests and/or those of your child and/or of other children; and/or
 - (iv) the School is unable to meet your child's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required by your child.

- (c) What happens if your child is suspended, excluded or removed from the School. Should the Head exercise his or her right under either Clause 7(a) or Clause 7(b) above:
- (i) you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) in or relating to the term in which your child is excluded, suspended or removed;
 - (ii) if your child is excluded or you are required to remove your child from the School, fees in lieu of notice will not be payable and any fees and/or supplemental charges that have been prepaid for or relating to any term after the expulsion/required removal will be refunded.
- (e) Impact of exclusion or required removal on this contract. This contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School and the School will stop providing the Services.
- (f) Your right to have disciplinary matters or decisions reviewed. You are entitled to have any serious disciplinary matters or decisions taken by the School and/or Head under this Clause 7 reviewed. Any such review shall be governed by the Complaints Procedure.

8. The School's Obligations

- (a) The period of your child's schooling. Subject to these terms and conditions, the School will accept your child as a pupil of the School and register your child on the School's statutory register from:
- (i) the time your child enters the Infant or Junior School until the end of Year 6, or
 - (ii) the time your child enters the Senior School until the end of Year 11.
- (b) Moving up the School. The School shall not be obliged to permit your child to enter the senior school unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances.
- (b) The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other 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 the welfare of 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.**
- (c) Consent to participation in trips and visits, 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 sports and activities which may entail some risk of physical injury. You also consent to your child participating in trips and visits organised in the normal course of your child's schooling.
- (d) What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care, we will:
- (i) take action (for example, by contacting the emergency services);
 - (ii) try to contact you and, if we cannot contact you, try to contact any other named emergency contact or 'responsible adult';
 - (iii) share relevant information that we hold about your child with any emergency services or treating medical professional (for example, by notifying them about any allergies which your child has); and

- (iv) where necessary, deal with decisions about your child's medical treatment in accordance with the advice of the treating medical professional.
- (v) *Our right to make changes at the School.* Our 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, including the curriculum or the manner of providing education for your child.
- (e) *We will give you notice of significant changes.* Where practicable, we will give you notice of any changes that we regard as significant to your child's education 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.
- (f) *Your child's progress and needs at the School.* We will monitor your child's progress at the School and produce regular written reports. **We will advise you if we have any serious concern about your child's progress but we do not undertake to diagnose dyslexia, ADHD, or other conditions.** A formal assessment in relation to any potential special educational needs or medical conditions may be required to help enable the School to understand the nature and extent of your child's needs and what support it may be appropriate for the School to consider. Such assessments can be arranged either by you or by the School, or be jointly appointed and, depending on the circumstances, at your expense. Given that a purpose of such assessments is to help enable the School to understand what support may be appropriate for the School to consider, the School will be able to nominate (in consultation with you) the expert or specialist who will carry out the assessment, put specific questions to them, input into the scope of their assessment and receive a copy of their assessment (with your consent) and seek clarifications in relation to it. We expect you to engage with the School in a cooperative and transparent manner and provide assistance in relation to matters concerning your child's progress and needs including in relation to obtaining such formal assessments. Please note that any additional support required in connection with your child's special educational needs may carry a Supplementary Charge.
- (g) *Religious observance and relationships and sex education (RSE) and health education.* Religious observance, relationships and sex education (RSE) and health education at the School will be conducted in accordance with the School's policies.

9. The Parents' Obligations

- (a) *We require your cooperation.* In order to fulfil our obligations under this contract and to maintain a constructive and good faith relationship with you, we, the Head and School staff, need your cooperation, including in particular by you fulfilling your own obligations under this contract.
- (b) *Examples of the cooperation and assistance we require.* You must cooperate with the School and School staff in good faith, including by:
 - (i) maintaining a constructive relationship with School staff, acting reasonably, and ensuring the tone, content, volume and/or nature of your communications with the School are reasonable and appropriate. You must refrain from any discriminatory, bullying or harassing conduct or behaviour towards staff including where this has the purpose or effect of violating the dignity of a staff member or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them (for example, conduct or behaviour which constitutes sexual harassment);

- (ii) complying with any policies relating to expectations concerning parental behaviour and conduct that may be in place from time to time;
 - (iii) encouraging your child in his or her studies, giving appropriate support at home, and ensuring your child attends school in accordance with our Attendance Policy;
 - (iii) keeping the School up-to-date and informed of matters which affect or may affect your child (including circumstances which arise at any time that affect or may affect your ability to pay the fees and supplemental charges for your child, any changes to their immigration status, and information relating to your child's health or special educational needs or medical conditions);
 - (iv) ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (which may include information relating to your child's health or special educational needs or medical conditions), or changes to any of them, are not withheld and are shared in a timely and transparent manner;
 - (v) providing cooperation and assistance to the School so that your child can participate in, and benefit from, the School's provision of education (including where the School may wish/need to provide such education remotely); and
 - (vi) attending meetings and keeping in touch with the School where your child's interests so require.
- (c) *You must notify us of your child's health/medical conditions or special educational needs.* **It is a condition of your child's joining and remaining at 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, special educational need(s), disability or allergy that your child has or which subsequently changes or develops after joining the School, whether underlying, long-term or short-term, including any infections. You must also provide us, whether upon further request by the School or otherwise, any reports (whether in existence or to be commissioned), other materials or information relevant to any of the same and cooperate with the School in relation to the same. **If you withhold from us or otherwise misrepresent to us information of this nature in particular, please be aware that this may result in us exercising our right to end this contract under Clause 14(a)(ii) below.**
- (d) *Circumstances where we may require you to keep your child away from School.* The School reserves the right to require your child to remain away from School in the following circumstances:
- (i) due to a health or safety risk (including a virus, pandemic, epidemic or any other health or safety risk, including circumstances where the School reasonably concludes that your child does or may pose a risk of harm to themselves or others); and/or
 - (ii) where a disciplinary matter is being investigated by the School and this relates to the conduct of your child or engages their (or another child's) safety or well-being. In such circumstances, the requirement to keep your child away from School would be a neutral act during the investigation procedure. (Alternatively, your child may be placed under a special regime if they remain on School premises); and/or
 - (iii) the School considers that this is in the best interests of your child and/or of other pupils at the School; and/or
 - (iv) in accordance with Clause 4g(i) (i.e. if you do not pay the School Fees in full and on time).

Except in cases under Clause 9d(iv), we may provide Education Services to your child remotely during such period on a temporary basis and to the extent this is reasonable or

proportionate. For the avoidance of doubt, the School is not a remote-education provider and long-term arrangements in respect of remote provision are unlikely to be considered reasonable or proportionate

- (e) 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 for your child, including for their education or welfare, and provide on reasonable request from the School such further information as may be reasonably required by the School to understand the basis for and scope of such arrangements.
- (f) You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child. 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. In any such circumstances you must (whether upon request or otherwise) promptly provide the School with relevant information, including copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them) having obtained permission of the court if necessary.
- (g) We require you to nominate two 'responsible adults' for us to contact in your absence. It is a condition of your child's joining and remaining at the School that you nominate two 'responsible adults' for your child who, amongst other things, will be delegated the authority by you to make decisions relating to your child if the School is not able to contact you, and/or can be contacted if the School is not able to contact you and who can look after your child in your absence. This information will be collected on the School's Registration Form.
- (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 the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly, 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 note that any person who has parental responsibility for your child is entitled to receive certain core information from the School about your child's progress and attainment. The School will therefore disclose such information as a matter of routine to each such person 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 data protection law).

PLEASE READ THIS NEXT SECTION CAREFULLY – it sets out who needs to sign a 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, 4 or 5**) must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School is entitled not to accept such notice unless and until all holders of parental responsibility have signed such notice).

- (j) *You must notify us of your child's absence from School.* The School Office must be informed as soon as possible of any reason for your child's unplanned absence from School. For planned absences, the School's prior consent should be sought.
- (k) *Parents must notify us if they will be absent for a period of time.* If at any time during your child's time at the School all those with Parental Responsibility will not be in the United Kingdom at any time or will otherwise be absent from the child's main residential address for a period of longer than two consecutive school days (ie, overnight) then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details for a 'responsible adult' for the period of your absence.
- (l) *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 Complaints Procedure. A copy of the most up-to-date version of the Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request.

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 their property while at School or for the payment of fees due to absence of your child or closure of the School premises.

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

PLEASE READ THIS SECTION CAREFULLY – *Although there will be circumstances when it is appropriate to seek parental consent, children's data protection and privacy rights are their own. The law considers that children of average maturity will, from the age of around 12, have sufficient awareness of their own privacy to make certain choices relating to their personal data themselves. Parents' views remain important, but sometimes the law will require us to give more weight to the decision the child makes about his or her own privacy.*

For most purposes, it will not in fact be necessary or practical for us to obtain consent from you (or your child) for the use we make of your (or your child's) personal data. The law recognises this but also requires that, as far as possible, we set out clearly what these uses will be. Please also see our Data Protection Policy and Privacy Notice which is available [on the School's website.

- (a) *We may provide a reference for your child.* We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend or, where applicable, to a prospective employer. Any reference supplied by us (or received by us) will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given about him/her is fair. However, we cannot be responsible for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.
- (c) *You are required to update us of changes to information held, or in circumstances relating to you and/or your child.* You must:

- (i) confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your child that is held by the School; and
 - (ii) inform the School of any change to you or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.
- (d) **Data Protection Law.** The School will process personal data about you and your child in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 (each as amended or superseded) and other related legislation. We will process such personal data:
- (i) as set out in this Clause 11, and in the School's *Data Protection Policy and Privacy 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, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement. For example, by providing information relating to your child's absence from School to the Local Authority; 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 and 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 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.

14. Ending this Contract

PLEASE READ THIS SECTION CAREFULLY – *it sets out the rights we have, and that you have, to terminate this contract early (that is, before the normal leaving date for the end of your child's schooling, which is at the end of year 6 or year 11).*

- (a) **Our rights to end the contract.** In addition to where this contract is terminated automatically as a result of an exclusion or required removal under Clause 7, the School may end this contract at any time by notice in writing to you, without any obligation to return any Acceptance Fee, or Re-Acceptance Fee, or fees paid to you, if:
- (i) we are unable to collect by Direct Debit when it is due, or 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) 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 education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission 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 or any information about your child's health, medical condition, special educational needs, disability or allergies);
 - (iii) you fail or refuse to provide us at any time with information we require under Clause 4(j); or we are not satisfied with the information you have provided (if any). Instead of ending this contract, we may otherwise refuse to allow your child to attend school until the relevant satisfactory information has been provided;
 - (iv) any of the conditions set out in our letter offering your child a place at the School are not satisfied;
 - (v) your child no longer holds an immigration status which confers a right to study in the United Kingdom;
 - (iv) you (or either of you):
 - (aa) are unable, following our request, to demonstrate that you will be able to pay the fees and supplemental charges due under this contract;
 - (bb) repeatedly or persistently fail to pay the fees when they fall due for payment;
 - (cc) are otherwise unable to pay your debts as they fall due;
 - (dd) are the subject of a bankruptcy petition or order; or
 - (ee) you enter into an individual voluntary arrangement; or
 - (v) you otherwise do not comply with (that is, 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 educational services 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 wrong; or
 - (ii) the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.
- (c) When this contract will end if not terminated early. For the avoidance of doubt and without us having to provide you with notice, this contract shall end at the end of your child's schooling at the end of year 6 or year 11.
- (d) Ending the contract will not affect any accrued rights. Once this contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen, for example your obligation to pay any outstanding invoices, fees, or supplemental charges. After this contract ends, you and we will keep any rights we have under general law.

15. Events outside of our, or your, 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 outside of our control. If an event beyond our control 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/or minimise the effect of the event, 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 Education Services (including by providing appropriate Education Services remotely).
- (c) Events lasting more than 6 months. If the School is prevented from performing all of its obligations as a result of an event (and is unable to provide educational services remotely) 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 fees in lieu of notice.
- (d) What happens if your child is affected by an event outside of your control. Subject to Clause 4(h) (which means that you are not entitled to a refund or reduction in fees in cases of illness or absence), if your child is wholly and completely unable to participate in the provision of any education at School or remotely 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 sub-clause 15(d)(i) above, your child is not able to participate and benefit from any level of provision of education by the School (whether at School or remotely) then you shall not be responsible for failing to perform your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the event; and
 - (iii) if the event continues to prevent your child wholly and completely from attending the School or being able to participate and benefit from any level of provision of education by the School (whether at School or remotely) 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 or the School shall be entitled to cancel the contract on written notice and without you being required to give a term's notice or to pay a term's fees in lieu of notice.

16. Communications between you and the School

- (a) Notices must be in writing. When this contract requires you or the School to give notice of something to the other then, unless we agree otherwise, this should be done in writing.

- (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) sent by email to the School Office;
 - (ii) delivered by hand to the School;
 - (iii) sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
 - (iv) 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 if you provide notice under any of Clauses 3, 4, 5 of these terms and conditions¹ you telephone the School to confirm receipt if you have not received an acknowledgement from us prior to the start of the one term's notice period.

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.
- (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. 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 education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect².

¹ ie, those provisions dealing with **withdrawing** your child from the School or otherwise changing your child's place at the School or the activities that your child is undertaking at the School.

² This version of the Terms and Conditions is version 26.01.