

DANES HILL SCHOOL

Leatherhead Road, Oxshott, Surrey KT22 0JG
Tel: 01372 842509 Fax: 01372 844452
registrar@daneshillschool.co.uk



Registration Form

Child's surname Boy / Girl (please circle)

Forenames

Date of Birth Year of entry: September

Name of previous school Nationality

Home Address

..... Postcode

Home telephone no

Father's name Mobile no

Father's email

Father's profession Business tel no

Mother's name Mobile no

Mother's email

Mother's profession Business tel no

Family connections with school (if any)

I have read, understand and agree to the Conditions of Entry as set out in this document.

Signature (Father)/(Guardian)

Signature (Mother)/(Guardian)

Signatures of both parents/guardians are required.

Date



PLEASE DETACH AND RETAIN FOR YOUR RECORDS

DANES HILL SCHOOL

Terms and Conditions

When completed this form should be sent to:

The Registrar
Danes Hill School
Leatherhead Road
Oxshott
KT22 0JG

This document sets out the relationship between you and Danes Hill School. It is a very important document and you should read it carefully and retain.

together with the *registration fee of £100 via bank transfer to:

Account Name: Vernon Educational Trust Ltd
Bank: Lloyds Bank
Sort Code: 30-97-81
Bank Account No: 00109665
BIC: LOYDGB21034
IBAN: GB27 LOYD 3097 8100 1096 65

Please ensure your bank quotes a recognizable reference to facilitate identification of your payment.

* Please note registration is not complete until we have confirmed receipt of the funds.

Introduction

1. "The School" is Danes Hill School (which consists of the Pre-Preparatory School, locally known as 'Bevendean' and the main Preparatory School), of Leatherhead Road, Oxshott, Surrey, KT22 0JG which is owned by The Vernon Educational Trust Limited, a company limited by guarantee, which is registered with the Charity Commissioners under number 269433. The Council of The Vernon Educational Trust Limited is *the School's* "Governing Body". When a child enters *The School* it is assumed that they will remain at *the School* until the age of 13, before progressing to a senior school. Such progress is subject to behaviour, performance and academic attainment. Such progress will be particularly monitored for pupils who are transferring from the Pre-Preparatory School to the Main School.
2. "The Headmaster" of *the School* is the person appointed by the *Governing Body* to be responsible for the pupils and includes those to whom any of the duties of *the Headmaster* have been responsibly delegated, including the Head of the Pre-Preparatory School and the Deputy-Heads.
3. "You" are the parent or parents, and/or those who have parental responsibility for a pupil individually and jointly and, where appropriate, those referred to at paragraph 17 of this document.

The School

4. *The School* strives to provide a balance covering academic, moral, spiritual and physical education. *You* are expected to give *your* support and encouragement to the aims of *the School* and to uphold these aims by urging *your* children to maintain appropriate standards at home and at school.

For office use only

Registration fee: £..... Date.....

Deposit fee: £..... Date.....

Notes:

5. Decisions taken about all aspects of *the School* affect *the School* community as a whole. The arrangements outlined in this document are intended to encourage stability, forward planning and the proper resourcing and development of *the School* for the benefit of all. *You* will be given reasonable notice of any proposals or changes which may significantly affect *the School* community. The ethos and principles on which *the School* is run are reflected in the policies concerning admission, equal opportunities, behaviour and discipline, drugs, exclusion and review. Written policy documents are available on request.
6. A successful school must initiate and respond to change. The offer and acceptance of a place at *the School* are made on the basis that, in the interests of *the School*, reasonable changes may from time to time be made upon reasonable notice, to the size and location of *the School*, to its premises and facilities, to the rules, to its policies, to the curriculum, to the composition of classes, to the length of *the School's* terms and *the School* day and to any other aspect of *the School*.

Care and good discipline

7. *Your* authority to *the School*: *you* acknowledge that the Headmaster is in loco parentis. *You* consent to *the Headmaster* making and/or authorising in good faith all decisions that safeguard and promote the welfare and proper education of the pupil. Such consent includes but is not limited to:
 - (a) the use of any physical contact which may be lawful, appropriate and proper for teaching and providing comfort to a pupil in distress or to maintain safety and good order or in connection with the pupil's health; and
 - (b) permission for the pupil to receive emergency medical treatment including blood transfusions within the United Kingdom, general anaesthetic and NHS operations where any of these have been certified as necessary for the pupil's welfare by an appropriately qualified person and *you* cannot be contacted in time; and
 - (c) permission for the pupil to participate in contact sport
8. The pupil's health: *the Headmaster* may at any time require a medical opinion or certificate as to the pupil's general health. *You* must inform *the Headmaster* in writing if the pupil has or develops any known medical condition, health problem or allergy or will be unable to take part in sporting activities or has been in contact with infectious diseases.

9. Individual pupils of any age may from time to time be required to sit appropriate tests, either carried out internally by *the School* or externally by outside agencies such as educational psychologists. The cost of internal testing is included in the fees (see below), however payment for external tests must be made by *you* directly to the relevant agency. If the results of any tests show that the pupil requires extra provision then *the School's* "Learning Support Centre" will supply this. Additional charges are payable for the services of the Learning Support Centre and full details of these and the services provided are shown in the Learning Support Centre booklet, a copy of which is available upon request. The Learning Support Centre provides specialist tuition for pupils with mild learning difficulties, including dyslexia, dyscalculia and dyspraxia.
10. Special precautions: *The Headmaster* must be informed in writing of any matters which are relevant to the pupil's security and safety. *The Headmaster* must therefore be notified immediately of any Court Orders or situations of risk in relation to the pupil for whom any special safety precautions may be needed. *You* may be excluded from *the School's* premises if *the Headmaster*, acting in a proper manner, considers such exclusion to be in the best interests of the pupil or of *the School*.
11. Conduct: the pupil is expected to wear *the School's* uniform, (including to sports fixtures and school productions) and to show respect and good manners, whether on or off *the School's* premises. *The School* operates an anti-bullying policy and a pupil who breaches this policy may be excluded. The pupil is expected to abide by *The School* Rules which will be sent to all parents/guardians and which may be amended at *the Headmaster's* total discretion. *You* are expected to give *your* support to *the School* to ensure adherence to the rules.
12. Attendance: the pupil is expected to attend punctually on each school day and to take full part in all *the School* activities, including participating in school teams for which the pupil may be selected. *You* agree to observe *the School's* holiday dates, which will be published 12 months in advance. *You* are not permitted to take a pupil on holiday during term time without the written permission of *the Headmaster*.

Unauthorised absence from school: *the Headmaster* is not responsible for a pupil's absence if the absence is in breach of the *School* Rules and when the pupil is travelling to and from school (unless using school transport).

Parents are responsible for ensuring that pupils are collected by an authorised adult at the end of a School day.

Registration, admission and entry to the School

13. *The School* operates a registration system before a pupil can be offered a place. *The School* shall only register the pupil if:

- (a) the registration form and all associated paperwork has been completed in full by *you* and received by *the School*; and
- (b) the current non-refundable registration fee (£100) has been paid.

The Headmaster reserves the right not to register a pupil who, in his absolute discretion, *the Headmaster* considers unsuitable for admission to *the School*.

14. Offer of a place:

(a) Offers to prospective pupils shall normally be made in the order that registration occurred. Subject to the provisions of paragraphs 14 (c) and (d) below the offer of a place becomes binding upon *you* upon payment by *you* of the current deposit (£750), which must be paid 12 calendar months prior to the pupil's first day at *the School*. The deposit shall be refunded to *you* by being deducted from *the School's* final invoice which shall be submitted when the pupil leaves *the School*. Any monies owing to *the School* shall be deducted.

(b) *The School* reserves the right (at *the Headmaster's* total discretion) to withdraw its offer of a place without further liability to *you* or the pupil, in particular where the deposit has not been paid and/or the conditions in paragraphs 14 (c) and (d) are not fulfilled.

(c) If the pupil seeks to enter Year 3 or above, an offer of a place is conditional upon the pupil passing *the School's* entry test for the appropriate age group. If the pupil fails the entry test *the School* shall return the deposit to *you* in full if already paid and in other circumstances not request the deposit until after the entry test. *The School* reserves the right to set a screening test for those pupils entering below Year 3.

(d) *The School* requires *you* to disclose all medical information relevant to the pupil's normal academic development when the registration form and registration fee are submitted. Such failure to disclose any such condition

will be regarded by *the School* as a breach of contract and the pupil may be excluded.

Fees and extras

15. School fees include the following: all normal curriculum expenses (including games); school lunches (which all children are expected to attend); workbooks; study guides; revision guides; planners; bible and hymn books but excludes the following which will be charged for as "extras"; (the pupil is *your* agent for the purposes of such *extras*): exam fees; learning support centre fees; all school trips; all school outings off-site; school educational activities on-site [where *the School* pays 3rd party suppliers to host special events on *the School* premises]; school equipment [eg bags, calculators, pens etc.]; teas and breakfast clubs; after-school activities and clubs [charged to *the School* by 3rd party suppliers]; school-run coaches & minibuses. This is not intended to be an exhaustive list and *the School* reserves the right to charge for *extras* where changing circumstances dictate.

16. Payment of fees and extras: save as *the School* may otherwise agree, parents of all new pupils will be required to pay fees and extras by direct debit before the first day of term (the direct debit form is included in the registration pack of documents which must be completed as part of the admission process].

(i) When fees are outstanding, or overdue through consistent and persistent late payment, *the School* may exclude the pupil at any time and will consider the pupil withdrawn without notice 28 days after exclusion. When this occurs one term's fees in lieu of notice shall be payable in addition to the outstanding fees (see 20(c) below). Fees (and extras if appropriate) will not be refunded or waived for absence due to sickness or the variation of *the School* term date or for any other reason except at the total discretion of *the Headmaster*.

(ii) *The School* can provide *you* with an easier way to pay school fees, spreading the cost into manageable monthly payments. Please contact Jenny Sewell, *the School* fees manager, for further information by email on jsewell@daneshill.surrey.sch.uk

17. Responsibility for payment: Fees and extras are the joint and several responsibility of each person who has signed the "Registration Form" or who has parental responsibility for the pupil or has already paid any fees in respect of the pupil or has returned the pupil to *the School*. An agreement with a third

party to pay the *fees* or *extras* owed to *the School* does not release *you* from any liability under this document unless an express release has been given in writing by *the School* and signed by *the Headmaster*. *The School* reserves the right to refuse payment from a third party.

18. Late payment: in the case of overdue payment of *fees*, *extras* or *fees* in lieu of notice (see below) *the School* shall be entitled to recover the consequent administrative and legal costs and will charge interest calculated on a daily basis at the rate of 2% per month, or such other rate as *the School* shall consider is reasonable.
19. *The School* shall publish fee rates annually. Invoices shall be rendered to *you* prior to the beginning of each term. Any changes in the fee structure will be published at least one term in advance.

Termination, cancellation and withdrawal

20. Definitions

(a) "Term" means the period between and including the first and last days of each school term.

(b) "Notice" means (unless otherwise stated in this document) a *term's* notice in writing (submitted before the first day of *term* and expiring at the end of *term*) given by *you* and delivered by hand to *the Headmaster*. No other form of notice will suffice.

(c) "Fees in lieu (of notice)" means *fees* in full for the *term* of notice at the rate that would have applied had the pupil attended and not limited to *your* contribution in the case of a scholarship, bursary or assisted place.

21. Cancellation of an accepted place before entry to *the School*: a *term's* *fees* will be payable by *you* if, for any reason, *you* cancel an acceptance of a place at any time before entry, or the pupil does not join *the School* after a place has been accepted. In these circumstances no credit will be given for the deposit, which will be forfeit. *The Headmaster* may give special consideration to cases of serious illness or genuine hardship upon the receipt of a written request.
22. Withdrawal from *the School*: *you* must provide one *term's* notice before withdrawing a child from *the School*. If such notice is not provided *you* will have to pay *fees in lieu*, even if the pupil's place can be refilled, and these may be invoiced at any time after the withdrawal. *The Headmaster* may waive this

condition at his discretion. By way of example this means that if the pupil is to leave *the School* at the end of the Summer term, then *you* must give notice before the beginning of the Summer term otherwise *you* will have to pay the *fees* for the following Autumn term even though the pupil is not attending *the School*.

23. Notice by *the School*: any notices given by *the School* may be sent by first class post. *The School* may terminate this agreement on one *term's* written notice sent by first class post and otherwise under paragraphs 24 and 25 below.

Removal and exclusion of the pupil

24. Removal at the request of *the School*: *the Headmaster* may require *you* to remove a pupil from *the School* at any time, either temporarily or permanently, if *the Headmaster* considers, after consultation with *you*, that removal is warranted. Removal will be considered if, in *the Headmaster's* opinion, the conduct or progress of the pupil has been unsatisfactory or if the pupil seems unwilling or unable to profit from the educational opportunities offered or if *you* have treated *the School* or members of its staff unreasonably. In the event of such removal no *fees* will be refunded and all outstanding *fees* (and *extras*) will be payable in full. *Fees in lieu* will not be charged. A review procedure is available from *the Headmaster* upon request.
25. Exclusion: *the School* may exclude a pupil at any time, either temporarily or permanently, if *the Headmaster* is satisfied that the pupil's behaviour has been prejudicial to good order or school discipline or to the reputation of *the School*, whether such behaviour has occurred in or out of term time and on or off *the School's* premises. *The Headmaster* will act fairly and in accordance with the procedures of natural justice and will only exclude the pupil in serious circumstances. The procedure relating to exclusion is available from *the Headmaster* upon request. In the event of such exclusion no *fees* will be refunded and all outstanding *fees* (and *extras*) will be payable in full. *Fees in lieu* will not be charged.
26. *The Headmaster's* discretion: the exclusion (whether temporary or permanent), or removal of a pupil is at the sole discretion of *the Headmaster*. Neither *the School* nor its staff shall be required in any circumstances to divulge to *you* or others any confidential information or the identities of pupils or others who have given information which have led to the exercise of such discretion.

27. Access: any pupil who has been withdrawn, excluded (whether temporarily or permanently), or removed from *the School* shall not enter *the School's* premises without the written permission of *the Headmaster*.
28. Appeal: where a pupil has been excluded *you* may submit a written appeal to the Chairman of the *Governing Body* for a review of *the Headmaster's* decision.
29. Liability: neither *the School* nor any of its staff shall be liable to the pupil or *you* for any indirect or consequential loss or damage, costs, expenses or other claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with the pupil's exclusion or removal. This exclusion and limitation is not intended to limit rights of *you* or the pupil which may not lawfully be excluded.

General Conditions

30. *Your* absence: when both parents are absent from the pupil's home for a 24 hour period or longer, *the School* requires, in writing, 24 hour contact details of the adult to whom parental responsibility has been delegated in loco parentis.
31. Liability and Insurances: unless negligent *the School* does not accept responsibility for accidental injury or loss of property. *The School* undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents including insurance of the pupil's personal property whilst at school or on the way to or from school or at any school sponsored activity away from *the School*. *The School* is not *your* agent for any purpose related to insurance and parents are required to insure a pupil's property.
32. Concerns/Complaints: if *you* have serious concerns regarding matters of safety, care or quality of education *you* must inform *the Headmaster* in writing without delay. *The School* will endeavour to preserve the confidentiality of information concerning *you* and the pupil. *You* consent on *your* own behalf and on behalf of the pupil to the acquisition, retention, use and communication by *the School* of confidential information which *the Headmaster* considers to be material to the safety and welfare of the pupil and others. *You* further consent to *the School* communicating with another school which *you* propose that the pupil should attend about any matter concerning the pupil or payment of *fees* (and *extras*).

33. Data Protection: *you*, the pupil and *you* on behalf of the pupil:
 - (a) Consent, pursuant to the Data Protection Act 1998, to the "processing" by *The School* of "personal data" for the purposes specified in *the School's* privacy statement which is available on request; and
 - (b) hereby grant explicit consent to the "processing" by *the School* of "sensitive personal data" as specified in *the School's* privacy statement (as such terms are defined by the Data Protection Act 1998) .
34. Intellectual Property (IP): *the School* reserves all rights and interests in any IP rights arising as the result of the actions of the pupil in conjunction with any member of staff of *the School* and/or other pupils at *the School* for a purpose associated with *the School*. Any use of any such IP rights by the pupil is subject to the terms of a licence to be agreed prior to the use between *you*, the pupil and *the School*. *The School* will allow the pupil's role in the creation/development of IP rights to be acknowledged; IP rights will remain with the pupil but *the School* has a licence to use the work, in which the pupil holds the IP rights, for *the School's* purposes.
35. Prospectus: the Prospectus describes the principles by which *the School* is currently guided. *The School* may correct any typographical or other errors or omissions in the Prospectus without any liability to *you* or the pupil. If *you* wish to place specific reliance on a statement in the Prospectus *you* should seek written confirmation of that statement prior to accepting a place at *the School*.
36. Consumer protection: any word or words, either alone or in combination, in this document which are found to infringe the Unfair Terms in Consumer Contract Regulations 1999 or any other provision of law shall be treated as severable and shall be replaced or expanded with words that give as near the original meaning as may be fair.
37. Nothing in this document affects *your* statutory rights.
38. Interpretation: this document (and any other document referred to in this document) supersedes the Prospectus and any other literature relating to *the School* and will be construed as a whole. References to the masculine include the feminine and the neuter and the singular includes plural and vice versa as the context admits or requires. The headings are for convenience only and shall not affect their interpretation.

39. Third parties: in the event that parents decide not to remain together and become estranged *the School* has a right to exclude the rights of any third parties from bringing an action or claim against *the School* under these terms and conditions.
40. Jurisdiction: this document is governed exclusively by English Law and the courts of England shall have exclusive jurisdiction.
41. *The School* reserves the right to vary these terms and conditions if circumstances dictate.

June 2015