

Culford School Terms and Conditions

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

Why you should read them. Please read these terms carefully before you accept our offer of a place at the School for your child. 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 stand out. This is 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 them further explained to you, then please contact the Chief Operating Officer 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.

"**acceptance fee**" means the amount set out and referred to as the acceptance fee in the Acceptance Form;

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

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

"**Complaints Procedure**" means the School's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons, or in order to assist the proper administration of the School. It does not form part of the contract between you and the School. A copy of the most up-to-date procedure is on the School's website and is otherwise 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; "**fees**" means the termly fees set out in the Schedule of Fees & Charges;

"**Head**" means the person appointed by 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 (which may include the respective headmaster or headmistress for each different level of schooling within the School);

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

"**School address**" is Culford School, Culford, Bury St Edmunds, IP28 6TX;

"**School Policies**" means the policies of the School from time to time, as each may be amended, replaced or otherwise revised 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 documents comprising the policies is available on the School's website and from the School at any time upon request;

"**School Rules**" means the body of rules of the School which set out our expectations concerning conduct and behaviour as may be amended from time to time for legal, safety or other substantive reasons, or in order to assist the proper administration of the School. A copy of the documents comprising the rules is available on the School's website and from the School at any time upon request;

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

"**a term's notice**" means **written** notice given not later than the first day of the term before the term to which the notice relates. For example, a term's notice is required to withdraw your child from the School 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;

"**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, trading as Culford School, Culford, Bury St Edmunds, IP28 6TX; and

"**you**" or the "**parents**" means each person who has signed the Acceptance Form as a holder of parental responsibility for the child, 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 of what we are referring to. We do this by using the words "**for example**", "**includes**" or "**including**".

When we use these words it means that the examples that are given are not exclusive or limiting examples of the matter in question.

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

- (b) Who we are. We are Culford School which is part of the Methodist Independent Schools Trust, a charitable company registered in England and Wales with charity registration number 1142794. The company registration number is 7649422 and our registered office is currently at 27 Tavistock Square, London, WC1H 9HH. Our registered VAT number is 275 8488 45.
- (c) Our contract with you. The **Acceptance Form**, the **Schedule of Fees & Charges**, any separate Terms and Conditions associated with the payment of fees in advance, sometimes known as Composition Fees (the "**FIA Terms and Conditions**"), 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 this contract shall be enforceable by your child or by any other third party.

2. Acceptance, Acceptance Fee and deposit

- (a) How you accept our offer of a place. An offer of a place for your child at the School is accepted by your submitting the completed Acceptance Form, paying the Acceptance Fee and, where appropriate, the deposit.
- (b) The non-refundable status of the Acceptance Fee The Acceptance Fee is not refundable.
- (c) How we use the Acceptance Fee The acceptance fee is not refundable, unless it is agreed with the Headmaster. It is transferred to our Bursaries fund which forms part of the general reserves of the School, once your child has left the school.
- (d) The non-refundable status of the deposit. If applicable, the deposit is not refundable if your child does not take up their place at the School. The limited exception to this is where notice is given in accordance with Clause 3(a) below and the School actually fills the specific vacancy created by your child'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. You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to fill the vacancy created by your child's withdrawal.
- (e) How we use the deposit. The deposit will form part of the general funds of the School until it is credited without interest to the payment of all outstanding sums due and owing to the School on your child's leaving (including fees and any supplemental charges).
- (f) Credit referencing. You consent to us carrying out a credit reference search on each person that signs the Acceptance Form. We may withdraw the offer of a place for your child and retain the Acceptance Fee and any deposit if we become aware that financial obligations to the child's previous school have not been met or if we are not satisfied with the result of the search.

PLEASE READ THIS NEXT SECTION CAREFULLY - *it deals with what you need to do if you wish to withdraw your acceptance of a place before your child joins the School and what happens if you withdraw at that stage.*

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 children 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 you provide that period of notice or not.

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

- (a) Notice to withdraw your acceptance of a place before your child joins the School . **If you wish to withdraw your acceptance of a place BEFORE your child starts at the School you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice.** *This means that if, for example, your child is due to start at the School in September (at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (ie, the final term of the previous academic year), or pay the fees in lieu referred to above.*
- (b) If we receive notice. **If you provide a term's notice, you will not receive a refund of the Acceptance Fee and deposit, but no further fees will be payable** (the only exception to this is if you are entitled to a refund of the deposit under Clause 2(b) above).
- (c) If we do not receive that period of notice. **If you do not provide us with a term's notice (or if no notice is provided at all) a term's fees shall be payable by you in addition to the Acceptance Fee 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 that your child was due to start. Where applicable, such fees will be reduced to take account of any scholarship or bursary awarded to you.

4. School Fees, Supplemental Charges and Payment

- (a) What the fees include. Unless set out in the Schedule of Fees & Charges or notified to you at any time, the fees include the costs we incur in the usual course of educating your child and, if applicable, facilitating our boarding provision.
- (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, trips and visits) in which you agree in advance your child may participate will be supplemental to items met by the fees and charged for accordingly. In addition, public examination shall be charged as supplemental to the fees. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees. *The Schedule of Fees &*

Charges may include some of the typical supplemental charges that may be incurred, but please note that this will be a non-exhaustive list.

- (c) Applicable taxes. All of the fees and supplemental charges are exclusive of any taxes, which will be added (where applicable).

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

- (d) (i) Who is responsible for 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 therefore 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 then, in order to recover the outstanding payments, the School can, in its discretion, choose to seek payment of the full amount outstanding from either parent or both parents. The only exceptions to this are set out in Clause 4(d)(ii) immediately below. Court orders (for example, where parents are separated or divorced) and other arrangements between parents or third parties relating to fees do not normally bind or apply to the School, and do not extinguish either parent's liability for the fees and supplemental charges due under this contract.
- (ii) How can one person remove him/herself from their payment responsibility and circumstances where the School may agree to accept payment from a person who has not signed the Acceptance Form and is not a party to this contract. A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice but that person **must** have obtained the prior written consent of both the School and the other person who has signed the Acceptance Form before submitting such notice. Separately, the School may (without obligation to do so) agree in writing with each of you to accept payment from a third party (for example, a grandparent or employer), but this will not discharge your payment responsibility under this contract, unless and until we agree otherwise in writing.
- (iii) How bursary and scholarship awards are treated. A bursary, scholarship or other award may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and/or if, in the opinion of the Head, your child's attendance, progress and/or behaviour (and/or your behaviour or conduct (or the behaviour or conduct of one of you)) no longer merit the continuation of the award.

If your child has been awarded a scholarship/bursary which includes financial assistance (by way of fee remission), your responsibility will be to pay for the amount of fees due after taking account of that award. Where it appears likely to the Head that an award which includes financial assistance may be withdrawn, you will be notified in advance and, if within fourteen (14) days of that notification your child is withdrawn from the School, no fees in lieu of notice will be payable by you. This will give you enough time to decide whether you want to continue to educate your child at the School without the benefit of the financial assistance.

Scholarships and bursaries awarded on entry into the Senior School are conditional upon your child completing a sixth form course. If your child does not complete the sixth form course, the award is void, and you must pay the full school fees for the period your child has been in the Senior School, and the period of notice.

Scholarships and bursaries awarded in the Preparatory School are conditional upon your child completing U3 studies. If your child does not complete the U3 year, the award is void, and you must pay the full school fees for the period your child has been in the Preparatory School, and the period of notice. The scholarship will not become void if your child is required to leave by the School. Scholarships and bursaries are not transferrable from the Preparatory School to the Senior School.

- (iv) Discretionary awards: Discretionary awards may be awarded by the bursary committee to meet changes in individual family circumstances and needs.
- (e) How the fees are charged and payment requirements. The annual fees are divided into three equal parts and are charged separately on a termly basis, regardless of the length of any term. **Each term's fees 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(d)(ii) above). The fees must be paid in full by cheque, card payment, or direct bank transfer on or before the first day of the term to which the invoice relates. The School reserves the right to refuse some types of credit and debit cards. Where we have agreed a direct debit plan, you must make suitable provision for debits to be taken as specified in that plan. **We may not allow your child to attend school if you do not pay on time.**
- (f) 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 charged separately from the fees and will be included as separate items on an invoice. **All such supplemental charges must be paid in full by cheque or direct bank transfer before the first day of the next term.**
- (g) Old Culfordian joining fee. The Old Culford joining fee is a one-off payment of £75 which is charged for each pupil who joins the Senior School to cover the Old Culfordian (OC) joining fee. **The fee is invoiced in the Spring term** after the pupil joins the Senior School and entitles all current and former pupils to receive a copy of FOCuS which is the magazine for all Culford alumni and information on all re-union events. **The Old Culfordian Joining Fee must be paid in full by cheque or direct bank transfer before the first day of the forthcoming summer term.**

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

- (h) (i) Non-payment of fees: refusal to attend school. We may refuse to allow your child to attend the School or to withhold references, and/or withdraw sponsorship of your child's sponsorship / student visa (if applicable) 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 may refuse to allow your child to participate in the relevant extra-curricular activity, or sit the relevant public examination(s), while the applicable supplemental charge for that activity or examination(s) remains unpaid.
- (iii) We can charge interest if you pay late. If you do not make payment to the School by the due date for payment (see Clauses 4(e) and 4(f) above) we may charge interest to you on the overdue amount at the rate of 3 per cent a year above the base rate from time to time of the Bank of England. 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 charge an administration fee for each letter we send you. If you do not make payment to the School by the due date for payment (see Clauses 4(e) and 4(f) above) we may charge an administration fee of £25 per correspondence to you. **You must pay the School the administration fees together with the overdue amount.**
- (v) We can recover our costs for recovering late or non-payments. You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs).
- (vi) We can notify other educational institutions of your outstanding payments. We may inform any other school or educational establishment to which you propose to send your child of any outstanding fees or supplemental charges.

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

- (i) Our ability to increase the fees. We will review our fees during the course of your child's education (usually annually) and may increase them. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. This will allow you time to consider the increase and, if you wish to withdraw your child from the School before the proposed increase is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) below.
- (j) Fees and supplemental charges will not be reduced due to your child's absence. Fees and any agreed supplemental charges will not be reduced or refunded as a result of absence due to illness or otherwise, or as a result of your child being required to study from home as a result of us providing educational services remotely for whatever reason. If your child takes study leave at home before or during public examinations, or stays at home following those examinations, or if a term is shorter than others (or shortened), no reduction of fees will be made in respect of such periods spent at home.
- (k) Information on your identity and the source of funds. From time to time we may ask you to provide us with information that we consider to be satisfactory so that we can verify:
- (i) your identity and/or place of residence;
 - (ii) your child's identity;
 - (iii) your child's right to enter, live and study in the United Kingdom; and
 - (iv) the source of the funds you are using to pay the fees.
- You must provide the School with the information and documentation that we ask for.
- (l) Allocation of payments to your fees account. Except where expressly agreed with you otherwise, the School shall be entitled to allocate payments from you to your account as it sees fit. For example, the School shall be entitled to allocate a payment made in respect of one child to the unpaid account of any other child of yours at the School.
- (m) How fees are discharged under our 'Fees In Advance' scheme sometimes known as Composition Fees, and your continued responsibility to pay any outstanding or additional amounts still owed to the School account. Where you and the School have entered into an agreement incorporating the FIA Terms and Conditions (ie, where you have made a 'lump sum' capital payment in respect of all or part of the fees due under this contract) the School will administer that lump sum to meet the fees pursuant to the FIA Terms and Conditions but you will still need to meet the difference (if any) between the amount per term applied by the School under the FIA Terms and Conditions and the total fees and supplemental charges due in respect of your child each term under this contract. The School will provide a termly statement of account in respect of the fees and supplemental charges and the difference will be payable in accordance with the terms of this contract.

PLEASE READ THIS NEXT SECTION CAREFULLY - it sets out what period of notice we require from you if you wish to withdraw your child from the School, change the nature of your child's place at the School, or 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. 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 child from the School.** If you wish to withdraw your child from the School (other than at the normal leaving date), you shall either give a term's notice to that effect or pay to the School a term's fees in lieu of notice, at the rate that 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 child 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 child on or before the first day of the preceding summer term (ie, the final term of the preceding academic year) or pay the fees in lieu of notice referred to above.
- (b) **Notice to change your child's place at the School.**
- (i) If you wish to change your child's place at the School from a full boarding to a part boarding place you shall either give a term's notice or shall pay to the School the difference between the full boarding and the part boarding 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. All other boarding-related changes, for example changing your child's place from a day place to a boarding place (either temporarily or full time), require the School's prior written consent.
- (ii) Upon written notice to the School you are entitled at any time to change your child's place at the School from a boarding to a day place **ON CONDITION THAT you remain responsible for paying (and will continue to pay) the boarding fees (as opposed to just the day fees) in full for the remainder of the academic year in which the change is made UNLESS AND UNTIL the School, prior to the end of that academic year, fills the boarding vacancy created by your child's change from a boarding to a day place (at which point you shall only then be liable to pay the day fees)**. Boarding places are allocated and planned for on a yearly basis and other than in exceptional circumstances are very unlikely to be filled part-way through an academic year. Accordingly, whilst you have a right to change from a boarding to a day place, the change will cause the School a loss. You continuing to pay the full boarding rate until the end of the academic year or until the time when the boarding vacancy is filled, whichever happens earliest, goes some way to compensate the School for its losses.
- (c) **When the relevant amount in lieu of notice must be paid.** In cases under (a) or (b)(i) above, the appropriate amount of fees in lieu of notice will become payable by you upon demand as a debt.
- (d) **Notice to withdraw your child from participating in an activity covered by a supplemental charge.** If you wish to withdraw your child from an activity charged for as supplemental, you must either give a term's notice to that effect or pay to the School as a debt a term's charges for the activity in which your child has ceased to participate.
- (e) **Withdrawal part-way through a term does not reduce the amount you owe to the School.** The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

6. **School Rules & Policies**

- (a) **The School Rules & School Policies.** The School is run in accordance with the School Rules and the School Policies. We encourage you to bring them to your child's attention (and remind them of them periodically) and to support the School in maintaining compliance with them, and in their enforcement. In addition, you promise to ensure that your child attends School punctually and that your child 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) **We may undertake drugs and alcohol testing of your child.** The School may undertake drugs and alcohol testing of pupils in accordance with its drugs and alcohol policy as set out in the School Rules and/or School Policies. The drugs and alcohol policy has been adopted with the aim of safeguarding the health and safety of all pupils.
- (c) **Monitoring your child's telephone, email & messaging communications, internet and WiFi use, and use of social media.** The School may, subject to applicable data protection legislation, monitor your child's telephone, email & messaging communication, internet and WiFi use, and use of social media. We may do this for various reasons, including ensuring compliance with the School Rules and/or School Policies 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.
- (d) **Bring Your Own Device.** All pupils within the Senior School are required to use their own device in the classroom for various tasks, research and assignments. The device must meet the minimum hardware and software requirements as detailed in the Bring Your Own Device Policy. To ensure our IT network is secure, safe and efficient for everyone to use, all guest devices are scanned by our system to ensure they are compliant with the School's policy. Peer-to Peer software of any kind is strictly prohibited whilst connected to the Culford Network.

7. Suspension, Exclusion and Required Removal

- (a) The Head's discretion to suspend or exclude your child from the School. The Head may in his or her discretion suspend or, in serious or persistent cases, expel your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children.
- (b) Where you can find examples of offences punishable by suspension or expulsion. The School Rules and the School Policies will set out or include 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 child's record at the School may be taken into account
- (c) The Head's discretion to require you to remove your child from the School. The Head may in his or her discretion require you to remove your child from the School if the Head considers that:
- your behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract;
 - your child'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 child or other children.
- (d) What happens if your child is suspended, excluded or removed from the School. Should the Head exercise his or her right under either Clause 7(a) or Clause 7(c) above:
- you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) in or relating to the term in which your child is excluded, suspended or removed and both the Acceptance Fee and deposit (where applicable) will be forfeited and retained by the School (except in cases of required removal under Clause 7(c)(ii)).
 - If your child is expelled or you are required to remove your child from the School, fees in lieu of notice will **not** be payable; however fees for the current term plus any supplemental charges incurred during that term must be paid.
 - If you are required to remove your child from the School as a result of the Head exercising his or her discretion under Clause 7(c)(ii) any prepaid fees and/or supplemental charges for the period after the removal will be refunded.
- (e) Your right to have decisions to exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or Head to exclude or require the removal of your child under this Clause 7 reviewed. Any such review shall be governed by the Complaints Procedure.

8. The School's Obligations

- (a) The period of your child's schooling. Subject to these terms and conditions (including in particular the remainder of this Clause 8(a)), the School will accept your child as a pupil of the School from the time of joining the School until the end of the educational provision that the School provides (which is through to sixth form). However, the School shall not be obliged to permit your child to:
- move up from the Pre-prep to the Preparatory school and/or from the Preparatory to the Senior school unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances (around which, if there are concerns, the School will seek to consult and discuss with you in good time before the 'moving-up' stage); nor
 - enter the sixth form unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. The School may make a decision as to whether your child may join the sixth form after the results of GCSE or equivalent examinations are known, and may make entry to the sixth form conditional upon the results of such examinations. **However, except where the School agrees otherwise in writing and even where the School has imposed conditions on entry into the sixth form, if you wish to withdraw your child prior to entering the sixth form, Clause 5(a) applies and you will either need to give us a term's written notice or pay us a term's fees in lieu of notice.**
- (b) The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. **We cannot accept any responsibility for the welfare of your child while off the School premises unless he or she is taking part in a school activity or otherwise under the supervision of a member of School staff.**
- (c) Consent to participation in in trips and visits, contact sports and other sports activities. Unless you notify us to the contrary, you consent to your child participating, under supervision, in contact sports and in other normal sports and activities (including, if applicable, CCF activities) which may entail some risk of physical injury. You also consent to your child participating in trips and visits organised in the normal course of your child's schooling.
- (d) What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care, we will try to contact you and, if practicable, we will share information from your child's medical file with a doctor or other medical practitioner.
- (e) Our right to make changes at the School. Our website and 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 child, including by providing such education remotely whilst your child remains at home (for example, where the School is required to close the School premises).

- (f) We will give you notice of significant changes. Where practicable, we will give you notice of any planned changes that we regard as significant to your child's education prior to the end of the penultimate term before the change is to take effect. For example, if a change is to take effect at the start of the autumn term, we would notify you before the end of the preceding spring term. This will allow you time to consider the proposed change and, if you wish to withdraw your child from the School before the proposed change is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) above.
- (g) Monitoring your child's progress at the School. We shall monitor your child's progress at the School and produce regular written reports. **We shall advise you if we have any serious concern about your child's progress but we do not undertake to diagnose dyslexia, ADHD, or other conditions.** A formal assessment can be arranged either by you or by the School at your expense.
- (h) Religious observance, relationships and sex education (RSE) and health education. The School has a Methodist ethos and any further details on the conduct of religious observance at the School will be conducted in accordance with the School Rules/School Policies. Relationships and sex education (RSE) and health education at the School will also be conducted in accordance with the School Rules/School Policies.

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 child in his or 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 child (including circumstances which arise at any time that affect or may affect your ability to pay the fees and supplemental charges for your child);
 - (iv) ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to it) are not withheld;
 - (v) providing cooperation and assistance to the School so that your child can participate in, and benefit from, the School's provision of education (including where the School may wish/need to provide such education remotely);
 - (vi) bringing the School Rules and the School Policies to your child's attention, encouraging your child to comply with them, and supporting the School in enforcing them; and
 - (vii) attending meetings and keeping in touch with the School where your child's interests so require.
- (c) You must notify us of your child's health/medical conditions or special educational needs. **It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child.** You must inform the School of any health or medical condition, special educational need(s), disability or allergy that your child has or 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 child away from School. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to make arrangements to keep your child at home (or with the responsible adult nominated under Clause 9(g) below) and not permit him/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 child remotely during such period (including, for example, by sending you/your child work assignments electronically or by post).
- (e) You must notify us of any special arrangements needed for your child. You must inform the School of any situations where special arrangements may be needed in relation to your child, 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 child; and provide us with copies of them. You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and/or the School's provision of education to your child. These would include any court order or undertaking given to a court which may deal with or impact upon in any way: (i) your child's living and/or contact arrangements; (ii) your child'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), having obtained the permission of the court if necessary.
- (g) We require you to nominate a 'responsible adult' for us to contact in your absence. **It is also a condition of your child's joining the School that, where required (such requirement being made known to you by the School prior to your child joining the School), you complete and submit to the School a parental absence form for your child.** This form will nominate a 'responsible adult' (or 'educational guardian') for your child who, amongst other things, can be contacted if the School is not able to contact you (in order to make decisions relating to your child) and who can look after your child in your absence. If your child's visa is sponsored by the School as a Child Student this is a requirement of their visa.

- (h) We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child 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 child.

- (i) We may require that a notice of withdrawal or to change a place at the School has to be signed by both parents. We may, at our discretion, require that a notice of withdrawal of your child served under this contract (ie, under any of **Clauses 3(a), 4(d)(iii), or 5(a)**) or a notice to change your child's place at the School (served under **Clause 5(b)**) must be in writing and signed by each of you as the holders of parental responsibility for your child (and, if we so require, the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).
- (j) You must notify us of your child's absence from School. The Head must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.
- (k) Parents must notify us if they will be absent for a period of time. If at any time during your child's time at the School 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 three (3) 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 child you must inform the School without undue delay. Complaints should be made in accordance with the Complaints Procedure. A copy of the most up-to-date version of the Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request.

10. Insurance

Your responsibility to make your own insurance arrangements. You must make your own insurance arrangements if you require cover for your child or their property while at School or for the payment of fees due to absence of your child or closure of the School premises. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the fees.

PLEASE READ THIS NEXT SECTION CAREFULLY – Although there will be circumstances when it is appropriate to seek a parental consent, data protection and privacy rights belong to the individual. Children of average maturity will, from the age of around 12, have sufficient awareness of their own privacy to make certain decisions relating to their personal data themselves.

Furthermore, it will not always be necessary or practical for us to obtain consent for every use we make of personal data. The law recognises this but does require that we set out these uses clearly as far as possible. Please also see our Data Protection Notice' which is available on the School's website.

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

- (a) We may provide a reference for your child. We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend, or to a future employer or for the purpose of obtaining access to an apprenticeship. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses or employment and character is fair. However, we cannot be responsible for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.
- (b) We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School. This will include name, contact details, school records, photographs and video recordings, both whilst your child is at the School and after he or she has left for the purposes of:
 - (i) managing relationships between the School and current pupils/parents and fulfilling our obligations to you, including educational and examination purposes, safeguarding, statutory reporting, health and safety, complaints, administration and processing of fees; and
 - (ii) promoting the School to prospective pupils/parents; publicising the School's activities; communicating with the school community and the body of former pupils.

In respect of sub-clause (b)(ii) 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(s) and where appropriate the School's social media channels. You or your child may object to our use of photographs and video recordings of your child in respect of the purposes set out in sub-clause (b)(ii) above by writing to us.

- (c) You are required to update us of changes to information held, or in circumstances relating to, you and/or your child.
You must:
- (i) confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your child that is held by the School; and
 - (ii) inform the School of any change to you or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.
- (d) As a 'Student Sponsor' school we need your consent to us providing certain information to the Home Office. In order to comply with our responsibilities as a licensed *Student Sponsor* for immigration purposes, we may need to provide information relating to you and/or your child's right to enter, reside and/or study in the United Kingdom to the Home Office (and to do so whether we actually sponsor your child or not). Such information may include information about your child's immigration status, attendance records, and any changes in your or your child's circumstances (including where your child is excluded, required to be removed, or this contract is terminated).
- (e) We will send information (eg, school reports) about your child to both of you as a matter of course. You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his or 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 data protection law).
- (f) Data Protection Law The School will process personal data about you and your child in accordance with data protection law, including the UK GDPR and Data Protection Act 2018 (as amended or superseded). We will process such personal data:
- (i) as set out in this Clause 11, and in the School's '*Data Protection Notice*' which is available on the School's website as may be amended from time to time;
 - (ii) in order to comply with any court order, request from or referral to an appropriate authority or legal, regulatory or good practice requirement; and
 - (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes.

12. Intellectual Property Rights

Recognising these rights. We shall recognise any intellectual property rights created, generated or owned by or vested in your child. Likewise the School reserves its rights in any intellectual property arising as a result of the actions or work of your child in conjunction with any member of the School's staff.

13. Changes in Ownership, etc

The circumstances in which we may transfer this contract to someone else. We may transfer our rights and obligations under this contract to another person or organisation. We will tell you in writing if this happens and we will ensure that the transfer will not affect your rights under this contract.

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

14. Ending this Contract

- (a) Our rights to end the contract. In addition to where this contract is terminated automatically as a result of an exclusion or required removal under Clause 7, the School may end this contract at any time by notice in writing to you, without any obligation to return any Acceptance Fee or 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 child is expelled from the School;
 - (iii) you are required to remove your child from the School, including circumstances where you (as opposed to your child) act in such a way as to give the Head cause to require you to remove your child 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 child or that is relevant to the provision of education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your child is not) or any information about your child's health, medical condition, special educational needs, disability or allergies);
 - (v) you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and/or you fail or refuse to complete and submit a parental absence form;
 - (vi) you fail or refuse to provide us with information we consider to be satisfactory as to your identity/residence, your child's identity, your child's right to enter, live and study in the United Kingdom, or the source of funds you are using to pay the fees, as required under Clause 4(k). Instead of ending this contract, we may otherwise refuse to allow your child to attend school until the relevant satisfactory information has been provided. For example, your child may not be permitted to attend school unless and until they have a valid visa;
 - (vii) you (or either of you):

- (aa) are unable, following our request, to demonstrate that you will be able to pay the fees and supplemental charges due under this contract;
- (bb) repeatedly or persistently fail to pay the fees on time
- (cc) are otherwise unable to pay your debts as they fall due;
- (dd) are the subject of a bankruptcy petition or order; or
- (ee) you enter into an individual voluntary arrangement; or
- (viii) you otherwise do not comply with (ie, 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, for example where we have significantly breached our obligations under this contract;
 - (ii) you follow the terms concerning withdrawal by you on notice under **Clauses 3, 4(d)(iii), or 5(a)** whereupon this contract will end following the withdrawal and once you have settled all outstanding amounts owed to the School under this contract; or
 - (iii) 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 child's schooling which may be at the end of one particular level of schooling provided by the School if your child does not meet any requirements imposed under Clause 8(a) for entry to the next level of schooling provided by the School.
- (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, 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) **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.
- (d) **What happens if your child is affected by an event outside of your control.** Subject to Clause 4(j), if your child is unable to attend (or is likely not to be able to attend) the School due to reasons caused by an event outside your control you shall give the School notice in writing of such circumstances and the following provisions shall apply:
 - (i) in consultation and cooperation with the School you shall do everything you reasonably can to minimise the impact of the event in order to continue to perform your obligations under this contract in any way that is reasonably practicable in the circumstances; and resume the performance of the obligations as soon as reasonably possible;
 - (ii) in circumstances where, following the efforts made and steps taken under sub-clause 15(d)(i) above, your child is not able to participate and benefit from any level of provision of education by the School then you shall not be responsible for failing to perform your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the event; and
 - (iii) if the event continues to prevent your child 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) sent by email to the School using this email address: headmaster@culford.co.uk
- (ii) delivered by hand to the School address;
- (iii) sent to the School address by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
- (iv) otherwise sent to the School address by first or second class post.

In light of the importance under this contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that if you provide notice under any of Clauses 3, 4(d)(iii), 5(a), 5(b) or 5(d) of these terms and conditions you telephone the School to confirm receipt if you have not received an acknowledgement from us within 48 hours (during term-time) and 7 days (during a school holiday period) after sending the notice.

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.