



The John Lyon School

Parent Contract

For the Academic Year, 2026/2027

The John Lyon School Terms and Conditions

I Introduction

1.1 **Terms and Conditions:** These *Terms and Conditions* together with:

- 1.1.1 the letter of offer;
- 1.1.2 the Conditions of Award if applicable;
- 1.1.3 the Confirmation of Acceptance Form; and
- 1.1.4 the fees information page on the School's website

form a legally binding contract between the Parents and the School for the provision of educational services. These *Terms and Conditions* are intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing and development of The John Lyon School. For parents of current pupils, including those who have accepted a place for their child to enter the School, these *Terms and Conditions* shall be effective from 1 September 2026. For parents who have not accepted a place these *Terms and Conditions* will be effective from the date of acceptance. In all cases, once effective these Terms and Conditions will supersede and replace all previous versions.

1.2 **Fees and Notice:** The rules concerning Fees and Notice are of particular importance and are set out in Section 4 and Section 9.

1.3 **Managing change:** The John Lyon School is likely to undergo a number of changes during the time your child is a pupil here. Please see Section II for further details of the changes that may be made and the consultation and notice procedures that will apply.

2 Terminology

2.1 **Corporation or We or Us:** means the charitable corporation known as “The Keepers and Governors of the Possessions Revenues and Goods of the Free Grammar School of John Lyon, within the Town of Harrow-on-the-Hill” (charity number 310033).

2.2 **School Governors or Governing Body:** means the Governors of the School who are appointed from time to time and whose powers are delegated by the Corporation to them under the terms of its governing instrument (the “Regulations for Management”) and who are responsible for the governance of the School.

2.3 **Head:** means, as appropriate, the Head of The John Lyon School as appointed by the School Governors and includes those to whom specific duties of the Head have been delegated, in particular to the Head of John Lyon Prep School. The Head is responsible for the day-to-day running of the School.

2.4 **Parents or You:** means any person who has signed the Confirmation of Acceptance Form, including a legal guardian who has signed the Confirmation of Acceptance Form where applicable. If one person only has signed the Confirmation of Acceptance Form, they have sole legal responsibility for complying with their obligations under these *Terms and Conditions*. If two Parents have signed the Confirmation of Acceptance Form, they are legally responsible, jointly and severally, for complying with their obligations under these *Terms and Conditions*, meaning that each signatory to the contract is separately liable for any breach and cannot escape liability by delegating performance to another signatory. Please also see clause 2.5, clause 4.3 and clause II.7.

2.5 **Parental Responsibility:** Persons with legal responsibility for the child, whether or not they have entered into these *Terms and Conditions* by signing the Confirmation of Acceptance

Form and, unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the interests and welfare of the child or another child, are entitled to receive relevant information concerning the child.

- 2.6 **Pupil:** means the child named on the Confirmation of Acceptance Form. The age of the Pupil will be calculated in accordance with English law and UK custom.
- 2.7 **School:** means The John Lyon School which is owned and operated by the Corporation and comprises:
- 2.7.1 John Lyon Prep School: a nursery, pre-preparatory and preparatory school for children aged from 2 to 11 years; and
- 2.7.2 John Lyon Senior School: a senior school for children aged from 11 to 18 years.

3 Admission and entry to the School

- 3.1 **Registration and Admission:** Applicants will be considered as candidates for Admission and Entry to the School when the registration form has been completed and returned to Us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and the Parents satisfying the admission requirements at the relevant time. The admission requirements are set out in the School's Admissions Policy current at the time and published on the School's website. **Admission** occurs when the Parents accept the offer of a place. **Entry** occurs on the date when the Pupil is required to attend the School for the first time under these *Terms and Conditions*.
- 3.2 **Ethos and character:** The School is a mainstream, day school that welcomes staff and children of all different backgrounds and celebrates the consequent diversity of the School community.
- 3.3 **Offer of a place and Confirmation of Entrance Fees:** A Confirmation of Entrance Fee (**Confirmation Fee**) as shown on the information page on the School's website for the relevant year will be payable when the Parents accept the offer of a place. The Confirmation Fee will be retained in the general funds of the School as a security deposit until the Pupil leaves and will be repaid without interest. The School has the right to apply the Confirmation Fee and/or to any unpaid accounts of pupils within the same immediate family. Any surplus will be refunded on leaving after deductions in respect of other sums due to the School, unless otherwise applied as stated elsewhere in these *Terms and Conditions* or unless the Parents wish to donate the Confirmation Fee to the School's Development Fund. See also clause 9.6.
- 3.4 **Overseas Confirmation Fee:** For reasons of administration, the right is reserved to require the Parents to pay an Overseas Confirmation of Entrance Fee (**Overseas Confirmation Fee**), as shown on the fees information page on the School's website for the relevant year, in circumstances where the Pupil's normal residence is outside the United Kingdom. The Overseas Confirmation Fee will be retained in the general funds of the School as a security deposit until the Pupil leaves and will be repaid by means of a credit without interest to the final payment of Fees or other sums due to the School on leaving, unless otherwise applied as stated elsewhere in these *Terms and Conditions*. See also clause 9.6.
- 3.5 **Immigration:** The School currently holds a Child Student sponsor licence but, except at the sole discretion of the Head, does not currently sponsor any new pupils under this licence. The Parents must inform the Head when returning a completed registration form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School, and the Parents shall permit the School to take and retain copies of all documentation required to be kept by the School in order to comply with its duties as a

Child Student sponsor, including passport, visa, vignette and /or appropriate proof of the Pupil's immigration status and, where necessary, the Parents' immigration status. The Parents shall immediately inform the School of any intended or actual change in the child's accommodation arrangements during their period of sponsorship. Please also see clause 9.13.

4 Fees

- 4.1 **Fees:** Fees may include alone or in combination any of the Registration Fee, the Confirmation Fee, the Overseas Confirmation Fee, tuition fees, fees for extra tuition, extras such as clothing, equipment, coach services, insurance premiums, photographs or other items ordered by the Parents or the Pupil or charges arising in respect of educational visits, or the costs of repair or replacement where the Pupil alone or with others has caused loss or damage to School property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in payment or late payment charges and interest if incurred, or such other sums payable to the School. See also Fee Information on the School's website.
- 4.2 **Payment of Fees:** The Parents (jointly and severally if two parents have signed the acceptance form) agree to pay the Fees applicable to each Term together with any applicable value added tax or other duties or levies on Fees payable directly to the School, regardless of any private arrangement made between themselves or between themselves and a third party or any Court Order for financial provision between the Parents. Fees for each Term together with any applicable VAT or other duties or levies on Fees payable, are due and payable in cleared funds by direct debit from a UK bank account **before** the commencement of the School Term to which they relate. The exceptions to this are Fees for the Summer Term in Year 11 and Year 13 when Fees are payable on invoice in cleared funds and no later than five working days before the start of the Summer Term in Year 11 and Year 13. For any payment method other than direct debit from a UK bank account, (including payment made on the Parents' behalf by a third party credit provider or flexible fees agent), Fees for each Term are due and payable in cleared funds **before** the commencement of the School Term to which they relate and a £30 charge per School Term may be applied to reflect the administrative costs of arranging, processing and allocating such other methods of payment where it is lawful to do so. If an item on the Fees invoice is under query, the Fees invoice must be paid in full. In the event of a refusal of a direct debit payment by a bank, the School shall apply a charge as an extra to the Parents for the administrative cost incurred in representing the request for payment to the bank and pursuing the outstanding balance. The School reserves the right to refuse a payment if it is not satisfied as to the identity of the Fees payer or the source of the funds used or where it believes that it may be unlawful to accept the payment.
- 4.3 **Payment of Fees and/or other sums by a third party:** Fees payable direct to the School by a third party (for example, an employer, grandparent, step-parent without Parental Responsibility or third party credit provider) will be subject to a separate agreement between the School, the Parents and the third party. An agreement with a third party to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other term of these *Terms and Conditions* unless an express release has been given in writing, signed by the Bursar. The School reserves the right to refuse a payment from a third party.
- 4.4 **Indemnity:** The Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School if the School is required to pay all or part of any sum paid to it on behalf of the Parents to a third party.
- 4.5 **Free places:** Where all or part of the Fees are funded by the Government's early years free entitlement scheme, the Parents must pay for any sessions or services provided which are not covered by the scheme.

4.6 **Refund or waiver:** Save where there is a legal liability, including liability under a court order or under the provisions of these *Terms and Conditions* to make a refund or reduction in the Fees payable, Fees will not be refunded, reduced or waived if:

- 4.6.1 the Pupil is absent through illness; or
- 4.6.2 a Term is shortened or a holiday or vacation extended; or
- 4.6.3 the Pupil is released home before or after public examinations or otherwise before the normal end of a Term; or
- 4.6.4 the School is temporarily closed due to adverse weather conditions or, health and safety or other related reason, or
- 4.6.5 for any reason other than exceptionally and at the sole discretion of the Head in a case of genuine hardship.

This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other parents. Separate rules apply if the Pupil is permanently excluded or removed (i.e. asked to leave). See also Section 10 for information about events beyond the control of the parties.

4.7 **Exclusion for non-payment:** The School may exclude the Pupil for a period of up to 14 days by providing written notice if at any time payment of any amount is overdue, including where the School refuses to accept a payment under clause 4.2. If, during the period of exclusion the Parents pay the overdue amount or enter into an arrangement with the School for payment, the Pupil will be permitted to return but the Pupil will be deemed Withdrawn without Notice and a Term's Fees in lieu of Notice will be payable in accordance with Section 9 if by the end of the period of exclusion, the Parents do not pay the overdue amount or enter into a payment arrangement with the School or, following entry into a payment arrangement, they default on the arrangement.

4.8 **Other consequences of non-payment:** Exclusion in the circumstances described in clause 4.7 above is not a disciplinary matter and there is no right to appeal. Without prejudice to any other rights or remedies that the School may have:

- 4.8.1 In the event any sum is paid late, the School may, by notice in writing to the Parents, require either:
 - (a) the payment of the next Term's Fees in advance or payment of the Fees for remaining Terms in the academic year (if more than one Term remains) by a date determined by the School, and/or
 - (b) the payment of a year's Fees in advance by the start of the following academic year by a date determined by the School;

failing payment of which by that date in either case, the Pupil shall be deemed to have been withdrawn (without further notice provided by the School);

4.8.2 The Head shall exercise each of the discretions reserved to the School under paragraph 4.8.1, save to the extent that they delegate any such discretion to the Bursar or Director of Finance. To the extent of any such delegation the Bursar or Director of Finance shall exercise the delegated discretion, after consultation with the Head;

4.8.3 The deemed withdrawal under this clause and clause 4.7 will cause the provisions about Notice in Section 9 to apply so that a Term's Fees in lieu of Notice will be payable;

4.8.4 The deemed withdrawal under this clause is permanent and there is no right to have

- the Pupil concerned readmitted to the School even if payment is made subsequently;
- 4.8.5 Notwithstanding the provisions of this clause, the School reserves the right (exercisable by the Head at their sole discretion) to readmit the Pupil following a deemed withdrawal upon such terms as to payment of outstanding and future fees as they may determine;
- 4.8.6 The deemed withdrawal under this clause is not a disciplinary matter and there is no right of appeal; and
- 4.8.7 Where it is lawful to do so, the School may also withhold any information, character references or property while any sum (or any part thereof) remains overdue.
- 4.9 **Late payment:** Save where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, simple interest may be charged on a day-to-day basis on any sum which is unpaid as set out below at clause 4.10. Notwithstanding the provision of clauses 4.7 and 4.8, in the event of non-payment of any sum (or part thereof) remaining overdue, one of the remedies (and without prejudice to any of the other remedies provided for herein) that the School may exercise is to issue proceedings without further notice.
- 4.10 **Late Payment Charges:** Charges for late payment may be varied at the School's discretion but, unless otherwise advised, comprise:
- 4.10.1 a single charge as set out on the fees information page on the School's website; and
- 4.10.2 simple interest at the rate of 2% per month, accruing on a daily basis on any overdue balance;
- 4.10.3 all administration and legal fees and costs, disbursements and charges in relation to any sum (or part thereof) that is unpaid by the due date regardless of the value of the School's claim and Part 45 of the Civil Procedure Rules 1998 shall not apply. The School reserves the right to seek to recover unpaid any sum (or part thereof) remaining overdue by legal action where it considers it appropriate to do so.
- 4.11 **Part-payment:** Any sum tendered by or on behalf of the Parents that is less than the sum due and owing may be accepted by the School on account only. Late payment charges may be applied to any unpaid sum, as set out in clauses 4.9 and 4.10.
- 4.12 **Poor Payment Record:** The Parents who have a poor or otherwise unsatisfactory payment record may be required, at the Head's discretion, to pay each of the following years' Fees in a single lump sum in advance. In cases of persistent late payment, the School reserves the right to obtain references from external credit reference agencies.
- 4.13 **Appropriation of Fees:** Payments will usually be allocated by the School to the earliest balance on the Fees account. The Parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of the Parents.
- 4.14 **Instalment arrangements:** An agreement by the School to accept payment of current and / or past and /or future Fees together with any applicable value added tax or other duties or levies on Fees and / or other sums by instalments is concessionary and will be subject to separate agreement(s) between the Parents and the School. Where there are inconsistencies between these *Terms and Conditions* and those of any instalment agreement or invoice issued by the School to the Parents (as applicable), the terms and conditions of the instalment agreement or the invoice shall prevail.
- 4.15 **Advance Payment Scheme:** From time to time, the School makes available a scheme under which a lump sum prepayment is made by or on behalf of the Parents which will be the subject of a separate contract which will provide, among other conditions, for a refund of the unused part of the prepayment in the event of the Pupil leaving the School earlier than

expected. Fees in lieu of Notice (where applicable) and any other sum due and owing to the School at that time will be deducted from the sum to be refunded.

- 4.16 **Scholarships and bursaries:** Every scholarship, exhibition, bursary or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and its staff reasonably and with respect. The terms on which such awards are offered and accepted will be notified to the Parents at the time of offer. Any value attached to such award shall be deducted from Fees before any award is calculated or assessed. A copy of the School's Conditions of Award for Scholarships or Bursaries is provided to Parents when the offer of such award is made.
- 4.17 **Fees increases:** Fees are reviewed at least annually and are subject to increase from time to time. Parents may give to the School written Notice of Withdrawal of the Pupil within 21 days of the School's announcement of a Fees increase and will not be liable to pay Fees in lieu of Notice and the Confirmation Fee and Overseas Confirmation Fee, if paid, will be refunded without interest, less any sums owing to the School. Parents acknowledge that an increase or decrease in VAT or any other duties or levies will not amount to an increase or decrease in Fees.
- 4.18 **Information about Fees:** The Parents acknowledge and agree that the School may make enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid and give permission for those schools to divulge such information (and will provide such permission if required). The Parents also acknowledge and agree that the School may inform any other school or educational establishment to which the Pupil is to be transferred if any sums due to the School are unpaid.
- 4.19 **Identity of Fees payer:** From time to time the School may need to obtain satisfactory evidence of the identity of a person who is paying Fees, such as sight of a passport (and take copies) or the source of any funds used to pay Fees and the Parents agree to provide such information as reasonably requested by the School in this respect. The Parents agree to comply with the applicable School policies and its third party verification system. The Parents must inform the School immediately if at any time either becomes a "Designated Person" or "Blocked Person" or "Politically Exposed Person" or "Sanctioned" under any United Kingdom enactment or similar enactment or legislation in the US or the EU or any other jurisdiction, or convicted of a criminal offence anywhere in the world for which a custodial sentence may be imposed.

5 Educational matters

- 5.1 **Provision of education:** The School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each pupil and to provide education to at least the standard required by law in the particular circumstances. The School will exercise reasonable care and skill in providing educational services for the Pupil but cannot undertake or guarantee that the Pupil will achieve their desired examination results or that results will be sufficient to gain entry to other educational establishments.
- 5.2 **Organisation and delivery of the curriculum:** The School reserves the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Head, is most appropriate to the School community as a whole. This may be by online or other form of remote learning. The School will endeavour to inform the Parents of significant changes to the curriculum and/or the way in which it to be delivered and the reasons for them as soon as practicable. The curriculum includes teaching which actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs. If the Parents have specific requirements or concerns about any aspect of the Pupil's education or progress they should contact the Pupil's Head of Year for Senior School and class teacher for EYFS

and Prep School, or other appropriate member of staff, as soon as possible, or contact the Head in the case of a serious concern.

- 5.3 **Reporting on Pupil's progress:** The School shall monitor the Pupil's progress and shall report to the Parents by means of grades, written reports and parents' meetings. School reports are provided by electronic means.
- 5.4 **Relationships and Sex education:** The Pupil will receive health and life skills education including relationships and / or sex education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish the Pupil to take part in part or all of the sex education aspect of the curriculum up to three academic terms before the Pupil's sixteenth birthday. The Pupil has the legal right to opt into sex education within three academic terms before he or she turns sixteen. The Pupil cannot be withdrawn from relationships education.
- 5.5 **Public examinations:** The Head may, after consultation with the Parents and the Pupil, decline to enter the Pupil's name for a public examination if, in the exercise of their professional judgement, the Head considers that by doing so the Pupil's prospects in other examinations would be impaired and / or if the Pupil has not prepared for the examination with sufficient diligence, for example, because the Pupil has not worked or revised in accordance with advice or instruction from members of the School's academic staff.
- 5.6 **Reports and references:** Information supplied to the Parents and others concerning the progress and character of the Pupil, and about examinations, further education and career prospects, and any references shall be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
- 5.7 **Learning difficulties:** The School shall do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a "special educational need". The School staff are not, however, qualified to make a diagnosis of conditions such as those commonly referred to as (including but not limited to) dyslexia, or of other learning difficulties.
- 5.8 **Screening for learning difficulties:** The screening tests available to schools are indicative only: they are not infallible. The Parents will be notified if a screening test indicates that the Pupil may have a learning difficulty. An external assessment can be arranged by the School at the Parents' expense or by the Parents themselves who will notify the School prior to the diagnostic assessment. The Parents agree to cooperate fully with any investigation of the Pupil's educational needs and refusal to do so may be regarded as unreasonable behaviour. See also clause [8.12.5](#).
- 5.9 **Information about learning difficulties:** The Parents shall notify the School when completing the School's Confidential Information Form (attached to the Registration Form) and subsequently in writing if at any time they are aware or suspect that the Pupil has a learning difficulty (whether identified, formally diagnosed or in the process of being diagnosed) and the Parents must provide the School with copies of all written reports and other relevant information. If at any time after the Parents submit a registration or after the Pupil's Admission to the School, the Head in exercising their professional judgement has reason to believe that the School may be unable to meet the Pupil's special educational needs, they will consult with the Parents and with external authorities and the Pupil (where appropriate). Such consultation will have regard to the legal and regulatory framework applicable at the time. Following consultation, if the Head determines that the School is unable to meet the Pupil's special educational needs, they may request that the Parents Cancel the place or Withdraw the Pupil. In such circumstances, the School will waive the Notice requirements and Fees in lieu of Notice. Alternatively, the Head may give reasonable notice of termination of this contract. The School reserves the right to charge for the provision of additional teaching where it is lawful to do so.

- 5.10 **Progression through the School:** It is assumed that following admission to the School, subject to conduct and academic ability, the Pupil will progress through the School and will ultimately complete the School's final year i.e. Upper Sixth (Year 13). The relevant criteria for progression through the School are set out in the School's Admissions Policy. The Parents will be consulted before the end of the Spring Term if there appears to be any reason why the Pupil may be refused a place in the next year at the School. Unless the Pupil will be leaving at the end of the Upper Sixth Form, the Parents must give a Term's Written Notice (i.e. **before** the start of the Summer Term) in accordance with the provisions about Notice in Section 9 below if they do not intend the Pupil to proceed to the next year of the School, or a Term's Fees in lieu of Notice will be payable. The requirement to give a Term's Written Notice shall apply if Parents wish to withdraw the pupil at the end of Year 6 or Year 11.
- 5.11 **Intellectual property:** Where the Pupil creates a copyright work, including where the work is created jointly with a member of staff or another pupil the copyright will be owned jointly with the School. The School may use that work for the purpose of promoting the interests of the School, including exhibiting it, publishing it in the School magazine or putting it or a copy of it on the School's intranet, social media or public website.
- 5.12 **Pupil's work:** Without prejudice to the ownership of the work, the Parents' consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to the School retaining the Pupil's original work until, in the professional judgement of the Head, it is appropriate to release the work to the Pupil. This does not prejudice the Pupil's or the Parents' right to access their personal data under data protection law. The School will take reasonable care to preserve the Pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Pupil by factors outside the direct control of the Head or staff of the School.
- 5.13 **Consent for educational visits:** A variety of educational visits will be provided for the Pupil. Parents will be provided with relevant information in advance of educational visits. Unless the Parents specifically notify the School in writing that they do not wish the Pupil to take part in a specific educational visit, by signing the Confirmation of Acceptance Form and agreeing to be bound by these *Terms and Conditions* the Parents' consent to the Pupil taking part in all educational visits. These include:

5.13.1 off-site activities involving Pupils aged 5 or under; or

5.13.2 visits (including overnight or residential stays within the United Kingdom) which take place during the weekends or school holidays; or

5.13.3 non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; or

5.13.4 adventure activities which may take place at any time; or

5.13.5 visits that cost less than £100.

The School will request specific consent from Parents for the Pupil to take part in a visit which takes place outside the United Kingdom. The Parents agree that the Pupil shall be subject to School discipline in all respects whilst engaged in an educational visit.

- 5.14 **The cost of educational visits:** The School will advise the Parents in advance of any additional costs associated with an educational visit, including those visits described in clause 5.13.1 to 5.13.4 above. The cost of such a visit or any visit with a cost in excess of that stated in clause 5.13.5 will be payable in advance and may be subject to a separate agreement. All additional costs (such as medical costs, taxis, air fares, insurance, visas or professional advice) incurred to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the Fees invoice. The School reserves the right to prevent the Pupil from taking part in an educational visit while any overdue sum or such

additional costs remain unpaid or where it is deemed inappropriate for them to take part for reasons of discipline, health or safety.

- 5.15 **Use of education technology and Artificial Intelligence (AI):** The Parents acknowledge that the School may make use of education technology platforms and digital tools, including tools powered by AI, to support teaching, learning and administration. All such tools are reviewed by the School to assess age appropriateness, data protection compliance and educational value.. Please see also clause 5.2

6 Pastoral care

- 6.1 **The School's commitment:** The School will do all that is reasonable to safeguard and promote the Pupil's welfare and to provide pastoral care, to at least the standard required by law in the particular circumstances. The Parents agree that the Head has the right to require the Pupil to remain away from the School at the home of their Parents or education guardian and for the period he or she considers appropriate:
- 6.1.1 pending the outcome of an investigation (please see also clause 8.5 below); or
- 6.1.2 if the Head considers that the Pupil's presence at the School presents a risk to him / her or to any other pupil or to any member of the School community.
- 6.2 **Complaints:** Any expression of dissatisfaction about action taken, or a lack of action by the School in respect of the Pupil where the Parents seek action by the School must be notified to the School as soon as practicable A copy of the School's Parents Complaints Procedure and Policy can be supplied on request or may be viewed on the School website. See also clause 8.12.5 and 8.17.
- 6.3 **Pupil's rights:** The Pupil, if of sufficient maturity and understanding, has certain legal rights that the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights to confidentiality and privacy and, usually, the right to have contact with their parents. If any conflict of interest arises between the Parents and the Pupil, at the discretion of the Head the rights of, and duties owed to, the Pupil will usually take precedence over the rights of, and duties owed to, the Parents.
- 6.4 **Head's authority:** The Parents authorise the Head to take and / or authorise all decisions which the Head considers in good faith will ensure good order and safeguard and promote the Pupil's welfare and the welfare of other pupils or staff. Please see Section 7 below.
- 6.5 **Values:** The School has a clear set of values to which the School aspires. These values shape who We are, what We do and how We do it. More information about Our values is on the School website.
- 6.6 **Culture:** The culture of the School fosters good relationships between pupils and between members of staff and pupils. Bullying or threatening behaviour, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Pupil and the Parents and the School expects the same of the Pupil and the Parents in relation to the School or its staff and other parents. See also clause 6.7 and clause 8.12.5 below.
- 6.7 **Parent conduct towards staff:** The Parents agree that they will treat all members of the School's staff with dignity and respect at all times. The Parents must not engage in any conduct towards staff which amounts to or could reasonably be perceived as harassment, including but not limited to conduct related to any protected characteristic under the Equality Act 2010. Breach of this clause may constitute unreasonable behaviour for the purposes of clause 8.12.5 and may result in the School requiring the Removal of the Pupil. The School reserves the right to restrict or prohibit access to School premises by any person whose conduct towards staff is considered by the Head to be inappropriate, threatening or harassing.

- 6.8 **Physical contact:** The Parents consent to such physical contact with the Pupil:
- 6.8.1 as may accord with good practice and as appropriate to the age of the child; or
 - 6.8.2 as may be appropriate and proper for teaching and instruction; or
 - 6.8.3 for providing comfort to the Pupil in distress; or
 - 6.8.4 to maintain safety and good order; or
 - 6.8.5 in connection with the Pupil's health and welfare.

The Parents also consent to the Pupil participating in contact and non-contact sports and other activities as part of the normal School programme or extra-curricular programme. The Parents acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated. Corporal punishment is not used at the School and force shall not be used as a form of punishment.

- 6.9 **Protective equipment:** The Parents accept that the Pupil will be required to wear appropriate protective equipment for certain activities in accordance with the instructions of the relevant members of staff. Please also clause 8.2 below.

- 6.10 **Disclosures:** The Parents must in the School's Confidential Information Form (attached to the Registration Form) or otherwise as soon as possible, disclose to the School in confidence (subject to clause 6.11 below):

- 6.10.1 any known medical condition, health (including mental health) problem or allergy affecting the Pupil;
- 6.10.2 any special dietary requirements, preferences and intolerances that the Pupil has;
- 6.10.3 any history of a learning difficulty on the part of the Pupil;
- 6.10.4 any disability, special educational need or any behavioural, emotional difficulty and / or social difficulty on the part of the Pupil;
- 6.10.5 any family circumstances, court proceedings or court order which might affect the Pupil's welfare or happiness;
- 6.10.6 any concerns about the Pupil's safety;
- 6.10.7 any significant change in the circumstances of the Parents, including without limitation, any changes to the Parents' financial circumstances or if either of the Parents is a "Designated Person", "Blocked Person" or a "Politically Exposed Person" "Sanctioned"(or similar characterisation) under any UK enactment or similar enactment or legislation in the US or the EU or any other jurisdiction, or convicted of a criminal offence anywhere in the world for which a custodial sentence may be imposed;
- 6.10.8 if it is the Parents' intention that the Pupil is to be cared for and accommodated by someone who is not a close relative for a period of 28 days or more.

A failure to disclose any information under clause 6.10.1 to 6.10.8 and /or clause 7.1 may be deemed by the School to be unreasonable behaviour by the Parents. Please see clause 7.1 and clause 8.12.5.

- 6.11 **Confidentiality:** The Parents authorise the Head to override their own and (subject to clause 7.3 and so far as they are entitled to do so) the Pupil's rights to confidentiality, and to impart confidential information on a need-to-know basis where in the best interests of the Pupil or others the School considers it necessary to safeguard or promote the Pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. In some cases, members of staff may need to be informed of any particular

vulnerability the Pupil may have.

The School reserves the right to monitor the Pupil's use of:

6.11.1 email;

6.11.2 the internet and any internet-based platform; and

6.11.3 mobile electronic devices.

See also the School's IT Staff, Pupil, Parent, Governor and Visitors Policy' which is available on request and IT Staff, Pupil and Visitor Acceptable Use Policy which is provided to the Pupil.

- 6.12 **Special precautions:** The Head needs to be aware of any matters that are relevant to the Pupil's safety and security. Accordingly, the Parents must notify the Head in writing immediately of any court orders or situations of risk in relation to the Pupil for whom any special safety precautions may be needed. The Head may exclude one or both of the Parents from School premises if, they consider such exclusion to be in the interests of the Pupil or any other member of the School community.
- 6.13 **Collection:** The Pupil, if in the Nursery and the Prep School, must either be collected by one of the Parents or an alternative collector as notified to the School, in accordance with the School's security procedures for collection as required by the School from time to time. This may require the use of a password.
- 6.14 **Dietary requirements:** The Parents of pupils in the School must advise the School in writing of any dietary requirements. A care plan from a health care professional must be provided if the Pupil has a medically diagnosed food allergy.
- 6.15 **Leaving School premises:** The School will do all that is reasonable to ensure that the Pupil remains in the care of the School during School hours but does not accept responsibility for the Pupil if they leave School premises in breach of School rules or regulations. The School is not legally entitled to prevent a pupil aged 16 years or over from leaving School premises during School hours.
- 6.16 **Residence during Term time:** The Pupil is required during Term time and at weekends and half term, to live with the Parents or a legal guardian or with an education guardian acceptable to the School. The Parents must immediately notify the Head in writing if the Pupil will be residing during Term time and at weekends and half term under the care of someone other than the Parents or their education guardian.
- 6.17 **Communications from the Parents:** Communications or instructions from one of the Parents or a legal guardian or an education guardian or any person with Parental Responsibility shall be deemed by the School to be received from both Parents unless there is clear evidence to the contrary. This requirement does not apply to the giving of Notice for the Cancellation of the place or the Withdrawal of the Pupil from the School. Those persons who are required to consent to or to give Notice of Cancellation or Withdrawal are set out in clause 9.2.
- 6.18 **Absence of the Parents:** The Parents must inform the Head in writing of the name, address and telephone number for 24 hour contact for the adult who will have the care of the Pupil at any time when both the Parents will be absent from the Pupil's home overnight or for a 24 hour period or longer.
- 6.19 **Education guardians:** The Parents, if resident outside the United Kingdom, must before Entry appoint an education guardian for the Pupil in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School accepts no responsibility for the Pupil when are in the care of the Parents or the education guardian. The Parents or the

education guardian must make weekday, weekend and holiday arrangements, including travel to and from the School, in advance. The Parents are responsible in each case for making suitable arrangements to appoint an education guardian. The Parents shall immediately on appointment provide the School with up to date contact details for the appointed education guardian and shall immediately notify the School of any changes to those details. The Parents shall upon request provide such further information to the School as it reasonably requires to satisfy itself that the proposed appointment and or arrangements are suitable, or appoint an alternative education guardian if, in the reasonable opinion of the Head, the proposed appointment is considered unsuitable for the role. Failure to provide such information upon request may constitute unreasonable behaviour by the Parents. See clause 8.12.5.

- 6.20 **Photographs or images (including video recordings):** The School may obtain and use photographs or images (including video recordings) of the Pupil for based on the Privacy Notice and the Photographic Images Policy on the School website subject to Parent and Pupil consent.
- 6.21 **Request for confidentiality:** The Parents may ask the School to keep information about the Pupil confidential. For example, Parents may ask the School not to use photographs of the Pupil in promotional material or ask the School to keep the fact that the Pupil is on the School roll confidential. If the Parents would like information about the Pupil to be kept confidential, they must immediately contact the Head in writing, requesting an acknowledgment of their letter. The School will respect the request, save where and to the extent required by law and subject to and in accordance with the provisions of clause 6.11. The Parents will keep communications from the School confidential if requested to do so and shall not record meetings or discussions with any staff member or representative(s) of the School without consent.
- 6.22 **Transport:** The Parents consent to the Pupil, when in the care of the School, travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.
- 6.23 **Pupil's personal property:** The Pupil is responsible for the security and safe use of all their personal property including money, mobile electronic devices, locker keys, watches, computers, musical instruments and sports equipment, and for property lent to him / her by the School.
- 6.24 **Insurance:** The Parents are responsible for insurance of the Pupil's personal property whilst at School or on the way to and from School or any School-arranged activity away from School premises.
- 6.25 **School's liability:** Unless negligent or in breach of another legal duty which causes injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Pupil or the Parents or for loss or damage to property.

7 Health and medical matters

- 7.1 **Medical declaration:** Before the Pupil enters the School the Parents will be asked to complete a Medical Information and Consent Form concerning the Pupil's health (including mental health) and must inform the Head in writing if the Pupil develops any known medical condition, health (including mental health) problem or allergy, or will be unable to take part in games or sporting or other activities, or has been in contact with anyone with an infectious or contagious disease. Please see clause 6.10 and clause 8.12.5.
- 7.2 **Medical care:** The Parents must comply with the School Nurse/ recommendations which may include a decision to release the Pupil home or to their education guardian when they are unwell.
- 7.3 **Pupil's health:** The Head may at any time require a medical opinion or certificate as to the Pupil's health (including mental health) where the Head considers it necessary as a matter of

professional judgement in the interests of the Pupil and / or the School community. The Pupil, if of sufficient age and maturity, is entitled to insist on confidentiality which can be overridden in the Pupil's own interests or where necessary for the protection of other members of the School community.

- 7.4 **Medical information:** Throughout the Pupil's time as a member of the School, the School Nurse shall have the right to disclose confidential information about the Pupil if it is considered to be in the Pupil's own interests or necessary for the protection of other members of the School community. Such information will be given and received on a confidential, need-to-know basis.
- 7.5 **Emergency medical treatment:** The Parents authorise the Head, or another member of the School's senior management team on the express delegated authority of the Head, to consent on their behalf to the Pupil receiving emergency medical treatment where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents or a second emergency contact cannot be contacted or it is not practical to contact them in time.

8 Behaviour and discipline

- 8.1 **School regime:** The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies, rules, procedures and regime. The Parents accept that the School's policies, rules, procedures and regime may be subject to change at short notice, if in the opinion of the Head it is deemed appropriate to do so in the circumstances prevailing at the time.
- 8.2 **Conduct and attendance:** The School attaches importance to its values and to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School rules about the wearing of uniform and general appearance and any instruction to wear appropriate protective equipment for certain activities.
- 8.3 **School rules:** The School rules which apply are set out in a document provided to the Pupil on Entry to the School.
- 8.4 **School discipline:** The Parents accept the authority of the Head and of other members of staff on the Head's behalf to carry out searches and investigations and to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the Pupil and / or any other pupil and / or the School community as a whole. The School's policies on behaviour and discipline current at the time and published on the School website apply to all pupils at the School and at all times when the Pupil is in or at School (including when engaged in online or remote learning), representing the School or wearing School uniform, travelling to or from School, or taking part in School-arranged activities or associated with the School at any time. The policies shall also apply at all times and places in circumstances where failing to apply this policy may affect the health, safety or well-being of a member of the School community or a member of the public, have repercussions for the orderly running of the School or bring the School into disrepute.
- 8.5 **Investigative action:** Unless the School is prevented from doing so by an external agency including the police, an allegation, complaint or rumour of misconduct will be investigated, the Pupil may be questioned and their accommodation or belongings may be searched in appropriate circumstances. The Parents will be informed if the Pupil may face formal disciplinary action. If considered necessary, the School may make arrangements for legal representation for the Pupil, the cost of which is to be borne by the Parents. If under the School's disciplinary policy, a disciplinary meeting with the Head is required before a decision is taken, the School will make reasonable efforts to notify the Parents or education guardian so that they can attend. In the absence of the Parents or education guardian, the

Pupil will be assisted by an adult (usually a teacher) of their choice.

- 8.6 **Divulging information:** Except as required by law, the School and its staff shall not be required to divulge to the Parents or others any confidential information or the identities of pupils, staff or others who have given information which has led to the complaint or which the Head has acquired during an investigation.
- 8.7 **Drugs and alcohol:** The School may require the Pupil to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School rules or policy. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.
- 8.8 **Sanctions:** The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place and while the Pupil is enrolled at the School. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, Suspension, Removal or Permanent Exclusion and/or Final Warning.
- 8.9 **Definitions of sanctions:** The definitions in this clause apply in these *Terms and Conditions*.

Permanent Exclusion or Permanently Exclude(d): means that the Pupil is required to leave the School permanently in circumstances described in clause 8.10

Final Warning: means a final written warning from the Head, a breach of which may result in the imposition of a further sanction.

Removal or Remove(d): means that the permanent removal of the Pupil from the School is required in circumstances described in clause 8.12.

Suspension (internal or external): In the context of a disciplinary matter:

- (a) **External Suspension:** means that the Pupil is sent home for a limited period as a disciplinary sanction or pending an appeal procedure.
- (b) **Internal Suspension:** means that the Pupil may attend the School but will be segregated from other pupils for a specified period of time.

Withdrawal or Withdrawn: has the meaning set out in clause 9.5.

- 8.10 **Permanent Exclusion:** The Pupil may be Permanently Excluded from the School if it is proved on the balance of probabilities that the Pupil has committed a serious breach of discipline for which Permanent Exclusion is the appropriate sanction. The Head's decision to Permanently Exclude shall be subject to the Appeal procedure if requested by the Parents. The Parents will be given a copy of the Appeal procedure current at the time. The Pupil shall be subject to an External Suspension pending the outcome an Appeal. See clause 8.15 and clause 8.16.
- 8.11 **Fees following Permanent Exclusion:** If the Pupil is Permanently Excluded, there will be no refund of the Confirmation Fee or of Fees for the current or past Terms but the Overseas Confirmation Fee, if paid, will be refunded without interest less any sums owing to the School. There will be no charge to Fees in lieu of Notice but, save for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sums due to the School will be payable.
- 8.12 **Removal:** The Parents may be required to remove the Pupil permanently from the School if, after consultation with the Parents and if appropriate the Pupil, the Head is of the opinion that:

- 8.12.1 the Pupil has breached a condition of a Final Warning or has committed a breach or breaches, including persistent minor breaches of School rules or discipline for which Removal is the appropriate sanction; or
- 8.12.2 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or
- 8.12.3 the Pupil's presence at the School presents a risk to himself / herself and / or to any other pupil and the Pupil's Removal is considered necessary and proportionate; or
- 8.12.4 the School is not able to provide adequately for the Pupil's needs; or
- 8.12.5 one or both of the Parents have behaved unreasonably, including but not limited to treating the School or members of its staff or any member of the School community unreasonably or with disrespect or in an abusive, threatening, derogatory or obstructive manner or have engaged in conduct which amounts to or could reasonably be perceived as harassment of any member of staff (whether related to a protected characteristic or otherwise) or acted in way which could bring the School into disrepute or has failed to disclose the information required under clause 6.10 and / or clause 7.1 above; then

in these circumstances, and at the sole discretion of the Head, Withdrawal of the Pupil by the Parents may be permitted as an alternative to Removal being required. The Head shall have regard to the interests of the Pupil as well as those of the School. A decision by the Head to require the Removal of the Pupil shall be subject to the Appeal procedure if requested by the Parents. The Parents will be given a copy of the Appeal procedure current at the time. The Pupil shall be subject to an External Suspension pending the outcome of an Appeal. A Withdrawal under this clause is not subject to the Appeal procedure. See clause 8.15 and clause 8.16.

- 8.13 **Fees following Removal:** If the Pupil is Removed or Withdrawn in the circumstances described in clause 8.12, the provisions relating to Fees shall be as set out in clause 8.11 save that the Confirmation Fee and the Overseas Confirmation Fee, if paid, will be refunded without interest less any sums owing to the School.
- 8.14 **Leaving status:** The School reserves the right to record the leaving status of the Pupil on the Pupil's file as "Permanently Excluded" or "Removed" or "Withdrawn" as applicable. Following the decision of the Head to Permanently Exclude or require Removal or the Parents' decision to Withdraw the Pupil, the Head will discuss with the Parents matters relevant to the leaving status such as the transfer of the Pupil's Work to another educational establishment, the nature of any reference which may be given in respect of the Pupil, and also to the financial aspects of the Pupil's leaving, provided that the leaving status and decisions relating to such other matters shall be at the Heads absolute discretion.
- 8.15 **Appeal procedure:** The Parents may request an Appeal of a decision to Permanently Exclude or require the Removal of the Pupil from the School. The Head will advise the Parents of the Appeal procedure current at that time when they inform the Parents of their decision.
- 8.16 **Pupil's status pending an Appeal:** If the Parents request an Appeal of the Head's decision to Permanently Exclude or require the Removal of the Pupil, the Pupil will be subject to an External Suspension until the Appeal procedure has been completed. While subject to External Suspension, the Pupil shall remain away from School and will have no right to enter School premises during that time without prior written permission from the Head.
- 8.17 **Complaints procedure:** A complaint as described in clause 6.2 above which does not involve a Permanent Exclusion or Removal of the Pupil must be made in accordance with the

School's Parents Complaints Procedure and Policy, a copy of which is available on request and via the School's website.

9 Provisions about Notice

9.1 **Term:** means the period between and including the first and last days of the relevant School term as published on the School's website.

9.2 **Notice:** means (unless the contrary is stated in these *Terms and Conditions*) a Term's Written Notice given by:

9.2.1 both Parents; or

9.2.2 one of the Parents with the prior written consent of the other Parent; and

9.2.3 in either case the prior written consent of any other person with Parental Responsibility where appropriate;

addressed to and received by the Head personally or the Bursar on the Head's behalf. It is expected that the Parents will consult with the Head before giving Notice to Withdraw the Pupil. The Parents should contact the School if no acknowledgement of the Notice is received from the School within seven days of the date of the Notice.

9.3 **A Term's Written Notice:** means Notice in writing including by email given before the first day of a Term and expiring at the end of that Term.

9.4 **Cancel or Cancellation:** means the cancellation of a place at the School which has been accepted by the Parents and which occurs before the Pupil enters the School or where the Pupil does not enter the School. Please see clause 3.1 for details of when Entry to the School occurs.

9.5 **Withdraw, Withdrawn or Withdrawal:** means the withdrawal of the Pupil from the School by the Parents or the Pupil with or without Notice required under these *Terms and Conditions* at any time after the Pupil has entered the School. Please see clause 3.1 for details of when Entry to the School occurs.

9.6 **Cancellation rights:** If the offer of a place and its acceptance are both made entirely at distance by means of post or electronic communication without either of the Parents meeting face to face with a member of the School staff between offer and acceptance, the Parents have the right to cancel this contract at any time within 14 days of the day after the School receives the Parents' completed and signed Confirmation of Acceptance Form. In such circumstances the Confirmation Fee and the Overseas Confirmation Fee, if paid, will be refunded together with any Fees paid pro-rated if the School has provided any educational services under these *Terms and Conditions*. Information about the right to cancel and how to cancel is set out in the School's cancellation notice and form published on the School website.

9.7 **Fees in lieu of Notice:** means Fees in full at the rate applicable for the next Term:

9.7.1 following termination by the Parents on less than one full Term's Written Notice;

9.7.2 or the Pupil is excluded for more than 14 days for non-payment of Fees and/or other sums as set out in clause 4.7.

Fees in Lieu of Notice are at the full Fees rate and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession.

The Parents acknowledge that the requirement to pay one Term's Fees in lieu of Notice is necessary to promote financial stability at the School and to enable it to plan its staffing and

other resources.

9.8 **Termination by the Parents:** Except when the Pupil is to leave at the end of the Upper Sixth year or clause 9.10 below applies, if the Parents wish to Withdraw the Pupil or Cancel and terminate this contract at any time or after the expiry of the 14 day cancellation period described in clause 9.6 above (if applicable) they shall do so either by:

9.8.1 providing at least one Term's Written Notice;

(a) If the Parents Withdraw the Pupil after Entry, the Confirmation Fee and the Overseas Confirmation Fee, if paid, will be repaid by means of a credit without interest as set out in the final invoice issued by the School;

(b) If the Parents Cancel their Acceptance of the place for the Pupil between Admission and Entry, the School will retain the Confirmation Fee. The Overseas Confirmation Fee, if paid, will be repaid by means of a credit without interest as set out in the final invoice issued by the School; or

9.8.2 paying one Term's Fees in lieu of Notice, save where the Parents have complied with clause 4.15 above (Advance Payment Scheme). The School shall refund the Confirmation Fee by means of a credit without interest against the Fees in lieu of Notice and reserves the right to offset the Overseas Confirmation Fee, if paid, against the Fees in lieu of Notice

Please see clause 3.1 for when Admission and Entry occur.

9.9 **Other Notice requirements:** For the avoidance of doubt, the requirements in 9.8 shall also apply if:

9.9.1 following the GCSE year or Year 12, the Pupil will not return for the following year; or

9.9.2 the Parents wish to withdraw the Pupil at the end of Year 6 even if they meet the criteria for progression to Year 7.

9.10 **Cancelling a place offered in the Term before Entry:** Except where clause 9.6 applies, if the offer of a place is made within a Term of the Pupil's proposed Entry to the School, the Parents may Cancel and terminate this contract by notifying the School in writing at any time before Entry but they shall pay one Term's Fees at the rate payable for the Term of Entry, less the Confirmation Fee, payable as a debt. The School reserves the right to offset the Overseas Confirmation Fee, if paid, against the Term's Fees.

9.11 **Prior consultation:** Except for where clause 9.6 applies, it is expected that the Parents, or duly authorised education guardian, will consult personally with the Head or with the Head's authorised deputy before Notice is given by the Parents to Withdraw the Pupil or Cancel and terminate this contract.

9.12 **Discontinuing extra tuition/extras:** A Term's Written Notice is required to discontinue extra tuition/extras or a Term's Fees for the extra tuition / extras will be immediately payable.

9.13 **Termination by the School:** The School may terminate this contract:

9.13.1 on one Term's notice in writing sent by ordinary post or email where it has good cause and, if practical, following full consultation with the Parents and also the Pupil (if of sufficient maturity and understanding). The Confirmation Fee and the Overseas Confirmation Fee, if paid, will be refunded without interest, less any outstanding balance of sums due to the School; or

9.13.2 on reasonable notice in writing, including by email, if in the professional opinion of the Head the School is unable to provide all or a significant proportion of the

educational services to the Pupil; or

- 9.13.3 immediately where the Pupil does not have the appropriate immigration permission to live in the United Kingdom and to study at the School or, in the case of a Pupil who holds a Child Student visa on the basis of sponsorship by the School, where Parents have arranged accommodation for the Pupil which does not meet the requirements of the Child Student Immigration Rules, or the Parents have otherwise acted in a way which puts the School at risk of breaching its duties as the holder of a Child Student sponsorship licence.
- 9.13.4 immediately where after seven days from the School requesting that they do so, Parents have not made arrangements which the School considers are suitable with an education guardian or accommodation provider;
- 9.13.5 immediately, if at any time either of the Parents is declared bankrupt or is a “Designated Person” or “Blocked Person” or “Sanctioned” (or similar characterisation) under any UK enactment or similar enactment or legislation in the US or the EU or any other jurisdiction or convicted of a criminal offence anywhere in the world for which a custodial sentence may be imposed.

Notice provided by the School in accordance with clauses 9.13.3 to 9.13.5 will be in writing, which includes email.

10 Events beyond the control of the parties

- 10.1 **Force majeure:** An event beyond the reasonable control of the School or the Parents is a **Force Majeure Event** and shall include but not limited to such events as:
- 10.1.1 an act of God, fire, flood, drought, earthquake or other natural disaster;
- 10.1.2 war, riot, civil unrest, act of terrorism, strikes, industrial disputes;
- 10.1.3 outbreak of epidemic or pandemic of disease;
- 10.1.4 failure of utility service or transportation;
- provided always that the inability of either party to pay any amount required under these *Terms and Conditions* shall not be a Force Majeure Event.
- 10.2 **Reasonable modifications:** Any reasonable modifications to the educational provision made by the School in order to meet legal obligations, comply with government guidance and to protect the health, safety and well-being of staff or pupils including during or following a Force Majeure Event shall not affect the obligation of the Parents to pay the Fees in accordance with these *Terms and Conditions*.
- 10.3 **Notification:** If either the School or the Parents is prevented from or delayed in carrying out its contractual obligations by a Force Majeure Event, that party (the **Affected Party**) shall as soon as reasonably practicable notify the other in writing, including by email, and shall be excused from performing those obligations (other than the obligation of the Parents to pay the Fees in accordance with these *Terms and Conditions*) while the Force Majeure Event continues.
- 10.4 **Continued force majeure:** The Affected Party shall use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations. If a Force Majeure Event continues for a period greater than 90 days from the date of notification, the Affected Party shall notify the other of the steps to be taken to ensure performance of its contractual obligations.
- 10.5 **Termination:** If the Force Majeure Event continues for a total period greater than 120 days from the date of notification, the party in receipt of notification under clause 10.3

may terminate these *Terms and Conditions* by providing at least three working days' notice in writing to the other party. 'Working days' means Monday to Friday when the School is open during the School's Term time. The dates of the School Terms are published on the School's website.

11 General contractual matters

- 11.1 **Variations:** These *Terms and Conditions*, the Conditions of Award (if applicable) and the fees list are, at the School's discretion, subject to change from time to time to reflect changes in the law, regulation or government guidance or in custom and practice at the School.
- 11.2 **Data protection:** The School has a privacy notice which explains how the School will use the Parent's and the Pupil's personal data. This privacy notice is provided with the letter of offer. The privacy notice is also published on the School's website. The Parents must read the privacy notice in full before signing the Confirmation of Acceptance Form. If the Pupil is going to enter Year 7 or above the Parents must show the Pupil a copy of the privacy notice and discuss it with him / her before accepting the offer of a place.
- 11.3 **Change:** The School, as any other, is likely to undergo a number of changes during the period of these *Terms and Conditions*. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School, policies, rules and procedures, the disciplinary framework, the length of School Terms and the applicable regulatory framework. In addition, there may be the need to undertake a corporate reorganisation exercise and / or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of these *Terms and Conditions* may be freely assigned by the School to another party at the discretion of the School.
- 11.4 **Consumer rights:** Care has been taken to use plain language and to give clear explanations in these *Terms and Conditions*. If any words alone or in combination infringe consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair. Nothing in these *Terms and Conditions* affects the Parents' statutory rights.
- 11.5 **Consultation:** It is not practicable to consult with the Parents and the Pupil over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that the Parents will be consulted and provided with reasons for the change and where possible given at least a Term's notice in writing of:
- 11.5.1 a change of ethos or culture; or
 - 11.5.2 a change in any physical aspect of the School which would have a significant effect on the Pupil's education or pastoral care; or
 - 11.5.3 a change of ownership of the School;
- where such changes are not temporary.
- 11.6 **Information for parents:** We provide parents of prospective pupils with information about the School and the educational services we provide in good faith. This information may be contained in the School's prospectus / website / promotional literature or in statements made by staff or pupils during a visit or an open day. If the Parents intend to take account of the information provided to them when deciding whether to enter into these *Terms and Conditions* they should seek specific confirmation from the Head that the information is accurate before returning a completed Confirmation of Acceptance Form to the School.
- 11.7 **Third party rights:** Only the School and the Parents are parties to these *Terms and Conditions*. Neither the Pupil nor any third party is a party to these *Terms and Conditions* and

shall not have any rights to enforce any term of it.

- 11.8 **Interpretation:** These *Terms and Conditions* supersede any previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of these *Terms and Conditions*.
- 11.9 **Severability:** If any provision or part-provision of these *Terms and Conditions* are or become invalid, illegal or unenforceable, they shall be deemed modified to the minimum extent necessary to make them valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of these *Terms and Conditions*.
- 11.10 **Jurisdiction:** These *Terms and Conditions* were made at the School and they and their formation, together with each matter relating to the provision of educational services by the School, are governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

**The Keepers and Governors of the Possessions Revenues and Goods of the Free Grammar School of John Lyon within the town of Harrow-on the-Hill:
Registered Charity Number: 310033**

Schedule 1 Summary of clauses containing financial consequences

Event	Clause
Offer of a place and Confirmation of Entrance Fees	3.3
Overseas Confirmation Fee	3.4
Indemnity	4.4
Refund or waiver	4.6
Exclusion for non-payment	4.7
Other consequences of non-payment	4.8
Late payment	4.9
Late payment charges	4.10
Poor payment record	4.12
Fees following Permanent Exclusion	8.11
Fees following Removal	8.13
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