



## **DORSET HOUSE SCHOOL**

### **Admissions Policy**

<b>Contents</b>	<b>Page</b>
<b>1 Policy Statement</b>	<b>2</b>
<b>2 Entry Procedure</b>	<b>2</b>
<b>3 Equal Treatment</b>	<b>2</b>
<b>4 Special Educational Needs</b>	<b>3</b>
<b>5 Entry Process</b>	<b>3</b>
<b>6 Sibling Policy</b>	<b>4</b>
<b>7 Bursaries</b>	<b>5</b>
<b>8 Mis-Behaviour and Exclusion</b>	<b>5</b>
<b>9 School's Contractual Terms and Conditions</b>	<b>5</b>
<b>10 Complaints</b>	<b>5</b>
<b>11 Provision of Information</b>	<b>6</b>
<b>12 Records and Review</b>	<b>6</b>
<b>Appendix 1 Registration Form</b>	<b>7</b>
<b>Appendix 2 Offer and Acceptance Form (including terms and conditions)</b>	<b>9</b>

Date of policy: October 2020

Reviewed: September 2025

Next Review: September 2026

Prepared by: Sarah O'Brien, Registrar

Approved by: Matt Thomas, Headmaster



## **1. POLICY STATEMENT**

Dorset House School is an independent, *single form entry*, co-educational flexi-boarding and day school for children aged 4 to 13. (Reception to Year 8). The school has approximately 130 pupils and those in Years 5 – 8 have the opportunity to board if they wish for between one and four nights per week. Children move on at the end of Year 8 to a wide variety of senior schools both locally and further afield – many with scholarships and awards.

We know that deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child/ren will visit us. We hold Open Mornings twice a year which give a general introduction to the school. We are also very happy to welcome prospective parents and their children at other times. Please contact our Registrar, Sarah O'Brien on 01798 831456 or [sobrien@dorsethouseschool.com](mailto:sobrien@dorsethouseschool.com) in order to arrange a visit.

This policy applies to the whole school including the EYFS and boarders.

## **2. ENTRY PROCEDURE**

Dorset House is an inclusive school. Prospective pupils are assessed to ensure that Dorset House is the right school for them and that the school feels able to provide an accessible curriculum whilst maintaining a balance of abilities within each year group. We seek to identify pupils who are able to benefit from our balanced and well-rounded education and who will make a positive contribution to the life of our school. The usual point of entry is into Reception although pupils are accepted throughout the school if spaces are available. Although most new pupils join us in September, exceptions can be made.

Applicants for admission should register by the beginning of the year preceding the desired year of admission. The School's Registration Form can be found at the end of this policy.

## **3. EQUAL TREATMENT**

Dorset House School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. The school is committed to equal treatment for all, regardless of gender, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

The school's provision for bursaries is described below.

Although Dorset House has Christian roots, the school does not select for entry on the basis of religious belief.



#### **4. SPECIAL EDUCATIONAL NEEDS**

Dorset House School does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school at an early stage. Our Learning Development Department would be happy to have an informal conversation in order to determine whether Dorset House School would be able to accommodate any specific needs. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one.

Dorset House does all that is reasonably possible to comply with the SENDA legislation in relation to the admission of pupils with disabilities or learning difficulties. However, the School has limited facilities and limited specialist staff to meet complex needs.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that [his/her] health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the school.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

#### **5. THE ENTRY PROCESS**

Dorset House School is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and charitable activities. There are many extra-curricular activities on offer, all of which are important in developing well-balanced, confident children.

The entry process is as follows:

- Following initial contact, parents of prospective pupils visit the school in order to meet the Headmaster who will take them on a tour of the school and learn a little about their child/ren.
- Following the visit, the Registrar will follow up with parents and those who would like to progress their application complete a Registration Form and return this together with a £100 Registration fee.
- Parents must notify the school of any special educational needs or disability at this stage if they have not already done so – this includes a copy of all reports prepared by an Educational Psychologist where available.
- Parents should forward the most recent copies of the child's school report to the Registrar before "taster days" are booked. \*
- Prospective pupils are invited to attend "taster days". These are in order for children to meet future classmates and staff and to experience life at Dorset House. There are no formal assessments but English and Maths activities will be undertaken and if there are any concerns regarding a child's work, our Learning Development Department may assess them in order to ensure that Dorset House is the right school for them.
- If a space is available and it is determined that Dorset House is the right school for the child in question, an Offer and Acceptance Form will be sent; acceptance of this offer will confirm a child's place at the school.
- A deposit of £750 is due within 12 months of the entry date. The deposit is held by the school and is carried over from term to term until the pupil leaves the school at the end of Year 8. The deposit (without interest) will then be refunded by means of a credit to the pupil's final bill; If there is any remaining credit balance of the deposit, this will be refunded by cheque or bank transfer.
- Places offered are secured only by the receipt of the Offer and Acceptance Form, together with the deposit.
- The Headmaster has the responsibility for all decisions regarding the acceptance or non-acceptance of pupils.

\*Taster days do not apply to children who join us for Reception. A transition session is arranged for these children during the summer term before they start school.

## **6. SIBLING POLICY**

Most siblings join us at Dorset House School and we offer a sibling discount. However, admission is not automatic and there may be occasions where the school judges that a sibling is likely to thrive in a different environment.



## 7. BURSARIES

A limited number of bursaries are available for entry to the school annually. Parents or guardians may apply to the Governors for a bursary by completing a form which is available from the Bursar or Registrar.

Bursaries are means tested and parents or guardians will be required to provide detailed financial information and may be asked to meet with the Bursar in relation to their application. Both parents are required to provide proof of income, assets and liabilities. The level of support varies according to parental need but is typically in the range of 5% to 30% of school fees; only rarely are higher awards made. Parents need to demonstrate that they are able to afford the remaining fees. Further details can be found in our Bursary Policy, available from the Registrar or viewed on our website.

The award of a bursary is initially for 12 months but may be renewed thereafter. The level of bursary and parents' current financial circumstances are reviewed annually. The award of a bursary is entirely at the discretion of the Bursaries Committee of the Governing Body.

**The School respects the confidentiality of bursary awards made to parents and recipients are expected to do likewise.**

## 8. MIS-BEHAVIOUR AND EXCLUSION

Please refer to our Behaviour and Discipline Policy which covers these areas. This can be found on the school website or via the school office.

## 9. SCHOOL'S CONTRACTUAL TERMS AND CONDITIONS

These can be found on the school's website and will be made available to parents as part of the admissions process (see Offer and Acceptance letter below).

## 10. COMPLAINTS

Dorset House School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with the school's Complaints Procedure. Dorset House School makes its Complaints Procedure available to all parents of pupils and of prospective pupils on the School's website and in the School office during the school day. This procedure is not, however, available for use by prospective or past parents – it may only be used by parents of current pupils.

## **11. PROVISION OF INFORMATION**

Prior to the first term, all families receive (as a minimum) the following information:

- Details of the school's Ethos and Aims
- Code of Conduct
- Uniform List

Parents are also made aware of the fact that the following information can be found on the school's website and that if they do not have access to this, hard copies can be provided via the school office:

- Accessibility Plan
- Privacy Notice (Data Protection Policy)
- particulars of the school's Curriculum Policy
- particulars of the school's Behaviour and Discipline Policy
- particulars of the school's Anti-Bullying Policy
- particulars of the school's Health and Safety Policy
- particulars of the school's academic performance during the preceding school year (including the results of any public examinations)
- details of the Complaints Procedure and the number of complaints registered under the formal procedure during the preceding school year
- the number of staff at the school, including temporary staff, and a summary of their qualifications

## **12. RECORDS AND REVIEW**

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice. The school will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.



## APPENDIX 1: REGISTRATION FORM FOR ADMISSION TO DORSET HOUSE SCHOOL

To be completed by those with parental responsibility for the child. PLEASE USE BLOCK CAPITALS.

### 1. CHILD'S DETAILS

Surname: .....

First name(s) [in full]: .....

Name generally used: .....

PLEASE  
ATTACH  
PHOTO  
HERE

Date of Birth: ..... Nationality: .....

Entry to Year: ..... Proposed date of entry: .....

### 2. PARENTS' DETAILS

	Parent 1*	Parent 2*
Title		
Name		
Address		
Occupation		
Nationality		
Home telephone		
Work telephone		
Mobile		
Email		

\* If you have parental responsibility for the child in a capacity other than as a parent of the child, please state your relationship to the child here:

### 3. OTHER INFORMATION

Current school (with date of entry): .....

Headteacher (or equivalent): .....

Are there any circumstances or conditions relating to your child which the school should be aware of? Please tick as appropriate:

ADHD		Allergies (please specify below)		Aspergers Syndrome	
Autism		Dyslexia		Dyspraxia	
Hearing impairment		Visual impairment		Other (please specify below)	



.....  
.....  
*(Please enclose the most recent Education Psychologist's report, if you have one. Please also send us any relevant medical, special needs or other educational reports you may have.)*

**Do you anticipate that you may require financial assistance to take up a place at the school?**

YES / NO

*(Means tested bursary assistance may be offered subject to confirmation of financial status and is subject to annual review. Further details can be found in our Bursary Policy, available from the Registrar or viewed on our website)*

#### **4. DECLARATION**

We request that the above-named child be registered as a prospective pupil of Dorset House School and we enclose a cheque or will make a bank transfer for the non-refundable Registration Fee of £120 (inclusive of VAT). By signing this Registration Form we understand, accept and agree that:

1. Registration does not secure our child a place but does ensure that our child will be considered and assessed to determine, if space is available, whether Dorset House is the right school for our child;
2. If it is determined and agreed that Dorset House is the right school for our child, and a place is available, an Offer and Acceptance Form will be issued. Execution of the Offer and Acceptance Form (together with payment of the deposit) will be binding upon both us and the school; and
3. If applicable, Dorset House may request from our child's current school (a) information about and a reference in respect of our child, and (b) information about any outstanding fees and / or supplemental charges.

Signature (Father): ..... Date: .....

Signature (Mother): ..... Date: .....

#### **How we may use personal information**

Dorset House may process personal details about you and your child, including sensitive personal data about your child (such as medical details) in accordance with data protection law for the purposes of:

- a. Administering its list of prospective pupils; and
- b. Communicating with the parents of prospective pupils and generally managing relationships between the school and its prospective pupils.

Further information about how Dorset House processes personal data is set out in the School's Privacy Notice which is on the School's website and on request. This includes details on how long we retain information.





**DORSET HOUSE SCHOOL**

**OFFER AND ACCEPTANCE FORM**

**IMPORTANT** – **Before signing this Acceptance Form you should read (i) the terms and conditions attached to this Acceptance Form and (ii) the School's Code of Conduct**

**Child's Name:** .....

We accept the offer of a place at Dorset House School for the above-named child and enclose a cheque or have arranged a direct bank transfer for £750 inclusive of VAT as a deposit.

We acknowledge receipt of a copy of the current School Code of Conduct and agree that we and our child shall observe and be bound by this.

**By signing this Acceptance Form we confirm that:**

- (a) all holders of parental responsibility for the above-named child have signed this Acceptance Form and that no one else holds parental responsibility for him or her;
- (b) we, as holders of parental responsibility for the above-named child, live together / separately at the address(es) shown below and we agree to notify the School immediately of any change of address or to our family circumstances;
- (c) neither of us are in arrears on the payment of any fees or charges owing to our child's current or previous school;
- (d) unless otherwise notified to the School in writing before signing this Acceptance Form:
  - (i) there are no court orders in place in respect of our child;
  - (ii) any information about us and/or our child that has previously been notified to the School (including information about our child's health/medical conditions, disability and special educational needs as part of the School's registration and admissions process) is and remains complete and accurate; and
  - (iii) our child has the right to enter, live and study in the United Kingdom.

**IMPORTANT** – **when you complete, sign and submit this Acceptance Form and pay the deposit, you and the School enter into a legally binding contract, upon the School's terms and conditions. If you subsequently change your mind and decide to withdraw your child before he or she takes up their place, you may lose your deposit and be responsible for paying us fees in lieu of notice – see Clause 3 of the terms and conditions for more information about this.**

<p><b>Signed by:</b></p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p> <p><input type="checkbox"/> Tick here to confirm this signatory has parental responsibility for the child</p> <p>.....</p> <p>.....</p> <p>..... (address)</p>	<p><b>Signed by:</b></p> <p>..... (signature)</p> <p>..... (print name)</p> <p>..... (date)</p> <p>..... (relationship to child)</p> <p><input type="checkbox"/> Tick here to confirm this signatory has parental responsibility for the child.</p> <p>.....</p> <p>.....</p> <p>..... (address)</p>
---	--

**PLEASE NOTE:**

***Each person with parental responsibility for the child is required to sign this Acceptance Form. The School will normally treat any instruction, authority, request or prohibition received from one parent as having been given on behalf of both parents and therefore on behalf of all those with parental responsibility for the child.***

***An exception to this is a notice of withdrawal of the child from the School – which must be signed by all those with parental responsibility for the child. (See Clause [9.8] of the terms and conditions.)***

## TERMS & CONDITIONS

**What these terms cover.** These are the terms and conditions on which we provide the Services (as defined below).

**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 the 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 our Registrar, Sarah O'Brien, to discuss.

### 1. Definitions

1.1 *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;

"**Board and Lodging**" means, for boarders, the School's provision of accommodation for your child and any meals served as part of our boarding provision;

"**child**" means a child of whatever age admitted by the School to be educated;

"**Complaints Procedure**" means the School's procedure for handling complaints from parents, as amended from time to time. It is not intended to 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 1.3](#) below;

"**deposit**" means the amount set out and referred to as the deposit in the Acceptance Form and that is separately set out in the Schedule of Fees;

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

"**Fees**" means the School Fees plus any and all Specified Charges, being the total amount payable by you to the School for the Services each term;

"**Fees in lieu of notice**" means a term's School Fees calculated in accordance with (as applicable) Clause 3.3 or Clause 5.1. Where applicable, fees in lieu of notice will be reduced to take account of any bursary or other discount 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 Governors of the School to be responsible the day-to-day running of the School, including anyone to whom such duties have been delegated;

"**Schedule of Fees**" means the list setting out the price for each of the Services, a copy of which is available on the School's website and from the School at any time upon request;

"**School Rules**" means the body of rules and policies 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 Code of Conduct is provided to each child on entry and is sent to parents with the Acceptance Form. Parents will be notified of subsequent changes to the rules;

"**Services**" mean 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 Specified Charge);



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

"**Specified Charges**" means the charges for each Service excluding Education Services, as set out in the Schedule of Fees;

"**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 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**" mean 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 1.2 below; and

"**you**" or the "**parents**" means each person who has signed the 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.

1.2 Who we are. We are Bury Manor School Trust Ltd t/a Dorset House School, a company registered in England and Wales. Our company registration number is 00803309, and our charity registration number is 307035. Our VAT registration number is 481 9664 47.

1.3 Our contract with you. The **Acceptance Form**, the **Schedule of Fees**, the **FIA Terms and Conditions**, the **School Rules** and these **terms and conditions** (as in each case may be amended from time to time) form the terms of the **contract** between you and the School. It is not intended that the terms of this contract will be enforceable by your child or by any other third party.

## **2. Acceptance and Deposit**

2.1 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.

2.2 The non-refundable status of the deposit. **The deposit is not refundable.** The limited exception to this is set out in Clause 3.2 below.

2.3 How we use the deposit. The deposit will form part of the general funds of the school. The deposit will be applied (without interest) as payment towards the final balance due to the School on your child's leaving at the end of Year 8 (unless otherwise stated in these terms and conditions); and any amount remaining will be refunded to you.

**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.

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

3.1 Notice to withdraw your acceptance of a place before your child joins the School. **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.** For example, to withdraw your acceptance of a place starting in September you would either need to tell us on or before the first day of the preceding summer term or pay fees in lieu of notice. The only



exception to this is if we make an offer of a place in the term immediately before your child is due to join the School, in which case you must either give us notice within fourteen (14) days of the date you accept our offer (in accordance with Clause 2.1) or pay fees in lieu of notice.

3.2 If we receive notice. If you provide notice in accordance with Clause 3.1, no fees in lieu of notice will be payable but as you have not taken up your child's place at the School you will forfeit the deposit. The only exception to this is where you have provided notice in accordance with Clause 3.1 above and the School actually fills the specific place created by your child's withdrawal, in which case the School will refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of those costs. You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to fill the vacancy created by your child's withdrawal.

3.3 If we do not receive notice. **If you do not provide us with notice in accordance with Clause 3.1 (or if no notice is provided at all) fees in lieu of notice will be payable by you and will become due and owing to the School upon demand as a debt.** The fees in lieu of notice will be charged at the rate applicable for the term when your child was due to start. The School will apply the deposit you have paid (without interest or any entitlement to repayment under Clause 3.2 above) as payment of the fees in lieu of notice you will owe us.

#### **4. School Fees, Specified Charges and Payment**

4.1 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.

4.2 Specified Charges. The Specified Charges are payable in respect of each Service excluding Education Services. Please see the Schedule of Fees for further information. Any and all Services which are optional are supplied independently from each of the Other Services.

4.3 VAT and Applicable taxes.

4.3.1 Except as expressly stated otherwise in the Statement of Fees, all the Fees are exclusive of VAT and any other taxes, which will be added (where applicable).

4.3.2 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.

4.3.3 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.**

4.4 Who is responsible for payment. **Each of you is responsible for ensuring that all of the fees are paid to the School. This is because our contract applies to both of you together and each of you on your own.** In practice this means that if any of the Fees have not been paid then the School can, in its discretion, choose to seek payment of the amount outstanding from either or both of you. The only exceptions to this are set out in Clause 4.5 immediately below. Court orders (for example, where parents are separated or divorced) and other arrangements between parents and third parties relating to fees do not normally bind or apply to the School, and do not extinguish either of your responsibility for the Fees due under this contract.



4.5 How one person 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 may be removed from their payment responsibility under this contract but that parent **must** obtain 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 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 we agree otherwise in writing.

4.6 How bursary awards are treated. A bursary or other award may be withdrawn in accordance with 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 (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.

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. Where it appears likely to the Head that a bursary award may be withdrawn, you will be notified in advance and, if within fourteen (14) days of that notification your child is withdrawn from the School, no fees in lieu of notice will be payable by you.

4.7 How the School Fees are charged and payment requirements. The School Fees are charged on a termly basis, regardless of the length of any term. **Each term's School Fees fall due for payment by you on or before the first day of that term.** Each term's School Fees will be included in an invoice sent to you (or such other person(s) the School may have agreed separately shall pay the fees under Clause 4.5 above). **We may not allow your child to attend the School if you do not pay the School Fees on time.**

The School may agree that the School 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 in not more than four monthly instalments (unless otherwise agreed in writing by the School).

4.8 Payment of Specified Charges. All Specified Charges for each term will be included in arrears on the School's invoice for the School Fees. All such Specified Charges must be paid in full on or before the first day of the next term.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it sets out what rights we have, and what action we may take, if the Fees are not paid in accordance with these terms and conditions.

4.9 Consequences of non-payment or late payment. If you do not make payment to the School by the due date for payment, we may:

4.9.1 refuse to allow your child to attend the School or withhold any references, while the School Fees remain unpaid or if there is a repeated or persistent failure by you to pay the School Fees on time. This applies in addition to our right to terminate this contract under Clause 14;

4.9.2 refuse to allow your child to participate in or receive the relevant Service while the applicable Specified Charge remains unpaid;

4.9.3 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. 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 judgment against you;

4.9.4 charge you the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs); and/or

4.9.5 inform any other school or educational establishment to which you propose to send your child of any non-payment or late payment.

**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.*

4.10 *Our ability to increase the fees.* We will review the School Fees (usually annually) and may increase them. If we:

(i) give you notice of an increase to the School Fees before the end of the penultimate term before the increase is to take effect, you will have sufficient time to provide a term's notice of withdrawal to the School under Clause 3.1 or Clause 5.1 without having to pay fees in lieu of notice; or

(ii) give you notice of an increase in School Fees which exceeds 5% later than the last day of the penultimate term before the increase is to take effect, you will be entitled to withdraw your child from the start of the following term as long as you give the School notice in writing of the withdrawal within twenty-one (21) days from the date when notice of the increase in School Fees is given. If you provide this notice you will not need to give a term's notice or pay fees in lieu of notice; or

(iii) give you notice of an increase in the School Fees which is both (i) less than 5% and (ii) given later than the last day of the penultimate term before the increase is to take effect, then Clause 3.1 and Clause 5.1 (as applicable) applies and you will need to provide either a term's notice of your intention to withdraw your child from the School or pay fees in lieu of notice.

4.11 *Our ability to increase the Specified Charges.* We will review the Specified Charges and may increase them. Where practicable, we will try to give you notice of any material increases to the Specified Charges.

4.12 *Fees will not be reduced due to your child's absence or School's closure.* Fees will not 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 because we are providing Education Services remotely for whatever reason. If your child takes study leave at home before or during 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 any periods spent at home.

4.13 *Information on your identity and the source of funds.* From time to time we may ask you to provide us with sufficient information so that we can properly and accurately verify to our satisfaction:

4.13.1 your identity;

4.13.2 your child's identity;

4.13.3 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;

4.13.4 your child's right to enter, live and study in the United Kingdom;

4.13.5 the legitimate source of funds you are using to pay the fees; and

4.13.6 information provided to us as part of, or in connection with, an application for (or our grant of) a bursary award.

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

4.14 *Allocation of payments to your Fees account.* The School is entitled to allocate payments from you to your account as it sees fit. For example, the School is entitled



to allocate a payment made in respect of one child to the unpaid account of any other child of yours at the School.

- 4.15 How School 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 (i.e. where you have prepaid all or part of the School Fees due under this contract) you will still need to meet the difference (if any) between the amount per term prepaid under the FIA Terms and Conditions and the total Fees and other amounts due in respect of your child each term under this contract. The School will provide a termly statement of account in respect of the School Fees and other charges due, and the difference will be payable in accordance with the terms of this contract.

**PLEASE READ THIS NEXT 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 or receiving a Service for which there is a Specified Charge.*

## **5. Notice Requirements**

- 5.1 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 8), you must either give us a term's notice or pay to the School fees in lieu of notice.** Those fees in lieu of notice will be charged at the rate for the term that would have been the final term of your child's education, had you given a term's notice (and not the rate for the term when you gave notice). For example, if you wish to withdraw your child from the start of the autumn term then you would either need to tell us in writing on or before the first day of the preceding summer term or pay fees in lieu of notice. The School will apply the deposit you have paid (without interest or any entitlement to repayment under Clause 3.2 above) to the payment of any such fees in lieu of notice.
- 5.2 When the relevant amount in lieu of notice must be paid. In cases under Clause 5.1 above, the appropriate amount of fees in lieu of notice will become payable by you upon demand.
- 5.3 Notice to withdraw your child from participating in or from receiving a Service covered by a Specified Charge which is optional. If you wish to withdraw your child from participating in or receiving a Service which is covered by a Specified Charge and which is optional, you must either give a term's notice to that effect or pay to the School as a debt a term's Specified Charges for the relevant Service to which your child has ceased to participate or receive. Please note that some activities and individual music lessons are charged directly by the provider and they also require a term's notice of withdrawal.
- 5.4 Withdrawal part-way through a term does not reduce the amount you owe to the School. It is not possible for you to reduce the amount of Fees due, or to obtain a refund of Fees, by withdrawing your child or by your child's ceasing to participate in or receive a Service part-way through a term.

## **6. School Rules (including Code of Conduct)**

- 6.1 Compliance with the School Rules including the Code of Conduct. It is a condition of remaining at the School that you and your child comply with the School Rules. 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 we may issue.

6.2 Monitoring your child's telephone, email & messaging communications, internet and Wi-Fi use, and use of social media. **The School may, subject to applicable data protection legislation, monitor your child's telephone, email & messaging communication, internet and Wi-Fi 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 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**

7.1 The Head's discretion to suspend or exclude your child from the School. 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 or online) is unsatisfactory and/or the suspension or exclusion is in the School's best interests and/or those of your child or other children.

7.2 Where you can find examples of offences punishable by suspension or exclusion. The School Behaviour and Discipline Policy set out examples of offences likely to be punishable by suspension or exclusion. These examples are not exhaustive and the Head may decide that suspension or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your child's record at the School may be taken into account.

7.3 The Head's discretion to require you to remove your child from the School. Instead of exclusion or suspension, the Head may in his or her discretion require you to remove your child from the School if the Head considers that:

7.3.1 **your** behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or causes a breakdown of trust and confidence, and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with your obligations under this contract; and/or

7.3.2 your child's attendance and/or progress at the School 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 and/or other children; and/or

7.3.3 separate to the Head's discretion to suspend or exclude your child under Clause 7.1, 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 other children; and/or

7.3.4 the school is unable to meet your child's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature and level of support required by your child.

7.4 What happens if your child is suspended, excluded or removed from the School. Should the Head exercise his or her right under either Clause 7.1 or Clause 7.3 above:

7.4.1 you will not be entitled to any refund or remission of Fees due (whether paid or payable) in or relating to the term in which your child is excluded, suspended or removed;

7.4.2 in respect of exclusions and required removals under Clause 7.3.1, the deposit will be forfeited and retained by the School; and



7.4.3 in respect of exclusions and required removals, fees in lieu of notice will **not** be payable and any Fees that have been prepaid for or relating to any term after the term in which exclusion/required removal occurred will be refunded.

7.5 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.

7.6 Your right to have decisions to exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or Head to exclude or require the removal of your child under this Clause 7 reviewed. Any such review shall be governed by the Complaints Procedure **or** the Behaviour and Discipline Policy.

## **8. The School's Obligations**

8.1 The period of your child's schooling. Subject to these terms and conditions, the School will provide the Services (except the optional Services that you have chosen not to receive) and accept your child as a pupil of the School from the time of joining the School until the end of his or her schooling, i.e. to the end of year 8.

8.2 The scope of our duty to exercise reasonable skill and care. We will exercise reasonable skill and care in the provision of these Services. 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 your child while off the School premises unless he or she is taking part in a school activity or otherwise under the direct 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).

8.3 Consent to participation in trips and visits, 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.

8.4 What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care we will:

8.4.1 take action (for example by contacting the emergency services);

8.4.2 try to contact you and if we cannot contact you, try to contact any other named emergency contact or 'responsible adult';

8.4.3 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

8.4.4 where necessary, deal with decisions about your child's medical treatment in accordance with the advice of the treating medical professional.

8.5 We will give you notice of significant changes. Our website and prospectus describe 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. Where practicable, we will give you notice of any planned 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. 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 3.1 or Clause 5.1 above.

**8.6 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 concerns 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 Specified Charge.

**8.8 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 our PSHEE Policy and RSE Policy.

## **9. The Parents' Obligations**

9.1 **We require your co-operation.** In order to fulfil our obligations under this contract and to maintain a constructive relationship with you, we, the Head and School staff, need your co-operation.

9.2 **Examples of the co-operation and assistance we require.** You undertake to co-operate with the School and School staff in good faith, including by:

9.2.1 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;

9.2.2 encouraging your child in his or her studies, giving appropriate support at home, and ensuring your child attends school;

9.2.3 keeping the School up-to-date and informed of matters which affect or may affect your child;

9.2.4 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, or changes to any of them, are not withheld and are shared in a timely and transparent manner;

9.2.5 engaging with the School in a cooperative and transparent manner and providing assistance to the School so that your child can participate in, and benefit from, the School's provision of the Services; and

9.2.6 attending meetings and keeping in touch with the School where your child's interests so require.

**9.3 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 allergies that your child has at the time of joining the School or which subsequently changes or develops after joining the School, whether underlying, long-term, or short-term, including any infections or injuries. 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 14.1.2 below.**

9.4 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 the School in the following circumstances:

9.4.1 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). We may provide Education Services to your child remotely during such period on an interim 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; and/or

9.4.2 where a potential ground for required removal or exclusion is being investigated by the School and this relates to the conduct of your child or their (or another child's) safety and well-being. In such circumstances, the requirement to keep your child away from the 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

9.4.3 in accordance with Clause 4.9.1

9.5 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, or 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.

9.6 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 relation to your child's attendance at the School and/or the School's provision of education to your child. In any such circumstances you must promptly provide the School with relevant information, including copies of the relevant court order(s) or undertaking(s), having obtained the permission of the court if necessary.

9.7 Receiving information from you and sharing information with you. The School is entitled to assume that you have consulted with each other so far as significant decisions regarding your child are concerned. Accordingly, except under Clause 9.8 below or otherwise according to the circumstances, you (and each of you) accept that the School is entitled to treat:

9.7.1 any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and

9.7.2 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.*

9.8 *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 (i.e., under any of **Clauses 3.1, 4.6, 4.10 or 5.1**) 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).*

9.9 *You must notify us of your child's absence from School.* The School must be informed as soon as possible 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.

9.10 *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 you (or either of you) will not be in the United Kingdom or will otherwise be absent from your main residential address, 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.

9.11 *Raising concerns with the School and making formal complaints.* If you have cause for concern about your child's safety, care, discipline or progress of your child you must inform the School as soon as possible. Complaints should be made in accordance with the Complaints Procedure.

## **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. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the Fees. The School can arrange Personal Effects insurance and/or Pupil Absence insurance as detailed in the Fee Schedule and charges can be added to your school fee invoice.

**PLEASE READ THIS NEXT 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 'Privacy Notice' which is available on the School's website.*

## **11. How we may use Personal Information: References and Data Protection**

**11.1 References 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. Any reference supplied by us (or received by us) will be confidential. We will take care to ensure that all information that is supplied by us 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.

**11.2 You are required to update us of changes to information held, or in circumstances relating to, you and/or your child.** You must:

11.3.1 confirm (or update, if necessary), when requested, such information (and/or documentation) about you and/or your child that is held by the School; and

11.3.2 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 you or your child that has previously been notified to the School, including relevant contact details.

**11.5 Data Protection Law.** The School will process personal data about you and your child in accordance with data protection law, including the UK General Data Protection Regulation and the Data Protection Act 2018 (as it is amended or superseded) and other related legislation. We will process such personal data:

11.5.1 as set out in this Clause 11, and in the School's 'Privacy Notice' which is available on the School's website as may be amended from time to time;

11.5.2 to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and

11.5.3 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.** We may transfer our rights and obligations under this contract to another person or organisation. We will always tell you



in writing if this happens and we will ensure that the transfer will not affect your rights under this contract.

**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 which is at the end of year 8).*

#### **14. Ending this Contract**

**14.1 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 deposit or Fees paid to you, if:

14.1.1 you do not make a payment to us when it is due and you still do not make payment within 28 days of us reminding you that such payment is due;

14.1.2 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 that your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact your child is not or any information about your child's health, medical condition, special educational needs, disability or allergies);

14.1.3 you fail or refuse to provide us with information we require under Clause 4.13; 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 information has been provided;

14.1.4 you (or either of you):

(a) are unable, following our request, to demonstrate that you will be able to pay the Fees due under this contract;

(b) repeatedly or persistently fail to pay the Fees when they fall due for payment;

(c) are otherwise unable to pay your debts as they fall due; or

(d) are the subject of a bankruptcy petition or order; or enter into an individual voluntary arrangement.

14.1.5 you otherwise do not comply with (i.e. you breach) your obligations under this contract (including under Clause 9) 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 Services it needs to in satisfaction of its obligations under this contract.

**14.2 Your rights to end the contract.** In addition to where you withdraw your child, you may end this contract at any time by notice in writing to the School if:

14.2.1 you have a legal right to end the contract because of something we have done wrong; or

14.2.2 the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.

**14.3 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 8).

**14.4 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 Fees. After this contract ends, you and the School will keep any rights each has under, or as a matter of, general law.

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

15.1 *What we mean by an "event outside of our/your control"*. In this Clause 15 "event" means any event beyond either your or our reasonable control including acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation, guidance or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, or terrorist attack.

15.2 *What happens if we are affected by an event outside of our control*. 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. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the event (including by providing appropriate Education Services remotely, if appropriate), the School will not be responsible for performing those obligations which are prevented or delayed by the event.

15.3 *Events lasting more than 6 months*. If the School is wholly and completely prevented from performing all of its obligations as a result of an event (and is unable to provide Education Services remotely) for a continuous period of more than six (6) months, the School will notify you of the steps we plan to take to ensure performance of the contract after such period and you will 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.

15.4 *What happens if your child is affected by an event outside of your control*. Subject to Clause 4.12 (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 receive any of the Education Services (including remotely) due to reasons caused by an event you must give the School notice in writing and the following provisions shall apply:

15.4.1 in consultation and cooperation with the School you must 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;

15.4.2 in circumstances where, following the efforts made and steps taken under sub-clause 15.4.1 above, your child is not able to participate and benefit from any level of provision of Education Services by the School (whether at School or remotely) then you will 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

15.4.3 if the event continues to prevent your child wholly and completely from attending the School or being able to receive Education Services (whether at School or remotely) for more than six (6) months you or the School will be entitled to terminate the contract on written notice and without you being required to give a term's notice or to pay a term's School Fees in lieu of notice.

### **16. Communications between you and the School**

16.1 *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.**





**16.2 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:

16.2.1 sent by email to the School using this email address: [sobrien@dorsethouseschool.com](mailto:sobrien@dorsethouseschool.com) ; or

16.2.2 delivered by hand or post to the School.

**We recommend** that if you provide notice under any of **Clauses 3, 4.6, 4.10, 5.1 or 5.3** (which are the provisions dealing with withdrawing your child from the School or otherwise changing their place) you telephone the School to confirm receipt if you have not received an acknowledgement from us.

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

**17.1 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.

**17.2 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 effect. For example, if the updated terms and conditions are to take effect at the start of the autumn term, we will notify you before the end of the preceding spring term.

## **Code of Conduct**

The Dorset House school community of Governors, staff, parents and pupils adhere to a code of conduct rather than to lists of rules. DH does not wish to operate according to an exhaustive list of school rules. Instead, the school observes what is a Mission statement: To Be the Best We Can Be.

This statement includes the following expectations:

- Being kind and inclusive to everyone in the school community
- being punctual
- being polite
- maintaining a neat and tidy appearance
- observing good table manners
- safeguarding the fabric, décor and furniture of the school
- always acting as a good ambassador of the school
- not disrupting the work, privacy, sleep or general well-being of others