



ST NICHOLAS' SCHOOL

FLEET • HAMPSHIRE

Information Booklet 2020-2021

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School Contact Details

Correspondence to the School, the Chair of the School Council and/or the Headmistress should be addressed to:

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CHAIR OF GOVERNORS		
Mr Stephen Mellor	MA(Ed)	
HEADMISTRESS		
Dr Olwen Wright	PhD Winchester, MA, BA Hons, PGCE, QTS	Headmistress
SENIOR MANAGEMENT TEAM		
D T Canning	FCCA	Bursar and Clerk to the Governors
Caroline Egginton	BEEd Hons London	Deputy Head - Academic / Head of Mathematics
Claire Huyton	BSc Hons Liverpool, PGCE, QTS	Director of Pastoral Care / (DSL) Designated Safeguarding Lead
Lee Render	MEd Buckingham, BA Hons, QTS	Head of Physics
TEACHING		
Josephine Allen	BA Hons Bristol, QTS	Key Stage 2
Florence Ayache	BA Hons Glamorgan, QTS	Teacher of Spanish & French
Helen Barnes	BA Ed Hons Exeter, QTS	Deputy Head, Juniors; Key Stage 2
Jenny Brackstone	BA Hons Nottingham, PGCE	Acting Head of English
Sarah Carter	BEEd Hons Southampton	Key Stage 1
Emma Chambers	BSc Hons, Southampton QTS, PGCE	Director of Sport
Jan Coombe	BA Hons Manchester	Head of Geography
Rebecca Cunliffe	BA Hons Kingston, BTEC, QTS	Teacher of Food Preparation & Nutrition
Josie Downer	MA London	Key Stage 4 Phase Leader / Head of Drama / ELSA
Barbara Edwards	BA Hons Sheffield, PGCE	Teacher of English
Joanne Edwards	BA Hons Brunel, PGCE	Head of History
Rachel Firth	BA Hons Bath	Teacher of Textiles
Katie Francis	MA Kingston, BA Hons Nottingham, PGCE, QTS	Key Stage 2
Amy Franke	MMus, BMus Hons Surrey	Teacher of Music
Dianne Gair	BEEd Hons Wales, QTS	Key Stage 2
Edwina Grosse	BA Hons Trent, CertEd	Head of Art
Katherine Head	PhD, BSc Hons Bristol, PGCE, QTS	Head of Biology
Laura Homer	BA Hons Wales, PGCE	Key Stage 2
Hannah Hopkins	LSA Level 3 City and Guilds, NCFE CACHE, Level 2	Learning Support Assistant / ELSA
Pilar Kimber	MA Reading	Teacher of Latin & Classical Civilisation
Janice R King	BSc Hons London, PGCE	Alumni Co-ordinator
Alexandra Lawrence	MA Oxon, PGCE	Key Stage 3 Phase Leader / Head of Modern Languages
Lyndon Martin	BSc Surrey, QTS	Teacher of Mathematics
Deborah Martin	BA Hons Surrey, QTS	Teacher of Mathematics / ELSA
Julie Merker	BA OU, CertEd	Teacher of Sport
Wendy Moller	Bachelor of Education, South Africa	Foundation Stage
Helen Molloy	BA Hons Sheffield, PGCE, QTS	Head of CS / Examinations Officer
Sarah Moore	BA Hons, University of the West of England Bristol, PGCE, QTS	Key Stage 1 Teacher
Michelle Morgan	NNEB Basingstoke	Nursery
Tanya Negus	Level 3 Diploma, EYFS	Teaching Assistant
Paul Nicholls	BA Hons London, QTS	Director of Co-Curricular Activities
Sarah Park	BA Hons, Keele, QTS	Head of English
Virginia Pearson	MRes Southampton Perf Cert RAM	Teacher of Music
Ben Pont	BMus Hons, Royal College of Music, PGCE	Director of Music

Joanna Pont	MMus, BMus Hons, LRAM	String Tutor
Lisa Ruffell	BA Hons Surrey, QTS	Key Stage 2 Counsellor
Caroline Sanger		Counsellor
Lucy Sartori	BSc Hons, Royal Holloway and Bedford New College, QTS	Teacher
Julia Tiley	MA, BA Hons Kingston, QTS	Deputy Head, Infants
Jane Tomlinson	BA Hons London, PGCE	Teacher of Modern Languages
Frances van Heerden	BSc Natal, UED	Head of Science
Louise Wallace	BA York, PGCE, QTS	CS Teacher
Steve Warriner	BA Hons Trent Polytechnic	Forest School Leader & DoE
Xinsheng Zhang	MEd, BEd, BA Hons, PGCE Johannesburg SA	Teacher of Chinese Mandarin

PERIPATETIC MUSIC

Eleanor Bowyer	PGCE Drama, Middlesex	LAMDA
Wendy Busby	BMus Hons GSMD, CTABRSM	Voice
Tamasin Cline	PGDip, BMus Hons Trinity London	Violin
Sylvia Ellison	BA Hons, PGdip, RCM	Oboe
Vanessa Gynn	BA Hons Royal College of Music	Violin Teacher
Claire Hasted	BMus Hons Kings, London/Royal College of Music Post Grad Diploma Advanced (Distinction)	Percussion
Claire Hickling	BMus Hons Trinity College of Music	Piano, Flute
Oksana Maxwell	LTCL	Piano
Valerie Mitchell	LRAM	Cello
Austin Pepper	ALCM	Brass
Rachel Riordan	Royal School of Music-Advanced Teaching	Saxophone, Clarinet
Rebecca Whittock	BBA Hons, University of London	Violin

ADMINISTRATIVE/OTHER

Darren Arnold		IT Network Manager
Michele Axton	BA OU, NEBOSH 2019	Lab Technician and H&S Co-ordinator
Marcia Barrington	NVQ in Childcare	Teaching Assistant & Lunchtime Supervisor
Dawn Brown	FinstAM, FGPA	Executive PA to the Headmistress
Amanda Bullock	CACHE Level 3 NVQ	School Assistant
Rio Elms	BTEC Level 2 IT	Infrastructure Technician
Katie Grace	BA Hons, Buckinghamshire	Admissions & Marketing Registrar
Tania Negus	Level 3 Diploma, EYFS	Teaching Assistant
Elizabeth Ramson	BA Hons Chichester, QTS	Activity Club Assistant
Deborah Smitherman	Dip in Pensions & Payroll Management	Payroll & Pensions Admin
Sarah Stokes	BTEC National Diploma	Librarian
Sarah Watkins	NNEB	School Secretary / Medical Officer

CATERING

Chartwells		
David Clayton	NVQ Level 3 Kitchen Management	Chef Manager

MAINTENANCE

Timothy Hunt	Midas Trained	Morning Caretaker & Bus Driver
Trevor Mills		Part-time Minibus Driver
Maurice Readhead	Nebosh Certificate, Health & Safety	Groundsman
Paul Rippingale	Midas Trained	Head of Maintenance & Grounds
Bruce Sharp	City & Guilds Levels 2 & 3	Assistant Maintenance Officer
Glenn Shearer	Midas Trained	Bus Driver
Dan Wileman		Afternoon Caretaker

Fees and Extras

School Fees for the Academic Year 2019 – 2020

Per term – 3 terms in each academic year

Nursery		£9.50 per hour *See below
Infants	Year R	£3,547
	Year 1	£3,720
	Year 2	£3,738
Juniors	Year 3	£4,134
	Year 4	£4,154
	Year 5	£4,215
	Year 6	£4,256
Seniors	Year 7-11	£4,954

School fees are due on or before the first day of term except for such parts of the fees in respect of the Nursery which are to be covered by childcare vouchers, which parts shall fall due on the due dates for payment by the relevant voucher company. Extra-curricular activities are usually charged in advance.

*Children are entitled to receive the Early Years Funding Scheme in the term following their third birthday for six terms. We will allow funding for a maximum of 15 hours per week during our term times.

The following guidelines may be useful:

A registration fee of £100 is payable on application. A deposit of £500 is payable on the acceptance of a place, of which £300 will be retained by the school until the child leaves and £200 will be refunded against the first term's fees.

Stationery and the use of text books are included in the termly fee.

Termly charges will generally be levied for:

- 1 Lunch per term
- 2 School Trips and Workshops within or out of school hours and entry fees where applicable.
- 3 Travel, board and lodging on residential visits either in UK or abroad.
- 4 Activities which take place wholly or mainly outside school hours.
- 5 Music tuition and instrumental hire.
- 6 The cost of entering a pupil for public examinations and, where applicable, for preparing the pupil for such an examination outside school hours.
- 7 In practical subjects, such as Textiles and Food Preparation and Nutrition, parents may be asked for the full or partial cost of materials or ingredients.
- 8 Lost property and overdue library books. (The fines will be token and these will be given to charity.)
- 9 Damage to school property or the misuse or loss of books and equipment.

Breakfast club will be charged at £5.00 per day alongside the following term's fees.

Food will consist of an arrangement of hot food choices (sausages, bacon and eggs), croissants, cereal, toast and fruit juice, tea and coffee. Please inform us at least 24 hours in advance if you wish your child to join.

We offer an Early Bird drop off at 8.00am which is chargeable for Nursery.

A FULL TERM'S NOTICE MUST BE GIVEN NOT ONLY FOR THE WITHDRAWAL OF PUPILS BUT FOR THE CANCELLATION OF EXTRAS SUCH AS TRANSPORT, MUSIC & EXTRA-CURRICULAR ACTIVITIES. OTHERWISE, A FULL TERM'S FEES WILL BE CHARGED IN LIEU.

Scholarships and Bursaries

Academic Scholarships are offered for Year 7 entry and applications may also be made for Art, Sport, Drama and Music Scholarships.

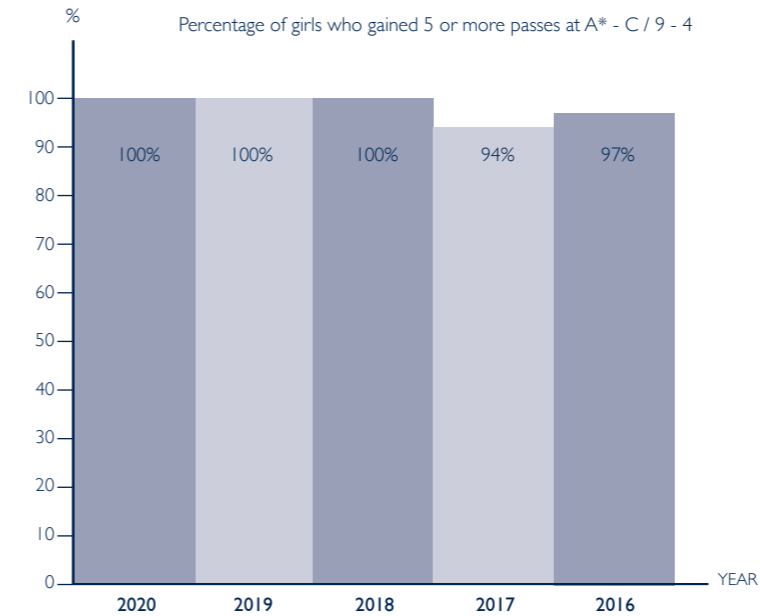
A number of means tested bursaries are offered by the school. Bursaries may also be available to parents whose children are already at the school and whose financial situation has significantly deteriorated. (Please contact the Bursar for details.)

Nursery and Infant Department

Registration		8.45am	
Morning break	Nursery and Reception	10.00 – 10.15am	
	Years 1 and 2	10.20 – 10.35am	
End of morning nursery session		11.45am	
Lunch Time	Nursery and Reception	Lunch	11.45am – 12.25pm
		Quiet activities	12.30pm – 1.00pm
		Play	1.00pm – 1.30pm
Years 1 and 2		Lunch	11.45am – 12.25pm
		Quiet activities	12.30pm – 1.00pm
		Play	1.00pm – 1.30pm
Start of afternoon nursery session		12.45pm	
Afternoon break	Nursery and Reception	2.30 – 2.45pm	
	Years 1 and 2	2.55 – 3.15pm	
End of school day		3.45pm	

Junior and Senior Departments

8.45am	Registration
9.00	Assembly
9.10	Lesson 1
9.45	Lesson 2
10.20	Lesson 3
10.55	Start of Break
11.15	Lesson 4
11.50	Lesson 5
12.25pm	Lesson 6 or Junior Lunch
1.00	Senior Lunch
2.00	Registration
2.05	Lesson 7
2.40	Lesson 8
3.15	Lesson 9
3.50	Form tutor group
4.00	End of school day



The graph above shows the consistently high standards achieved over the past 5 years by St Nicholas' pupils.

In 2020 100% of our pupils gained GCSE English Language, English Literature, Maths, Single Sciences or Combined Science and a language. 100% achieved 5 or more subjects A* - C / 9 - 4. 57% of the subjects were awarded grade 9 - 7 / A* - A.

In 2019 100% of our pupils gained GCSE English Language, English Literature, Mathematics, all three sciences and a language. 100% achieved 5 or more subjects A* - C / 9 - 4. 63% of the subjects were awarded grades 9 - 7 / A* - A.

In 2018 100% of our pupils gained GCSE English Literature. 100% achieved 5 or more subjects A* - C / 9 - 4. 51% of the subjects were awarded grades 9 - 7 / A* - A.

After GCSE girls go on to sixth form colleges or major independent school sixth forms listed below.

- Farnborough Sixth Form, Farnborough.
- Alton College, Alton.
- Farnham College, Farnham.
- Queen Mary's College, Basingstoke.
- Peter Symonds College, Winchester.
- Marlborough College, Marlborough.
- Wellington College, Crowthorne.
- Bradfield College, Bradfield.
- Salesian College, Farnborough.

The curriculum throughout the School is designed to offer a broad range of subjects and to enable individual pupils to fulfil their potential. The School offers many opportunities to extend gifted and talented pupils. Those with difficulties are identified and offered additional help and support.

Nursery and Reception

This stage of Education is called the Foundation Stage. The curriculum is based on areas of learning. These are now split into two categories:

Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Learning is planned within a topic-based framework, with individual topics being studied for half a term.

KS1 (age 5-7)

At KS1 pupils are taught the core subjects of English, Mathematics and Science, along with others such as History, Geography, Art, RS, DT and ICT, by the class teacher. Drama, Music, PE and French, in Years 1 and 2, are taught by specialist teachers.

KS2 (age 7-11)

At KS2 pupils study a wide range of subjects, many of which are taught by specialist teachers. From Year 4 pupils are taught in ability sets for English and Mathematics. Subjects studied are:

English	Mathematics	Science
French	Geography	History
RS	ICT	Music
Drama	PE	Design Technology
Art	PSHE	Mandarin Chinese (Year 6 only)
Food Preparation and Nutrition (Year 6 only)	Textiles (Year 6 only)	

KS3 (age 11-14)

The curriculum in Years 7, 8 and 9 provides continuity, enabling pupils to develop their knowledge from the previous Key Stage. Pupils take half-yearly courses in Food Preparation and Nutrition, and Textiles.

Year 7 pupils begin learning Latin and Spanish and the three sciences are studied separately. In Year 8, pupils will either continue with Latin, or begin a course in Classical Civilisation or take one period of extra English and extra French. In addition they will continue with Mandarin Chinese or Spanish.

In Year 9 pupils continue Latin, Classical Civilisation or Extra English. They also continue either Spanish or Mandarin Chinese or extra French.

KS4 (age 14-16)

All pupils study a **core curriculum of mathematics, English Language, English Literature, Biology, Physics, Chemistry and a language.** In addition to the core subjects, pupils choose three options from the list below and also have lessons in PE, PSHE, Music and Religious Studies.

- Option choices:**
- Art
 - Classical Civilisation
 - Drama
 - Food Technology
 - Geography
 - History
 - ICT
 - Latin
 - Mandarin
 - Music
 - PE
 - Spanish
 - Business Studies
 - German
 - Textiles

Pupils may be offered extra support in English and French and possibly Mathematics and Science, in lieu of one or two option subjects.

Curriculum Support

We realise that pupils develop at different rates and that some pupils benefit from a little extra help. The school, therefore, offers Curriculum Support for pupils who are experiencing difficulties. This support is provided by trained staff and is given in English, Mathematics or Study Skills, although these members of staff also liaise with other subject teachers. Pupils may be tutored in small groups or they may be given additional help within a normal lesson situation.

In addition to this extra support, small classes enable subject teachers to provide pupils with additional help and set differentiated tasks during lessons.

Gifted and Talented

A number of pupils show a flair for a particular subject and differentiation during lessons enables them to be challenged. They are also encouraged to take part in various competitions, visits and enrichment activities.

Extra Curricular Activities

There are a variety of Junior Lunch Time Clubs on offer. Examples include: hot beads; sports; orchestra and music ensemble; cookery; board games; art and craft; construction; gardening; chess; dance.

For Infants, Juniors and Seniors, a range of after-school activities take place each day. Examples include: supervised prep; a wide variety of sports including martial arts; speech and drama (LAMDA); drama; orchestra and music ensemble; ballet; The Duke of Edinburgh Award.

Transport

Transport for children in the Junior and Senior Departments is provided from areas surrounding the school, including Alton, Basingstoke, Chineham, Hook, Hartley Wintney, Farnham, Fleet, Yateley, Camberley and Farnborough areas. Request stops are always considered on existing routes. A charge is made for the service and up-to-date information can be obtained from the school office.

English as an Additional Language

As St Nicholas' is a small school there is no dedicated EAL provision. Pupils who might require some additional English language support may be interviewed and assessed in addition to the school's ordinary entrance requirements. On successful admission to the school, pupils may be given extra support in the form of individual sessions with a curriculum support teacher. The necessary number of sessions will be decided after consultation with teaching staff.

Admissions

St Nicholas' School admits boys and girls from 2 years 9 months to 7 years. Thereafter it admits only girls.

Parents and children attend an interview with the Headmistress and are offered a tour of the school buildings and shown the facilities. A prospectus and information booklet is available for parents.

Pupils may enter the school at any age. If entry is at age 11, the prospective pupil is required to sit an entrance examination in English, Mathematics and Verbal Reasoning.

Pupils come to the school from a range of feeder schools, both Independent and State. Transport for children in Junior and Senior Departments is provided from areas surrounding the school. A charge is made for the service.

There is no discrimination on the grounds of special educational needs, faith or race. All are treated equally: pupils are admitted providing that their needs may be served by the school.

Means tested Scholarships and Bursaries are available.

Policies

Child Protection Policy	School Rules
Addendum 1 - Covid19 School Safeguarding Policy Addendum	Policy to Promote Good Behaviour
Addendum 2 - Safer Recruitment and Selection Policy	Work Experience
Addendum 3 - Keeping Children Safe in Education - Sept 2019	Admissions Policy
Addendum 4 - Staff Code of Conduct Policy	Curriculum Policy
Parent Handbook	English as an Additional Language
Anti Bullying Policy	Fire Risk Policy
Complaints Procedure	Health & Safety on Education Visits
Discipline & Exclusions	ICT and Internet Safety Policy
Equal Opportunities Policy	Addendum 1 Bring your own Device (BYOD) during Covid
First Aid Policy	Privacy Policy
Health and Safety - Statement of General policy	Information Rights Policy
Policy on the Award of Means Tested Bursaries	CCTV Policy
	Special Educational Needs and Disability Policy
	Risk Assessment Reopening of the School Covid-19

There were no formal complaints registered under the formal procedure in the last school year.

The policies listed may be found on our school website under the heading "Our School" and in the parent handbook on the parent portal. School you not have access to the internet or prefer a hard copy, please do not hesitate to contact the school office on: 01252 850121 (options 2). We will then mail you the parent handbook which contains the policies and procedures of the school.

Terms and Conditions

1. Definitions

- (a) In these terms and conditions

"Acceptance deposit" means the sum set out in the Schedule of Fees which is payable when parents accept an offer of a place at the School;

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

"the Complaints Procedure" is the School's procedure for handling concerns or complaints regarding pastoral care, safety, educational issues or other matters affecting the School, as amended from time to time. A copy of the procedure is available from the School at any time upon written request;

"fees" means the fees set out in the Schedule of Fees as amended from time to time;

"Head" means the person appointed by the Governors of the School to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

"Schedule of Fees" means the note of the School's prevailing fees;

"School Fee Plan" the third party fee payment service provided by Premium Credit Ltd or such other provider as approved by the school from time to time;

"School Rules" means the rules of the School, a copy of the current version of which is provided to each child on entry and is sent to parents with the letter offering a place at the School, as those rules may be amended from time to time. Parents will be given reasonable notice of such amendments;

"term" means the period between and including the first day and last day of the relevant School term, as determined by the school from time to time;

"a term's notice" means written notice addressed to and received by the Head given by all those who sign the Acceptance Form before the last day of the term preceding the term to which the notice relates as published in the School calendar as amended from time to time;

"terms and conditions" means these terms and conditions as amended from time to time;

"we" or the **"School"** means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires;

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

- (b) The Acceptance Form, the Schedule of Fees, the School Rules, the Complaints Procedure and these terms and conditions form the terms of a contract between you and St Nicholas' School (Fleet) Educational Services Ltd (registered company no. 872200 and charity no. 307341). It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. Acceptance and Deposit

- (b) An offer of a place for your child at the School is accepted by your submitting the duly completed and signed Acceptance Form and paying the Acceptance deposit.

- (b) The Acceptance deposit is not refundable if your child does not take up a place at the School. The Acceptance deposit will form part of the general funds of the School until 40% is credited without interest against your child's first term's fees and the balance is credited without interest to the final payment of the fees or other sums due to the School on your child's leaving.

- (c) If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the Acceptance deposit but before your child starts at the School, you shall give written notice to that effect prior to the first day of the term immediately preceding the term in which child was due to start. If such notice is received by the School by that time, the Acceptance deposit will be forfeited in accordance with Clause 2(b) above, but no further fees will be payable. Subject to the remainder of this Clause 2(c), if such notice is received on or after that date (or if no notice is received), a term's fees shall be payable 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 when your child was due to start and the School shall credit the Acceptance deposit (without interest) to such payment of the term's fees (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). Where applicable, such fees shall be reduced to take account of any scholarship or bursary awarded to you.

3. School Fees

- (a) All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the School.
- (b) Any extra-curricular activities such as private music lessons, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees, subject always to the School complying with its duties under the Equality Act 2010.

- (c) Each person who has signed the Acceptance Form is liable, individually and jointly, for the whole of the fees due and any supplemental charges. The School may expressly agree in writing with the persons who have signed the Acceptance Form to look exclusively to any other person for payment of the fees or any part of them. A separate agreement with a third party does not release the persons who signed the Acceptance Form from liability where the third party defaults.

- (d) Fees are invoiced termly in advance, except supplemental charges which may be payable termly in advance or arrears. Each invoice must be paid in full in cleared funds on or before the first day of the then forthcoming term.

Where parents wish to pay fees in instalments, this will be subject to a separate agreement with the School Fees Plan.

Those parts of the fees in respect of the Nursery which are covered by childcare vouchers shall fall due on the due dates for payment provided by the relevant voucher company.

- (e) If your child has been awarded a scholarship for the senior school or a bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn if, in the opinion of the Head, your child's attendance, progress or behaviour no longer merits the continuation of the award, but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Head that, for academic reasons, an award may be withdrawn from your child, you shall be notified in advance. If, within 14 days following the withdrawal of a scholarship or bursary, a child is withdrawn from the School, no fees in lieu of notice will be payable.
- (f) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid. We may make an interest charge on late payment of ½% on a weekly basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. We also reserve the right to recover payment of all costs, fees and charges reasonably incurred in pursuing you for unpaid fees. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees or your payment history.
- (g) The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.
- (h) Fees and any supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations, no reduction of fees will be made.

- (i) We reserve the right to exclude any of your child(ren) for non-payment of any fees due. We will give you 3 days' notice of a decision to exclude in these circumstances. Where fees remain unpaid and your child(ren) remain(s) excluded for more than 28 days, your child(ren) will be deemed withdrawn from the School without a term's notice. Fees in lieu will be payable in accordance with Clause 4(a).

4. Notice Requirements

- (a) If you wish to:
- withdraw your child from the School (other than at the normal leaving date); or
 - withdraw your child from an activity charged as supplemental, you shall either give a full term's notice to that effect or shall pay to the School a term's fees or charges (as applicable) 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.
- (b) In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a full term's notice had been given.
- (c) You are expected to consult with the Head before giving notice to withdraw your child from the School.
- (d) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

5. School Rules

- (a) It is a condition of remaining at the School that your child complies with the School Rules as amended from time to time. In particular you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.
- (b) The School may undertake drugs testing of pupils in accordance with any drugs policies with the aim of safeguarding the health and safety of all pupils.
- (c) The School reserves the right, subject to applicable data protection legislation, to monitor your child's email communication and internet use for the purpose of ensuring compliance with the School Rules.
- (d) A list of School Rules can be found in the Parent Handbook on the Parent Portal.

6. Disciplinary Procedures

- (a) The Head may at any time in her discretion require you to remove or may suspend or, in serious or persistent cases, expel your child from the School if she considers that your child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of your child or other children.
- (b) The Head may at any time in her discretion require you to remove or may suspend or, in serious or persistent cases, expel your child if you are in material breach of these terms and conditions or if the behaviour of you or either of you is, in the opinion of the Head, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.
- (c) Should the Head exercise her right under sub-clause 6(a) or 6(b) above, you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the Acceptance deposit will be forfeited. Fees in lieu of notice will not be payable in such circumstances.
- (d) Expulsion or withdrawal (whether required or not) will bring this agreement to an end upon the date of expulsion or withdrawal (as the case may be), without prejudice to any continuing obligation or remedy of either party.
- (e) The School Rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- (f) The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 6. Disciplinary matters and a review of a decision to expel or remove your child is governed by the School's Exclusions, Suspensions and Required Removal Policy. This policy applies to your child whenever they represent the School or are in the School's care, irrespective of whether they are on or off School premises.

7. The School's Obligations

- (a) Subject to these terms and conditions (including, in particular, your continued payment of the fees), the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of her GCSE year. The School shall not be obliged to permit your child to progress throughout the School unless satisfied that it is appropriate to do so having regard to your child's academic attainments and all other relevant circumstances. The Head will consult with parents if she does not consider it to be appropriate for your child to progress to the next stage of the School

Continued progression throughout the School will not usually require parents to enter into a new contract for educational services.

- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of your child's education and welfare. This obligation will apply during school hours (which are determined by the school from time to time) and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. The Head is authorised generally to take decisions in good faith to safeguard and protect your child's welfare.
- (c) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury. You acknowledge that risk of physical injury can not be eliminated.
- (d) If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you, the Head shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by an appropriately qualified doctor (including anaesthetic or operation).
- (e) You authorise the Head to obtain a medical opinion of your child's health, where she considers it to be in the best interests of your child and/or members of the School.
- (f) The prospectus and School website are not part of any contractual agreement between the parents and the School and you confirm that you have not relied on their contents in entering into these terms and conditions.
- (g) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Head the School cannot provide adequately for your child's special educational needs, subject always to the School's obligations under the Equality Act 2010.
- (h) We recognise that your child, if of sufficient age and maturity, has certain legal rights including entitlement to insist on confidentiality. The School will observe these rights which may take precedence over parents' rights.
- (i) The School acknowledges that you are entitled to receive relevant information about your child unless the School considers there to be reasons for withholding relevant information from you, including the safeguarding and promoting of your child's welfare.
- (j) Religious observance at the School shall be conducted in accordance with the School Rules.

8. The Parents' Obligations

- (a) In order to fulfil our obligations, we need your co-operation, including in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; providing cooperation and assistance to the School to ensure (so far as reasonable and in appropriate and/or necessary circumstances) that your child can participate and benefit from the School's provision of education to your child in accordance with the terms of this agreement, including where the School wishes to provide such education remotely; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- (b) You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the School so requires (at its own discretion) 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 keep your child at home and not permit him/her to return to the School until such time as the School determines that the health risk has been averted. In such circumstances we shall be entitled 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).
- (c) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.
- (d) The School is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the Acceptance Form as having been given on behalf of both or all such persons.
- (e) 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.
- (f) We cannot accept any responsibility for the welfare of your child while off the School premises in breach of School Rules.
- (g) If you have cause for concern as to a matter of safety, care or progress of your child you must inform the School without delay. Such concerns or complaints should be made in accordance with the School's Complaints Procedure.
- (h) You must inform the Head if your child is residing with someone other than you during term time. If both parents are to be absent from the child's home for more than 24 hours, you must notify the School of the person with care of your child.

- (i) Parents are legally responsible, individually and jointly, for fulfilling their obligations under these terms and conditions.

9. Insurance

You must make your own insurance arrangements if you require cover for your child's person or 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 cost of which shall be charged as included to the fees.

10. Confidentiality and References

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall 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 and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.
- (b) You consent to us making use of information relating to your child whilst he or she is at the School (including photographs and video recordings) and after he or she has left for the purposes of:
 - (i) promoting the School to prospective pupils, including through the School's prospectus (in whatever format or medium) and website;
 - (ii) managing relationships between the School and current pupils; providing references; and
 - (iii) communicating with the body of former pupils.
 - (iv) If you wish to limit or to object to such use, you should notify the Head in writing.
- (c) You undertake to:
 - (i) confirm (or update, if necessary), when requested, such information about you and/or your child that is held by the School; and
 - (ii) in any event, inform the School of any change to your or your child's circumstances (including, where applicable, in connection with an entitlement to enter and/or reside in the United Kingdom), or to information about you or your child that has previously been notified to the School, including relevant contact details.
- (d) The School will process personal data about you and your child in accordance with the Data Protection Act 1998.

11. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

12. Changes in Ownership etc

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution.

13. Force majeure (ie, circumstances beyond your or our control)

Neither party shall be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control (including, 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 such circumstances the affected party shall be excused from performing their obligations under this contract, provided that if the period of delay or non-performance continues for six months, the party not affected may terminate this agreement by giving seven days' written notice to other party.

14. Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the School to the address shown in its records and unless other arrangements are agreed between us, we shall be entitled to treat any communication from the School to any person who has signed the Acceptance Form as having been made to both or all such persons. Notices that you are required to give under these terms and conditions must be addressed to the Head and sent to the School's address. If sent by first class post, notice shall be deemed to have been given on the second day after posting. Notices will not be accepted by the School if sent by email.

15. Amendments to Services

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, but not limited to, providing such education remotely whilst your child remains at home, for example, where the School is required to close the School premises), and we reserve the right to do so. We will give parents reasonable notice of any changes at the School including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect, and where practicable will consult with parents on such changes.

16. Interpretation

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

17. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

18. Variations

We reserve the right to make reasonable modifications to these terms and conditions from time to time. The School will give you a term's notice of any such modifications.

PROPOSED DATES

Term of entry: Autumn / Spring / Summer

Year of entry:

PUPIL DETAILS

Full name of child:

Sex of child:

Date of Birth:

Name of Present School with Address:

Please list any special circumstances, past or present (e.g. health, allergies, disability, special educational needs, adoption, family circumstances etc) which might require us to make reasonable adjustments to remove any obstacles your child might face in the School's admissions process or in fully participating in the School's educational provision. Relevant policies are available on the School's website.

Religious Denomination:

Nationality:

Ethnic Group:

PARENTS' DETAILS**FATHER / GUARDIAN**

Full Name:

Address

Postcode:

Telephone (home)

(work)

(mobile)

E-mail Address:

Profession

Relation (if Guardian):

MOTHER / GUARDIAN

Full Name:

Address

Postcode:

Telephone (home)

(work)

(mobile)

E-mail Address:

Profession

Relation (if Guardian):

Signed: (type your name in field as signature)

Date:

Father / Guardian

Signed: (type your name in field as signature)

Date:

Mother / Guardian

We apply to register the above named child for a place at St Nicholas' School. We understand that does not constitute a legally binding contract with the School and we enclose a non-refundable registration fee of £100.00. (Cheques made payable to St Nicholas' School).

NB Both Parent / Guardian signatures are required

St Nicholas' School (Fleet) Educational Trust Ltd is a registered charity. Registered in England as a Company limited by guarantee No. 872200. Registered office: St Nicholas' School Fleet. Registered Charity No. 307341

The General Data Protection Regulation (EU 2016/679) and the UK Data Protection Act 2018: The information requested in this form will be used and retained by St Nicholas' School for the purposes of registration, administering your child's education, and communicating with you regarding that, and the activities of the School generally. By completing this form you consent to the School using your data in this way. For further information about how the School collects and uses your data, and your legal rights, please see our privacy notice which is available on our website.

St Nicholas' School
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Fleet
Hampshire
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fax 01252 850718

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