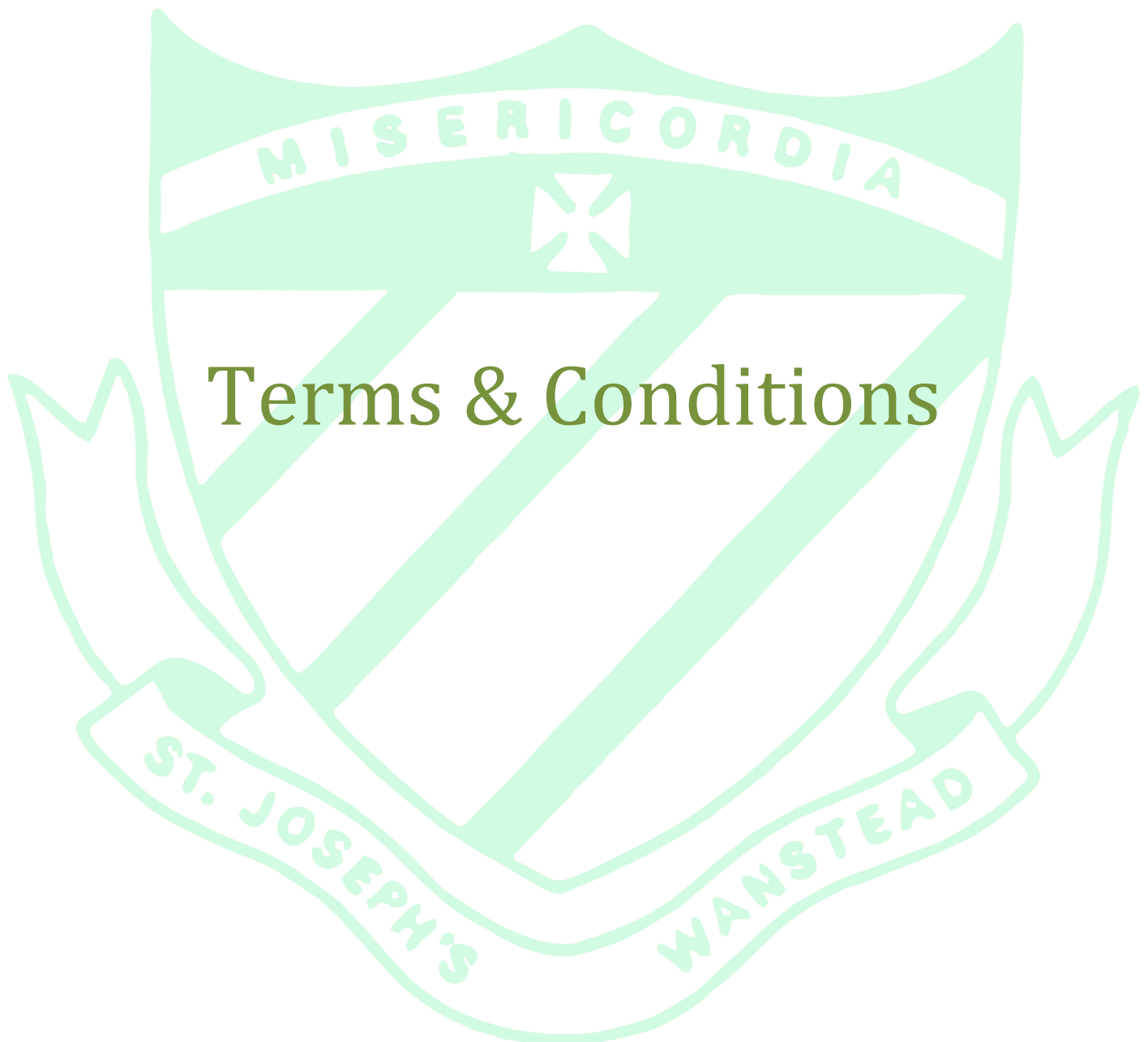


St. Joseph's Convent School



Terms & Conditions

**We are a Mercy School
We will live and work
together
as Jesus taught us,
spreading his loving
friendship
to everyone we meet**

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

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

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

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

1. **Definitions**

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

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

"**daughter**" means a daughter 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 for legal or other substantive reasons, or in order to assist the proper administration of the School. It does not form part of the contract between you and the School. A copy of the most up-to-date procedure is available from the School at any time upon request;

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

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

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

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

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

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

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

"**a term's notice**" means **written** notice given not later than the first day of the term preceding the term to which the notice relates^[1];

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

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

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

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

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

(b) Who we are. We are St. Joseph's Convent School operated by the Board of Governors on behalf of the Institute of Our Lady of Mercy as now or in the future constituted. Our registered address is 59 Cambridge Park, Wanstead, London, E11 2PR. Our Registered Charity Number is 290544.

(c) Our contract with you. The **Acceptance Form**, the **Schedule of Fees**, the **School Rules** and these **terms and conditions** (as in each case may be varied from time to time) form the terms of an agreement (the "**contract**") between you and the School. It is not intended that the terms of the contract shall be enforceable by your daughter or by any other third party.

[1] So if, for example, a term's notice is required to withdraw your child from an extra-curricular activity with effect from the start of the summer term (which is the term to which the notice relates) then **a term's notice** means you need to tell us in writing about the withdrawal, at the latest, on the first day of the *spring* term immediately before.

2. Acceptance and Deposit

- (a) How you accept our offer of a place. An offer of a place for your daughter at the School is accepted by your submitting the completed Acceptance Form and paying the deposit.
- (b) The non-refundable status of the deposit. **The deposit is not refundable if your daughter does not take up a place at the School.** The exception to this is where the School fills the vacancy created by your daughter's withdrawal, in which case the School shall refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of those costs [2].
- (c) How we use the deposit. The deposit will form part of the general funds of the School. This will be refunded when all accounts have been fully settled at the end of the Prep 4 academic year only.

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 daughter joins the School and what happens if you withdraw at that stage.

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

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

- (a) The period of notice we require. **If you wish to withdraw your acceptance of a place AFTER submitting the Acceptance Form and paying the deposit but BEFORE your daughter starts at the School you must give us written notice before the first day of the term immediately preceding the term in which your daughter was due to start.** *This means that if, for example, your daughter is due to start at the School in September at the start of an academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (ie, the final term of the previous academic year).*
- (b) If we receive that period of notice. **If you provide that period of notice, you will lose the deposit (subject to repayment under Clause 2(b) above if the resulting vacancy is filled by the School) but no further fees will be payable.** *This means that the School will retain the deposit and not refund it to you unless and until the vacancy created by the withdrawal of your daughter has been filled (and, if it is to be refunded, then an amount will be deducted from the deposit to cover the School's costs in administering your dealings with the School or a reasonable estimate of those costs). In any event, in such circumstances you are not required to pay any further fees or other amounts to the School.*

[2] You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to find a replacement.

(c) If we do not receive that period of notice. If you do not provide us with notice before the first day of the term immediately preceding the term in which your daughter was due to start (or if no notice is provided at all) a term's fees shall be payable by you and shall become due and owing to the School as a debt. The term's fees shall be charged at the rate applicable for the term immediately preceding the term when your daughter was due to start. The School shall credit the deposit you have paid (without interest) to the payment of the term's fees you will owe us (and you hereby acknowledge and agree that the School shall be entitled to retain the deposit on account of payment of the term's fees).

4. School Fees, Supplemental Charges and Payment

(a) What the fees include. All the costs incurred in the usual course of the education by the School of your daughter, including the provision of any necessary educational materials shall be met by the fees unless otherwise notified to you by the School at any time (either in the Schedule of Fees or otherwise).

(b) What the fees do not include: supplemental charges. We refer to any items charged to you that are supplemental to the fees (that is, items that are payable by you to the School in addition to the fees) as **supplemental charges**. By way of example, any extra-curricular activities (such as private music lessons, before and after school club, trips and visits) in which you agree in advance your daughter may participate will be supplemental to items met by the fees and charged for accordingly. Additional charges incurred by the School in providing for the special educational needs of your daughter may also be charged as supplemental to the fees.

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

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

(ii) How can one person remove him/herself from their payment responsibility. **A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice AND PROVIDED THAT they have obtained the prior written consent of both the School and the other person who has signed the Acceptance Form.**

(d) How the fees are charged and payment requirements. **Each term's fees are charged separately and the fees payable in respect of each term fall due for payment by you on the first day of that term.** Each term's 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(c)(i) above). The fees must be paid in full via SchoolMoney on or before the first day of the term to which the invoice relates. **We may not allow your daughter to attend the School if you do not pay on time.**

The School may agree that the fees that are or will fall due in relation to any term can be paid in instalments. If the School does agree to do this in relation to any term's fees then the School and those responsible for paying those fees will agree separately in writing the amount of each term's fees that is to be deferred and the anticipated schedule of instalments by which the deferred amount is to be paid. In such circumstances, the agreed amount for each term is to be paid in not more than four (4) instalments (unless otherwise agreed in writing by the School) within a period that does not exceed twelve (12) months (beginning with the date of the relevant invoice). The School shall issue a separate invoice and schedule of instalments relating to the fees due in respect of each term, which shall be evidence of the separate agreement for the payment of that term's fees. Parents are not to be deducted from any invoice sent from School for the payment of fees without the agreement of the School. Parents wishing to query a charge on the School invoice are to settle the invoice in full by the due payment date and notify the School of their query. Any necessary adjustments will be applied, if required, as soon as the query is resolved.

(e) Payment of supplemental charges. All supplemental charges for each term (and for other unpaid supplemental charges that were agreed during the previous term) will be invoiced separately and such invoice shall be sent to you before the start of the next term. Before and After School Club is invoiced monthly. **All such supplemental charges must be paid in full either via SchoolMoney on or before the date specified on the notification.**

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

(f) (i) Non-payment of fees: refusal to attend school. **We reserve the right to refuse to allow your daughter to attend the School or to withhold any references while fees remain unpaid or there is a persistent failure by you to pay the fees on time.**

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

(iii) We can charge interest if you pay late. If you do not make any payment to the School by the due date for payment (see Clauses 4(d) and 4(e) above) we may charge interest to you on the overdue amount at the rate of **[3]** per cent a year above the base rate from time to time of the School's bank. Unless we tell you otherwise in writing, this interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after we obtain a court judgment against you. **You must pay the School the interest together with the overdue amount.**

[(iv)] We can recover our costs for recovering late or non-payments. Unless we expressly agree otherwise in writing with you, you will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs, and in any event being such costs that would be allowable by the courts if judgment was made in the School's favour).]

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

PLEASE READ THIS NEXT SECTION CAREFULLY- it sets our right to increase the fees during

the course of your daughter's time at the School.

(g) Our ability to increase the fees. We will review our fees during the course of your daughter's education (usually annually) and may increase them. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. This will allow you time to consider the increase and, if you wish to withdraw your daughter from the School before the proposed increase is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under **Clause 5(a) below.**

(h) Fees and supplemental charges will not be reduced due to your daughter's absence. Fees and any agreed supplemental charges will not normally be reduced or refunded as a result of absence due to illness or otherwise. .

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

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

5. Notice Requirements

(a) Notice to withdraw your daughter from the School. If you wish to withdraw your daughter from the School (other than at the normal leaving date), you shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. This means that if, for example, you wish to withdraw your daughter with effect from the start of the autumn term (ie, at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your daughter on or before the first day of the preceding summer term (ie, the final term of the preceding academic year).

(b) When the relevant amount in lieu of notice must be paid. In cases under (a) above, the appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(c) Notice to withdraw your daughter from participating in an activity covered by a supplemental charge. If you wish to withdraw your daughter from an activity charged for as supplemental, you shall either give a term's notice to that effect or shall pay to the Peripatetic Teacher as a debt a term's charges for the activity in which your daughter has ceased to participate.

(d) Withdrawal part-way through a term does not reduce the amount you owe to the School. The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your daughter or by your daughter's ceasing to participate in an activity part-way through a term.

6. School Rules

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

(b) Monitoring your daughter's email communications, internet use, and use of social media. **The School may, subject to applicable data protection legislation, monitor your daughter's email communication, internet use, and use of social media.** We may do this for various reasons, including ensuring compliance with the School Rules or where it is appropriate for the School to do so (or indeed necessary) in connection with the School's legal and/or other duties and responsibilities or other legitimate purposes or good practice requirements.

7. Suspension, Exclusion and Required Removal

(a) The Head's discretion to suspend or exclude your daughter from the School! The Head may in her discretion suspend or, in serious or persistent cases, expel your daughter from the School if the Head considers that your daughter's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your daughter or other daughters.

(b) Where you can find examples of offences punishable by suspension or expulsion. **The School Rules** set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive and the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your daughter's record at the School may be taken into account

(c) The Head's discretion to require you to remove your daughter from the School. The Head may in her discretion require you to remove your daughter from the School if the Head considers that:

(i) your behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your daughter's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract or because we have a legal right to end the contract because of something you have done wrong;

[(ii)] [your daughter's attendance or progress is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your daughter or other children].

(d) What happens if your daughter is suspended, excluded or removed from the School. Should the Head exercise her right under either Clause 7(a) or Clause 7(c)(i) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable). Also, where your daughter is expelled or you are required to remove your daughter from the School the deposit will be forfeited meaning that the School will retain the deposit. If your daughter is expelled from the School fees in lieu of notice will **not** be payable and any prepaid fees and/or supplemental charges for the period after the expulsion will be refunded. [If you are required to remove your daughter from the School as a result of the Head exercising her discretion

under Clause 7(c)(ii) then fees in lieu of notice will not be payable and any prepaid fees and/or supplemental charges for the period after the removal (including, if applicable, the deposit held by the School) will be refunded.]

(e) Your right to have disciplinary matters or decisions reviewed. You are entitled to have any [serious] disciplinary matters or decisions taken by the School and/or Head under this Clause 7 reviewed. Any such review shall be governed by the Complaints Procedure.

8. The School's Obligations

(a) The period of your daughter's schooling. Subject to these terms and conditions, the School will accept your daughter as a pupil of the School from the time of joining the School until the end of her primary schooling.

(b) The scope of our duty to exercise reasonable skill and care for your daughter's education and welfare. While your daughter remains a pupil of the School, we will exercise reasonable skill and care in respect of her education and welfare. This obligation will apply during school hours and at other times when your daughter is permitted to be on School premises or is participating in activities organised by the School. **We cannot accept any responsibility for the welfare of your daughter while off the School premises unless she is taking part in a school activity or otherwise under the supervision of a member of School staff.**

(c) Consent to participation in contact sports and similar activities. Unless you notify us to the contrary, you consent to your daughter participating, under supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.

(d) What happens if your daughter needs urgent medical attention. If your daughter requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. **However, if it is not practicable to contact you we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).**

(e) Our right to make changes at the School. Our prospectus describes the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your daughter (including by providing such education remotely (whilst your daughter remains at home, for example, where the School is required to close the School premises)).

(f) We will give you notice of significant changes. We will give you notice of any changes that we regard as significant to your daughter's education prior to the end of the penultimate term before the change is to take effect. This will allow you time to consider the proposed change and, if you wish to withdraw your daughter from the School before the proposed change is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) above.

(g) Monitoring your daughter's progress at the School. We shall monitor your daughter's progress at the School and produce regular written reports. **We shall advise you if we have any concern about your daughter's progress but we do not undertake to diagnose dyslexia or other conditions.** A formal assessment can be arranged either by you or by the School at your expense. **You may be asked to withdraw your daughter without being charged fees in lieu of notice if in the opinion of the Head the School cannot provide adequately for your daughter's special educational needs.**

(h) Religious observance. Religious observance at the School shall be conducted in accordance with the **School Rules**.

9. The Parents' Obligations

(a) We require your co-operation. In order to fulfil our obligations under this contract and to maintain a constructive and good faith relationship with you, we, the Head and School staff need your co-operation, including in particular by you fulfilling your own obligations under this contract.

(b) Examples of the co-operation and assistance we require. You shall co-operate with the School and School staff in good faith, and including in particular by:

- (i) maintaining a constructive relationship with School staff (including in instances where the School is exercising its rights and performing its obligations under this contract);
- (ii) encouraging your daughter in her studies, and giving appropriate support at home;
- (iii) keeping the School up-to-date and informed of matters which affect or may affect your daughter (including circumstances which arise at any time that affect or may affect your ability to pay the fees and supplemental charges for your daughter);
- (iv) ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your daughter are accurate, truthful and not misleading and that relevant details and information (or changes to it) are not withheld;
- (v) providing cooperation and assistance to the School so that your daughter can participate and benefit from the School's provision of education (including where the School may wish/need to provide such education remotely); and
- (vi) attending meetings and keeping in touch with the School where your daughter's interests so require.

(c) You must notify us of your daughter's health/medical conditions or special educational needs. It is a condition of your daughter's joining the School that you complete and submit to the School details of any medical issues in respect of your daughter. You must inform the School of any health or medical condition, special educational need(s), disability or allergy that your daughter has or subsequently develops, whether long-term or short-term, including any infections. You must also provide us, whether upon further request by the School or otherwise, any reports or other materials relevant to any of the same.

(d) Circumstances where we may require you to keep your daughter away from School. If the School so requires due to a health risk either presented by your daughter to others or presented to your daughter by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your daughter at home and not permit her to return to the School until such time as the health risk has passed. Where it is considered appropriate in such circumstances we will try to continue providing education to your daughter remotely during such period (including, for example, by sending you/your daughter work assignments electronically or by post).

(e) You must notify us of any special arrangements needed for your daughter. You must inform the School of any situations where special arrangements may be needed in relation to your daughter, including in relation to their education or welfare.

(f) You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your daughter; and provide us with copies of them. You must inform the School if, at any time prior to or during your daughter's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your daughter's attendance at the School (including its premises) and/or the School's provision of education to your daughter. These would include any court order or undertaking given to a court which may deal with or impact upon in any way: (i) your daughter's living and/or contact arrangements; (ii) your daughter's education, welfare and/or upbringing; and/or (iii) the payment of fees and/or supplemental charges. In any such circumstances you shall (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts thereof).

(g) We require you to nominate a 'responsible adult' for us to contact in your absence. **It is also a condition of your daughter's joining the School that you complete and submit to the School the name and contact details of an emergency contact 'responsible adult' for your daughter.** Amongst other things this will nominate a 'responsible adult' for your daughter who will be delegated the authority by you to make decisions relating to your daughter if the School is not able to contact you.^[3]

(h) We are entitled to expect that parents have consulted with each other regarding decisions relating to your daughter. You (and each of you as the holders of parental responsibility for your daughter) acknowledge and agree that, prior to and during your daughter's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your daughter are concerned. Accordingly, except under Clause 9(i) below, you (and each of you) accept that the School is entitled to treat:

- (i) any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
- (ii) any communication from the School to one of you as having been given to both of you.

PLEASE READ THIS NEXT SECTION CAREFULLY - it sets out who needs to sign a notice of withdrawal of your daughter.

(i) We are entitled to require that notices of withdrawal must be signed by both parents. **A notice of withdrawal of your daughter served under this contract (i.e., under any of Clauses 3(a), 5(a) or 5(b) must be in writing and signed by each of you as the holders of parental responsibility for your daughter (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the daughter have signed such notice).**

(j) You must notify us of your daughter's absence from School. The Head must be informed in writing of any reason for your daughter's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.

[3] The parental absence contact is intended to identify someone with whom appropriate arrangements for pupils can be made, and taking decisions in respect of them, where those with parental responsibility for the child are based overseas or are otherwise absent for extended periods.

(k) Parents must notify us if they will be absent for a period of time. If at any time during your daughter's time at the School you (or either of you) will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than two (2)

consecutive school days then you must inform the School in writing and provide the details required by the School as a result, including the name and contact details for a 'responsible adult' for the period of your absence.

(l) *Raising concerns with the School and making formal complaints.* If you have cause for concern as to a matter of safety, care, discipline or progress of your daughter you must inform the School without undue delay. Complaints should be made in accordance with the Complaints Procedure. A copy of the most up-to-date version of the Complaints Procedure is available from the School at any time upon request.

10. Insurance

Your responsibility to make your own insurance arrangements. You must make your own insurance arrangements if you require cover for your daughter or their property while at School or for the payment of fees due to absence of your daughter or closure of the School premises.

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

(a) *Your consent to us providing a reference for your daughter.* You consent to our supplying information and a reference in respect of your daughter to any educational institution which you propose your daughter may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your daughter is accurate and any opinion given on her ability, aptitude for certain courses and character is fair. However, we cannot be responsible for any loss you or your daughter is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

(b) *Your consent to us using information relating to your daughter for certain purposes connected with the running of the School.* You consent to us making use of information relating to your daughter (including photographs and video recordings), and (where appropriate) relating to you, whilst your daughter is at the School and after she has left for the purposes of:

- (i) managing relationships between the School and current pupils/parents and fulfilling our obligations under the contract with you;
- (ii) promoting the School to prospective pupils/parents;
- (iii) publicising the School's activities; and
- (iv) communicating with the school community and the body of former pupils.

In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website and (where appropriate) the School's social media channels.

(c) *You are required to update us of changes to information held, or in circumstances relating to, you and/or your daughter.* You must:

- (i) confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your daughter that is held by the School; and

(ii) inform the School of any change to you or your daughter's circumstances (including, where applicable, in connection with your daughter's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your daughter that has previously been notified to the School, including relevant contact details.

(d) We will send information (e.g., school reports) about your daughter to both of you as a matter of course. You agree that those persons who have parental responsibility for your daughter are entitled to receive certain information about your daughter from the School (including school reports, correspondence and other materials relating to her progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to such persons UNLESS the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data Protection Act 1998 (as amended or superseded)).

(e) The Data Protection Act 1998 and your consent to our processing of your/your daughter's personal data. The School will process personal data about you and your daughter in accordance with the Data Protection Act 1998 (as amended or superseded). You consent to us processing such personal data:

- (i) as set out in this Clause 11,
- (ii) in order to comply with any court order or legal, regulatory or good practice requirement; and
- (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes.

12. Intellectual Property Rights

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

13. Changes in Ownership, etc

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

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

14. Cancellation of this Contract

(a) Our rights to end the contract. The School may end this contract at any time by notice in writing to you, without any obligation to return any deposit or fees paid to you, if:

- (i) you do not make a payment to us when it is due and you still do not make payment within fourteen (14) days of us reminding you that such payment is due;
- (ii) your daughter is expelled from the School;
- (iii) you are required to remove your daughter from the School, including circumstances where you (as opposed to your daughter) act in such a way as to give the Head cause to require you to remove your daughter from the School under Clause 7(c)(i) of this contract;
- (iv) you (or either of you) make a serious misrepresentation of facts or circumstances to us, or you (or either of you) withhold important information from us, about you and/or your daughter or that is relevant to the provision of education by the School to your daughter (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you and/or your daughter is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your daughter is not);
- (v) you fail or refuse to complete and submit to the School a medical questionnaire in respect of your daughter;

[(vi)] you (or either of you):

- (aa) are unable, following our request, to demonstrate that you will be able to pay the fees and supplemental charges due under this contract;
- (bb) are otherwise unable to pay your debts as they fall due;
- (cc) are the subject of a bankruptcy petition or order; or
- (dd) you enter into an individual voluntary arrangement; or

[(vi)] you otherwise do not comply with (i.e., you breach) your obligations under this contract such that we have a legal right to end the contract because of something you have done wrong or, in the Head's reasonable discretion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this contract.

(b) Your rights to end the contract. You may end this contract at any time by notice in writing to the School if:

- (i) you have a legal right to end the contract because of something we have done wrong; or
- (ii) the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.

(c) When this contract will end if not terminated early. For the avoidance of doubt, this contract shall end at the end of your daughter's schooling.

(d) Ending the contract will not affect any accrued rights. Once this contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen. After this contract ends, you and we will keep any rights we have under general law.

15. Events outside of our, or your, control

(a) What we mean by an "event outside of our/your control". We mean any event beyond either your or our reasonable control including, by way of example and for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination. In the remainder of this Clause 15 we shall refer to these as an "event".

(b) What happens if we are affected by an event outside of our control. If an event beyond our control arises which prevents or delays the School's performance of any of its obligations under this contract, the School shall give you notice in writing specifying the nature and extent of the circumstances giving rise to the event. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the event [and subject to Clause 15(c)], the School will not be responsible for not performing those of our obligations which are prevented or delayed by, and during the continuance of, the event. To the extent reasonably practicable in the circumstances the School shall try during the continuance of the event to continue to provide educational services (including by providing appropriate educational services remotely).

[(c) Circumstances in which we may refund fees to you. If the School is wholly unable to perform its obligations under this contract for one of the reasons listed for a continuous period of more than fourteen (14) consecutive days, you shall not be required to pay the fees for the period of the term affected, prorated proportionately. Accordingly, and as the case may be, if the fees for the period of the term affected:

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

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

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

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

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

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

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

16. Communications between you and the School

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

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

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

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

In light of the importance under this contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that notices you may wish to send us under any of Clauses 3, 5(a), 5(b) or 5(d) of these terms and conditions [4] are sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery. Unless we agree otherwise, you should not provide any of these notices by email.

[4] i.e., those provisions dealing with **withdrawing** your child from the School or otherwise changing your child's place at the School or the activities that your child is undertaking at the School

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

(a) The law that applies to this contract. The contract between you and the School is governed by English Law and either you or the School must bring legal proceedings in respect of this contract in the English courts.

(b) Rights in relation to the enforcement of this contract. If we choose not to enforce any part of this contract, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this contract. And, if we cannot enforce any part of this contract, this will not affect our right to enforce the rest of this contract.

18. Changes to these Terms and Conditions

Reserving the right to change these terms and conditions. We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of 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.

