

¹Terms and conditions for International Community School Ltd, known as ICS London.

1 Introduction

1.1. Terms and conditions: These Terms and conditions reflect the custom and practice of independent schools for many generations and together with:

1.1.1. the formal offer letter (email);

1.1.2. the Conditions of Award, if applicable;

1.1.3. the acceptance form; and

1.1.4. the School fees list

they form the basis of a legally binding contract between the Parents and the School for the provision of educational services.

These Terms and Conditions are intended to promote the education and welfare of students and the stability, forward-planning, proper resourcing and development of ICS London (International Community School Limited).

1.2. Variations: these Terms and Conditions, the Conditions of Award (if applicable) and the fees list are subject to change from time to time to reflect changes in the law or in custom and practice at the School.

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

1.4. Managing change: ICS London, like other schools, is likely to undergo a number of changes during the time your child is an enrolled student here. Please see Section 11 for further details of the changes that may be made and the consultation and notice procedures that will apply.

2 Terminology

2.1. School or We or Us: means ICS London (International Community School Limited) as now or in the future constituted (and any successor). The School is constituted as a private limited company.

2.2. School Advisory Board: means the School Advisory Board who are appointed from time to time under the terms of the School's governing instrument and who are responsible for governance of the School.

2.3. Head: means the Head of the School as appointed by the School Advisory Board. The Head is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head have been delegated.

¹ Most Recent Update February 2024

- 2.4. Principal: means, as applicable, the Principal of the Primary School or the Principal of the Secondary School, to whom the Head has delegated the running of the Primary School or the Secondary School as applicable.
 - 2.5. Parents or You: means any person who has signed the acceptance form. The Parents are legally responsible, jointly and separately, for complying with their obligations under these Terms and Conditions. Fees payable by a third party (for example, an employer, grandparent, step-parent without Parental Responsibility) will be subject to a separate agreement (Financial Responsibility Form) between the School, the Parents and the third party. Please also see clause 4.4 and clause 11.6.
 - 2.6. Parental Responsibility: Those who have Parental Responsibility (i.e., legal responsibility for the child) are entitled to receive relevant information concerning the child whether or not they are a party to this contract unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the best interests and welfare of the child.
 - 2.7. Student: means the child named on the acceptance form. The age of the Student and their placement in the school will be calculated in accordance with British custom.
3. Admission and entry to the School
- 3.1. Registration and Admission: Applicants will be considered as prospective students for Admission and Entry to the School when the application form and supporting documents have been fully completed and submitted to the School and the non-refundable/non-transferable Application Fee has been paid. Admission will be subject to the availability of a place at the School and the Student and the Parents satisfying the admission requirements at the relevant time. The admissions requirements are set out in the School's Admissions Policy which is available upon request from the School or on the School's website. Admission occurs when the Parents accept the formal offer of a place and pay the Admissions Invoice. Entry occurs on the date when the Student attends the School for the first time under these Terms and Conditions.
 - 3.2. Equality: The School is a co-education day school for boys and girls aged from 3 to 19 years. We welcome staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and students who have disabilities for which, after reasonable adjustments, we can cater adequately.

- 3.3. Offer of a place and Admissions Invoice: An Admissions Invoice will be issued alongside the acceptance form and the formal offer letter. To accept the offer of a place, the Parents must complete and return a signed acceptance forms to the School and pay the Admissions Invoice. A legally binding contract will not be formed until these two conditions have been fulfilled.
1. The Admissions Invoice is payable within 14 days of the date of the invoice. The Admissions Invoice will consist of the relevant tuition fees, a refundable deposit (the Deposit), the School Development Fee (see clause 4.2 below) and other relevant fees, for example, SEN fees (where lawfully charged) or EAL fees. The Admissions Invoice must be paid before the Student can start at the School.
 2. The School does not accept enrolments for less than one full Academic term.
- 3.4. The Deposit: The Deposit will be retained in the general funds of the School until the Student leaves and may be refunded if:
1. A request is made for the refund in writing to finance (payments@ics.uk.net) within 1 month of the last day of the Term in which the Student completed their studies; or
 2. The Parents have provided the required Notice of Withdrawal in accordance with these Terms and conditions (see Section 9 below); or
 3. The Student is removed or withdrawn in the circumstances described in clause 8.13; and
 4. All School items have been returned and no damage to School property has been recorded.

In the event that the Deposit is not refunded, it will be retained by the School.

- 3.5. Immigration: The School currently holds a Child Student sponsor licence. The Parents must inform the Principal when returning a completed application form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School and the Parents shall permit the School to take and retain copies of all documentation required to be kept by the School in order to comply with its duties as a Child Student Visa sponsor, including passport, visa, vignette and /or biometric residence permit of the child and, where necessary, the Parents. The Parents shall immediately inform the School of any intended or actual change in the Child's accommodation arrangements during their period of sponsorship. Please also see clause 9.14.
- 3.5.1 Students enrolling through the Child Student visa sponsorship regime are required to pay a full year's tuition fees in advance.
 - 3.5.2. Students requiring Child Student visa sponsorship cannot enrol at the school for less than one full academic year.

3.5.3. Admission to the School for those Students requiring Child Student visa sponsorship is contingent upon the successful approval of the student's visa application by UKVI. In the event that a Student's visa application is rejected, their admission to the School will become null and void.

3.5.4. Continued enrolment at the School for those Students on Child Student visa sponsorship is contingent upon the successful approval of the student's visa renewal application by UKVI. In the event that a Student's visa renewal application is rejected, their continued enrolment at the School will be terminated, and they will no longer be eligible to be a student at ICS London.

3.5.5. Students who have their Child Student visa application rejected or their Child Student visa renewal application rejected will be ineligible to reapply for admission to the School.

4. Fees

- 4.1. Fees: may include alone or in combination any of the Application Fee, the Deposit, tuition fees, fees for external examinations such as IGCSE and/or IB Diploma, technology fees, curriculum-related trips, special education support fees (where lawfully charged), languages fees, fees for extra tuition, other extras such as clothing and equipment, School transport, photographs or other items ordered by the Parents or the Student. Fees can also include charges arising in respect of educational visits, or damage where the Student alone or with others has caused wilful loss or damage to School property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in Fees payment or late payment charges if incurred. All of the fees and supplemental charges are exclusive of any taxes, which will be added (where applicable).
- 4.2. School Development Fee: means the non-refundable/non-transferable fee payable by the Parents before the Student starts at the School. The School Development Fee forms part of the general funds of the School to be used for the maintenance, development and improvement of the School's facilities and general infrastructure. An initial School Development Fee is payable as set out on the Admissions Invoice and further School Development Fees will be payable in each subsequent academic year as set out on the School fees list.
- 4.3. Payment of Fees: The Parents jointly and separately agree to pay the Fees applicable to each Term directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each Term are due and payable as cleared funds before the commencement of the School Term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid. The School reserves the right to refuse a payment if it is not satisfied as to the identity of the payer or the source of the funds.
- 4.4. Payment of Fees by a third party: An agreement with a third party to pay the Fees or any other sum due to the School does not release the Parents from liability if the third-party defaults and does not affect the operation of any other of these Terms and Conditions unless an express release has been given in writing, signed by the Head. Please refer to the Acceptance of Financial Responsibility form. The School reserves the right to refuse a payment from a third party.
- 4.5. Indemnity: If the School is required to pay all or part of any sum received from a third-party credit provider on behalf of the Parents, the Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School.

- 4.6. Refund or waiver: Except where there is a legal liability including liability under a court order or under the provisions of this contract to make a refund or fee reduction, Fees will not be refunded, reduced or waived if:
- 4.6.1. the Student is absent through illness; or
 - 4.6.2. a Term is shortened or a holiday extended; or
 - 4.6.3. the Student is released home before or after public examinations or otherwise before the normal end of a Term; or
 - 4.6.4. the School is temporarily closed due to adverse weather conditions; or
 - 4.6.5. the School is required to temporarily close its premises for any reason and continues to operate through remote learning online; or
 - 4.6.6. for any reason other than exceptionally and at the sole discretion of the Head of School in a case of genuine hardship.

See also Section 10 for information about events beyond the control of the parties.

- 4.7. Exclusion for non-payment: The School reserves the right to exclude the Student on three days' written notice if Fees are overdue for payment or if the Parents fail to provide information as reasonably requested by the School about the identity of the payer of any Fees paid or the source of the funds. If the Student is excluded for a period of 28 days, he / she will be deemed withdrawn without Notice and a Term's Fees in lieu of Notice will be payable in accordance with Section 9. Exclusion in these circumstances is not a disciplinary matter and the right to a School Advisory Board's Review will not normally arise. The School may withhold any information, character references or property while Fees remain overdue where it is lawful to do so.
- 4.8. Late payment: Except where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 8% per annum over the base rate of the Bank of England accruing on a daily basis. The Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the School in the recovery of any unpaid Fees regardless of the value of the School's claim. The School reserves the right to take legal address or to instruct a debt collection agency to recover any outstanding Fees.

- 4.9. Part-payment: Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Any outstanding balance will be classed as late payment and late payment charges may be applied to any unpaid balance of Fees, as set out in clause 4.8.
- 4.10. Appropriation: Except where the Parents expressly state the contrary, the School shall allocate payments made to the earliest balance on the Fees account. The Parents agree that a payment made in respect of one child may also be appropriated by the School to the unpaid account of any other child/s of the Parents if appropriate.
- 4.11. Instalment arrangements: An agreement by the School to accept payment of current and / or past and /or future Fees by instalments is concessionary and will be subject to separate agreement(s) between the Parents and the School. Where there are inconsistencies between these Terms and conditions and those of any instalment agreement or invoice issued by the School to the Parents (as applicable), the Terms and Conditions of the instalment agreement or the invoice shall prevail.
- 4.12. Fees in Advance schemes: An arrangement under which a lump sum advance payment of Fees is made by or on behalf of the Parents will be the subject of a separate agreement.
- 4.13. Scholarships, bursaries or discounts: Every scholarship, bursary, discount or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Student's part and to the Parents treating the School and its staff reasonably. The terms on which such awards are offered and accepted will be notified to the Parents and the Student at the time of offer. Any value attached to a scholarship shall be deducted from Fees before any bursary or other concession is calculated or assessed.
- 4.14. Fees increases: Fees are reviewed annually and are subject to increase from time to time.
- 4.15. Information about Fees: The Parents acknowledge that the School may make enquiries of the Student's previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also acknowledge that the School may inform any other school or educational establishment to which the Student is to be transferred if any Fees of this School are unpaid.
- 4.16. Identity of Fees payer: From time to time (such as during the process for Child Student visa applications) the School may need to obtain satisfactory evidence of the identity of a person who is paying Fees, such as the sight of a passport.
- 4.17. Visa Rejection: The Parents are required to promptly inform the School of any visa rejection or visa renewal rejection. Upon receipt of an official visa rejection letter from UKVI, the School will initiate the refund process for any fees paid in advance.

5. Educational matters

- 5.1. Provision of education: The School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each Student and to provide education to at least the standard required by law in the particular circumstances. The School will exercise reasonable care and skill in providing educational services for the Student but cannot guarantee that the Student will achieve his / her desired examination results or that results will be sufficient to gain entry to other educational establishments.
- 5.2. Organisation of the curriculum: We reserve the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Head and / or the Principal, is most appropriate to the School community as a whole. This may be by online or other form of remote learning. The curriculum includes teaching which actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs. We will endeavour to inform the Parents of significant changes to the curriculum and the reasons for them as soon as practicable. If the Parents have specific requirements or concerns about any aspect of the Student's education or progress, they should contact the Student's tutor, or other appropriate member of staff, as soon as possible, or contact the Head or the Principal in the case of a serious concern.
- 5.3. Progress reports: The School shall monitor the Student's progress and shall report regularly to the Parents by means of grades, full written reports and parents' meetings.
- 5.4. Relationships and sex education: The Student will receive health and life skills education, including relationships education or relationships and sex education, appropriate to his / her age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish the Student to take part in some or all of the sex education aspect of the curriculum. The Parents acknowledge that they do not have the right to withdraw the Student from classes relating to relationships education.
- 5.5. Public examinations: The Principal may, after consultation with the Parents and the Student, decline to enter the Student's name for a public examination if, in the exercise of his / her professional judgement, the Principal considers that by doing so the Student's prospects in other examinations would be impaired and / or if the Student has not prepared for the examination with sufficient diligence, for example, because the Student has not worked or revised in accordance with advice or instruction from his / her tutors.

- 5.6. Examination services: The Principal may, after consultation with the Parents and the if appropriate the Student, decline to apply for access arrangements or post-examination services if, in his / her professional judgement, it is considered not to be in the best interests of the Student or the examination cohort to do so.
- 5.7. Reports and references: Information supplied to the Parents and others concerning the progress and character of the Student, and about examinations, further education and career prospects, and any references shall be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.
- 5.8. Learning needs: The School shall do all that is reasonable to identify and intervene appropriately with a student's learning need which is considered to be a "special educational need". The School has the right to refer to external professionals for the diagnosis of learning needs (see clause 5.9 below).
- 5.9. Screening for learning needs: The screening tests available to schools are indicative only: they are not infallible. The Parents will be notified if a screening test indicates that the Student may have a learning need. A formal assessment can be arranged externally by the School at the Parents' expense or by the Parents themselves. The Parents agree to cooperate fully with any assessment of the Student's educational needs, including the payment of additional fees for support (if required).
- 5.10. Information about learning needs: The Parents shall notify the Admission Committee when completing the School's Application Form and subsequently in writing if at any time they are aware or suspect that the Student has a learning need and the Parents must provide the School with copies of all written reports and other relevant information. The Student's place will be cancelled, or, once the Student has started, Parents will be asked to withdraw the Student, without further charge if, in the professional judgement of the Principal, and after consultation with the Parents and with the Student (where appropriate), the School is unable to provide adequately for the Student's special educational needs. The School reserves the right to charge for the provision of additional teaching where it is lawful to do so.
- 5.11. Moving up the School: It is assumed that, if the Student satisfies the relevant criteria at the time, he / she will progress through the School and will ultimately complete the Diploma Programme. The Parents will be consulted before the end of the Spring Term if there appears to be any reason why the Student may be refused a place in the next year at the School.

- 5.12. Re-enrolment: Unless he / she will be leaving at the end of the Diploma Programme, the Student will automatically be re-enrolled for each consecutive academic year after Entry. The Parents must pay the Autumn Term Fees invoice to secure the Student's enrolment into the next academic year. If the Parents do not intend the Student to re-enrol and proceed to the next year of the School, they must give a Term's Notice in writing (i.e., end of the Spring Term) in accordance with the provisions about Notice in Section 9 below or a Term's Fees in lieu of Notice will be payable. The School will advise the Parents of the deadline to provide the required Notice of Withdrawal before the start of the Summer Term.
- 5.13. Intellectual property: Where the Student creates a copyright work, including where the work is created jointly with a member of staff or another Student, the School may use that work for the purpose of promoting the interests of the School, including exhibiting it, publishing it in the School magazine or putting it or a copy of it on the School's intranet or public website.
- 5.14. Student's work: The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Student, to the School retaining the Student's original work until, in the professional judgement of the Principal, it is appropriate to release the work to the Student. Certain coursework may have to be retained for longer than other work to assure academic integrity. This does not prejudice the Student's or the Parents' right to access their personal data under data protection law. We will take reasonable care to preserve the Student's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Student by factors outside the direct control of the Principal or staff.
- 5.15. Consent for educational visits: A variety of educational visits will be provided for the Student. Where these form part of the curriculum, attendance is considered compulsory (even when Parents may be liable for paying additional fees). Parents will be provided with relevant information in advance of educational visits. Unless the Parents specifically notify the School in writing that they do not wish the Student to take part in a specific educational visit, by signing the acceptance form or agreeing to be bound by these Terms and conditions the Parents consent to the Student taking part in all educational visits. These include:
- 5.15.1. off-site activities involving Students aged 5 or under; or
 - 5.15.2. visits (including overnight or residential stays) which take place during the weekends or school holidays; or
 - 5.15.3. non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; or
 - 5.15.4. adventure activities which may take place at any time.

The Parents agree that the Student shall be subject to School discipline in all respects whilst engaged in an educational visit. The Parents accept that if they do not give consent for their child to participate in a trip/event which is considered compulsory, this may result in their child being set work to complete at home for the duration of the trip/event.

5.16. The cost of educational visits: The School will advise the Parents in advance of any additional costs associated with an educational visit, including those visits described in clause 5.15.1 to 5.15.4 above. The cost of such a visit will be payable in advance and may be subject to a separate agreement. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the Student's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The School reserves the right to prevent the Student from taking part in an educational visit while overdue Fees remain unpaid.

6. Pastoral care

6.1. The School's commitment: We will do all that is reasonable to safeguard and promote the Student's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances. We will respect the Student's human rights and freedoms which must, however, be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. The Parents agree that the Head has the right to require the Student to remain away from the School temporarily at the home of his /her Parents or education guardian:

6.1.1. pending the outcome of an investigation (please see also clause 8.5 below); or

6.1.2. if the Head considers that the Student's presence at the School presents a risk to himself / herself or to any other Student.

6.2. Complaints: Any expression of dissatisfaction about action taken, or a lack of action by the School where the Parents seek action by Us must be notified to the School as soon as practicable. A copy of the School's complaints procedure is available on the website and a copy can be supplied on request. See also clause 8.18.

6.3. Student's rights: The Student, if of sufficient maturity and understanding, has certain legal rights that the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights to confidentiality and, usually, the right to have contact with his / her parents. If any conflict of interest arises between the Parents and the Student, the rights of, and duties owed to, the Student will in most cases take precedence over the rights of, and duties owed to, the Parents.

6.4. Head's authority: The Parents authorise the Head to take and / or authorise in good faith all decisions which the Head considers on proper grounds will safeguard and promote the Student's welfare. Please see Section 7 below.

6.5. Ethos: The ethos of the School is to foster good relationships between Students and between members of staff and Students. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Student and the Parents and We expect the same of the Student and the Parents in relation to the School or its staff.

6.6. Physical contact: The Parents consent to such physical contact with the Student:

6.6.1. as may accord with good practice; or

6.6.2. as may be appropriate and proper for teaching and instruction; or

6.6.3. for providing comfort to the Student in distress; or

6.6.4. to maintain safety and good order; or

6.6.5. in connection with the Student's health and welfare.

The Parents also consent to the Student participating in contact and non-contact sports and other activities as part of the normal School programme or extra-curricular programme. The Parents acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

6.7. Disclosures: The Parents must, as part of the application process and once enrolled, as soon as possible disclose to the School in confidence:

6.7.1. any known medical condition, health problem or allergy affecting the Student;

6.7.2. any history of a learning difficulty on the part of the Student or any member of his / her immediate family;

6.7.3. any disability, special educational need or any behavioural, emotional difficulty and / or social difficulty on the part of the Student;

6.7.4. any family circumstances, court proceedings or court order which might affect the Student's welfare or happiness;

6.7.5. any concerns about the Student's safety;

6.7.6. any significant change in the financial circumstances of the Parents;

6.7.7. if it is the Parents' intention that the Student is to be cared for and accommodated by someone who is not a close relative for a period of 28 days or more.

6.8. Confidentiality: The Parents authorise the Head to override their own and (so far as they are entitled to do so) the Student's rights to confidentiality, and to impart confidential information on a need-to-know basis where necessary to safeguard or promote the Student's welfare or to avert a perceived risk of serious harm to the Student or to another person at the School. In some cases, members of staff may need to be informed of any particular vulnerability the Student may have.

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

6.8.1. email;

6.8.2. the internet; and

6.8.3. mobile electronic devices.

See also the School's policy on acceptable use of IT & Email, Student Behaviour and Online Safety.

6.9. Special precautions: The Head and Principal needs to be aware of any matters that are relevant to the Student's safety and security. Accordingly, the Parents must notify the Principal in writing immediately of any court orders or situations of risk in relation to the Student for whom any special safety precautions may be needed. The head and Principal may exclude the Parents from School premises if, acting in a proper manner, he / she considers such exclusion to be in the best interests of the Student or any other member of the School community.

6.10. Leaving School premises: With the exception of students over the age of 15 are allowed to leave the School premises at lunchtime, the School will do all that is reasonable to ensure that the Student remains in the care of the School during School hours but does not accept responsibility for the Student if he / she leaves School premises in breach of School rules or regulations. The School is not legally entitled to prevent a student aged 16 years or over from leaving School premises during School hours.

6.11. Residence during Term time: The Student is required during Term time, at weekends and at half term, to live with the Parents or a legal guardian or with an education guardian acceptable to the School. The Parents must immediately notify the Principal in writing if the Student will be residing during Term time under the care of someone other than the Parents or his / her education guardian. The School may perform unannounced or agreed visits to the term-time residence as part of its Safeguarding obligations.

6.12. Communications from the Parents: Communications or instructions from one of the Parents or any person with Parental Responsibility shall be deemed by the School to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the giving of Notice for the Cancellation of the place or the Withdrawal of the Student from the School. Those persons who are required to consent to or to give Notice of Cancellation or Withdrawal are set out in clause 9.2.

- 6.13. Absence of the Parents: The Parents must inform the Principal in writing of the name, address and telephone number for 24-hour contact for the adult who will have the care of the Student at any time when both the Parents will be absent from the Student's home overnight or for a 24-hour period or longer.
- 6.14. Education guardians: The Parents, if resident outside the United Kingdom, must before Entry appoint an education guardian for the Student in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility for the Student when he / she is in the care of the Parents or the education guardian. The Parents or the education guardian must make holiday arrangements, including travel to and from the School, in advance. The responsibility for choosing an appropriate education guardian rests solely with the Parents. The Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian. The Parents shall immediately on appointment provide the School with up-to-date contact details for the appointed education guardian and shall immediately notify the School of any changes to those details.
- 6.15. Photographs or images (including video recordings): The School may obtain and use photographs or images (including video recordings) of the Student for:
- 6.15.1. use in the School's promotional material such as the prospectus, the website or social media;
 - 6.15.2. press and media purposes; or
 - 6.15.3. educational purposes as part of the curriculum or extra-curricular activities; or
 - 6.15.4. handbooks and internal documents, yearbook or displays within the School premises.

Please see the School's privacy notice for more information about how the School uses photographs and videos of Students. The School will seek consent from the Parents before using photographs or video recordings of the Student for marketing reasons and within certain school publications. Where the Student is of sufficient maturity (usually when aged 12 years or older) we may seek the Student's specific prior consent in addition to or instead of the Parents' consent. We would not disclose the home address of the Student alongside a photograph or video without the Parents' consent.

- 6.16. Request for confidentiality: The Parents may ask Us to keep information about the Student confidential. For example, You may ask Us to not use photographs of the Student in promotional material or ask Us to keep the fact that the Student is on the School roll confidential. If the Parents would like information about the Student to be kept confidential, they must immediately contact the Principal in writing, requesting an acknowledgment of their letter.
- 6.17. Transport: The Parents consent to the Student travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.
- 6.18. Student's personal property: The Student is responsible for the security and safe use of all his / her personal property including money, mobile electronic devices, locker keys, watches, computers, musical instruments and sports equipment, and for property lent to him / her by the School.
- 6.19. Insurance: The Parents are responsible for insurance of the Student's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.
- 6.20. School's liability: Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Student or the Parents or for loss or damage to property.
7. Health and medical matters:
- 7.1. Medical declaration: Before the Student enters the School, the Parents will be asked to complete a Medical Information and Consent Form concerning the Student's health and must inform the Principal in writing if the Student develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with anyone with an infectious or contagious disease.
- 7.2. Medical care: The Student must be registered on the list of the School's Campus Administrator while a student at the School. The Parents must comply with the Schools recommendations which may include a reasonable decision to release the Student home or to his / her education guardian when he / she is unwell.
- 7.3. Student's health: The Principal may at any time require a medical opinion or certificate as to the Student's general health where the Principal considers it necessary as a matter of professional judgement in the interests of the Student and / or the School community. The Student, if of sufficient age and maturity, is entitled to insist on confidentiality which can be overridden in the Student's own interests or where necessary for the protection of other members of the School community.

- 7.4. Medical information: Throughout the Student's time as a member of the School, the Principal shall have the right to disclose confidential information about the Student if it is considered to be in the Student's own interests or necessary for the protection of other members of the School community. Such information will be given and received on a confidential, need-to-know basis.
 - 7.5. Emergency medical treatment: The Parents authorise the Principal to consent on their behalf to the Student receiving emergency medical treatment where certified by an appropriately qualified person as necessary for the Student's welfare and if the Parents or a second emergency contact cannot be contacted in time.
8. Behaviour and discipline
- 8.1. School regime: The Parents accept that the School will be run in accordance with the authorities delegated by the School Advisory Board to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of the Student is at issue. The Parents accept that the School's policies, procedures and regime may be subject to change at short notice, if in the opinion of the Head it is deemed appropriate to do so in the circumstances prevailing at the time.
 - 8.2. Conduct and attendance: We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the Student will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School rules about the wearing of uniform and general appearance.
 - 8.3. School rules: The School rules which apply are set out in the Parent Handbook and other documents published from time to time. The Parents are requested to read these documents carefully with the Student before they accept the offer of a place.

- 8.4. School discipline: The Parents accept the authority of the Head and the Principal, and of other members of staff on the Head or the Principal's behalf, to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the Student and the School community as a whole. The School's policies on behaviour and discipline current at the time and published on the School website apply to all Students at the School and at all times when the Student is in or at school (including when engaged in online or remote learning), representing the School or wearing School uniform, travelling to or from School, on School-organised trips or associated with the School at any time. The policies shall also apply at all times and places in circumstances where failing to apply this policy may affect the health, safety or wellbeing of a member of the School community or a member of the public, have repercussions for the orderly running of the School or bring the School into disrepute.
- 8.5. Investigative action: An allegation, complaint or rumour of misconduct will be investigated. The Student may be questioned and his / her belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student's rights and freedoms. The Parents will be informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action, unless the School is prevented from doing so by the police if they are involved. If considered necessary, the School may make arrangements for legal representation for the Student to be funded at the Parents' expense.
- 8.6. Procedural fairness: Investigation of an allegation, complaint or rumour that could lead to Permanent Exclusion, Removal or Withdrawal of the Student in any of the circumstances explained below shall be carried out in a fair and unbiased manner. If a disciplinary meeting with the Head is required before a decision is taken, the School will make reasonable efforts to notify the Parents or education guardian so that they can attend. In the absence of the Parents or education guardian, the Student will be assisted by an adult (usually a teacher) of his / her choice.
- 8.7. Divulging information: Except as required by law, the School and its staff shall not be required to divulge to the Parents or others any confidential information or the identities of students or others who have given information which has led to the complaint or which the Head has acquired during an investigation.
- 8.8. Drugs and alcohol: The Student may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School rules or policy. A sample or test in these circumstances will not form part of the Student's permanent medical record.

- 8.9. Sanctions: The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, internal detention for a reasonable period, withdrawal of privileges, Removal, Temporary Exclusion or Permanent Exclusion.
- 8.10. Definitions of sanctions: The definitions in this clause apply in these Terms and conditions.
- 8.10.1. Permanent Exclusion: means that the Student is required to leave the School permanently in circumstances described in clause 8.11.
- 8.10.2. Removal: means that the permanent removal of the Student from the School is required in circumstances described in clause 8.13.
- 8.10.3. Temporary Exclusion: means that the Student is sent or released home for a limited period as a disciplinary sanction or pending a School Advisory Board's Review.
- 8.10.4. Withdrawal: has the meaning set out in clause 9.9.
- 8.11. Permanent Exclusion: The Student may be permanently excluded from the School if it is proved on the balance of probabilities that the Student has committed a very grave breach of discipline or a serious criminal offence. Permanent Exclusion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. The Head's decision to permanently exclude shall be subject to a School Advisory Board's Review if requested by the Parents. See clause 8.16 and clause 8.17.
- 8.12. Fees following Permanent Exclusion: If the Student is permanently excluded, there will be no refund of the Deposit or of Fees for the current or past Terms. There will be no charge to Fees in lieu of Notice but, except for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sums due to the School will be payable.
- 8.13. Removal in other circumstances: The Parents may be required to remove the Student permanently from the School if, after consultation with the Parents and if appropriate the Student, the Head is of the opinion that:
- 8.13.1. the Student has committed a breach or breaches of School rules or discipline for which Removal is the appropriate sanction; or
- 8.13.2. by reason of the Student's conduct, behaviour or progress, the Student is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School; or

8.13.3. one or both of the Parents have treated the School or members of its staff or any member of the School community unreasonably; then

in these circumstances, and at the sole discretion of the Head, Withdrawal of the Student by the Parents may be permitted as an alternative to Removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the Student and the Parents as well as those of the School. The Head's decision to require the Removal of the Student shall be subject to a School Advisory Board's Review if requested by the Parents. See clause 8.16 and clause 8.17.

8.14. Fees following Removal: If the Student is removed or withdrawn in the circumstances described in clause 8.13, the provisions relating to Fees shall be as set out in clause 8.12, except that the Deposit will be refunded without interest less any sums owing to the School.

8.15. Leaving status: The School reserves the right to record the leaving status of the Student on the Student's file immediately after Permanent Exclusion or Removal or Withdrawal.

8.16. School Advisory Board's Review: The Parents may request a review by the School Advisory Board, regarding a decision to permanently exclude or require the Removal of the Student from the School (but not a decision to temporarily exclude the Student unless the temporary exclusion is for 11 School days or more, or would prevent the Student taking a public examination). The Head will advise the Parents of the School Advisory Board's Review procedure current at that time when he / she informs the Parents of his / her decision. A School Advisory Board's Review will be conducted under fair procedures in accordance with the requirements of natural justice.

8.17. Student's status pending Review: If the Parents request a School Advisory Board's Review, the Student will be temporarily excluded from School until the review procedure has been completed. While temporarily excluded, the Student shall remain away from School and will have no right to enter School premises during that time without written permission from the Head.

8.18. Complaints procedure: A complaint as described in clause 6.2 above which does not involve a Permanent Exclusion or Removal of the Student must be made in accordance with the School's complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

9. Provisions about Notice:

- 9.1. Term: means the period between and including the first and last days of the relevant School term.
- 9.2. Notice: means (unless the contrary is stated in these Terms and conditions) a Term's Written Notice given by:
- 9.2.1. both Parents; or
- 9.2.2. one of the Parents with the prior written consent of the other Parent; and
- 9.2.3. in either case the prior written consent of any other person with Parental Responsibility where appropriate.
- 9.3. A Term's Written Notice: means Notice given before the last day of the Term preceding the Student's final Term at the School. Please see the table below for further information. The School Term dates are published on the School website and are included alongside the formal offer letter.

Leaving date	Notice due before:
End of the Autumn Term	Last day of the Summer Term
End of the Spring Term	Last day of the Autumn Term
End of the Summer Term	Last day of the Spring Term

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

- 9.4. Fees in lieu of Notice: Fees in lieu of Notice means Fees in full at the rate applicable for the next Term following termination by the Parents on less than one full Term's Notice or where the Student is excluded for more than 28 days for non-payment of Fees as set out in clause 4.7. Fees in Lieu of Notice is not limited to the parental contribution in the case of a scholarship, bursary or other award or concession. The Parents acknowledge that the requirement to pay one Term's Fees in lieu of Notice is necessary to promote financial stability at the School and to enable it to plan its staffing and other resources.
- 9.4.1. Fees in lieu of Notice (Less than one Term): the School does not accept pupils for less than one full academic term. If the Parents/Guardians withdraw the Student prior to the completion of one full academic term with the School, The Parents acknowledge that they will not receive a refund of any previously paid Fees nor the Deposit.

- 9.4.2. Fees in lieu of Notice (Immigration): the School does not accept pupils who require Student Visa Sponsorship from the School for less than one full academic year. If the Parents/Guardians withdraw the Student prior to the completion of one full academic year with the School, the Parents acknowledge that they will not receive a refund of any previously paid Fees nor the Deposit.

- 9.5. **Cancel or Cancellation:** means the cancellation of a place at the School which has been accepted by the Parents and which occurs before the Student enters the School or where the Student does not enter the School. Please see clause 3.1 for details of when Entry to the School occurs.
- 9.6. **Cancellation rights:** If the offer of a place and its acceptance are both made entirely at distance by means of post, fax or electronic communication without either of the Parents meeting face to face with a member of the School staff between offer and acceptance, the Parents have the right to cancel this contract at any time within 14 days of the day after the later of the day after We receive Your completed and signed acceptance form or the day after the Admissions Invoice has been paid. In such circumstances the Deposit and the School Development Fee will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this contract.
- 9.7. **Cancelling a place offered in the Term before Entry.** If the offer of a place is made within a Term of the Student's proposed Entry to the School, the Parents may Cancel and terminate this contract by notifying the School in writing at any time up to four (4) calendar weeks from the date of the acceptance form. If clause 9.6 applies the four-week period shall start when the 14-day cancellation period expires. If the Parents Cancel within this timeframe, the Deposit and the School Development Fee will be retained by the School but any balance of Fees paid by the Parents will be returned. If the Parents give notification after this date or give no notification, they shall pay one Term's Fees at the rate payable for the Term of Entry, less the Deposit.
- 9.8. **Cancelling a place offered more than a Term prior to Entry:** Except where clause 9.7 above applies, if the Parents wish to Cancel and terminate this contract at any time after the expiry of the 14-day cancellation period described in clause 9.6 above, if applicable, they shall do so either by:
- 9.8.1. providing at least one Term's Written Notice; or
 - 9.8.2. paying one Term's Fees in lieu of Notice, less the Deposit.
- 9.9. **Withdraw or Withdrawal:** means the withdrawal of the Student from the School by the Parents or the Student with or without Notice required under these Terms and conditions at any time after the Student has entered the School. Please see clause 3.1 for details of when Entry to the School occurs.

- 9.10. Withdrawal of the Student after Entry: Except when the Student is to leave at the end of the Diploma Programme, if the Parents wish to Withdraw the Student at any time or after the expiry of the 14-day cancellation period described in clause 9.6 above, if applicable, they shall do so either by:
- 9.10.1. providing at least one Term's Written Notice. If the Parents Withdraw the Student by providing at least one Term's Written Notice, the School shall refund the Deposit in accordance with clause 3.4; or
 - 9.10.2. paying one Term's Fees in lieu of Notice, less the Deposit.
- 9.11. Discontinuing extra tuition: One half a Term's Written Notice is required to discontinue extra tuition or one half of a Term's Fees for the extra tuition will be immediately payable.
- 9.12. Prior Consultation: It is expected that the Parents will consult with the Head, Principal or Admissions before giving Notice to Withdraw the Student or Cancel and terminate this contract.
- 9.13. Termination by the School: The School may terminate this agreement:
- 9.13.1. on one Term's notice in writing sent by email/or ordinary post. The School will not terminate this agreement without good cause and full consultation with the Parents and also the Student (if of sufficient maturity and understanding). The Refundable Deposit will be refunded without interest, less any outstanding balance of Fees; or
 - 9.13.2. on reasonable notice if in the professional opinion of the Head the School is unable to provide all or a significant proportion of the educational services to the Student; or
 - 9.13.3. immediately where the Student does not have the appropriate immigration permission to live in the United Kingdom and to study at the School or, in the case of a Student who holds a Child Student visa on the basis of sponsorship by the School, where the Parents have arranged accommodation for the Student which does not meet the requirements of the Child Student Immigration Rules.
10. Events beyond the control of the parties
- 10.1. Force majeure: An event beyond the reasonable control of the School or the Parents is a Force Majeure Event and shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation. Provided always that the inability of either party to pay any amount required under this contract shall not be a Force Majeure Event.

- 10.2. Notification: If either the School or the Parents is prevented from or delayed in carrying out its contractual obligations by a Force Majeure Event, that party (the Affected Party) shall as soon as reasonably practicable notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.
- 10.3. Continued force majeure: The Affected Party shall use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations. If a Force Majeure Event continues for a period greater than 90 days from the date of notification, the Affected Party shall notify the other of the steps to be taken to ensure performance of its contractual obligations.
- 10.4. Termination: If the Force Majeure Event continues for a total period greater than 120 days from the date of notification, the party in receipt of notification under clause 10.2 may terminate this contract by providing at least three working days' notice in writing to the other party.

11. General contractual matters

- 11.1. Data protection: The School has a privacy notice that explains how the School will use the Parent's and the Student's personal data. This privacy notice is available on our website and will be provided with the enrolment offer from the School. The Parents must read the privacy notice in full before signing the acceptance form. If the Student is going to enter the Secondary School, the Parents must show the Student a copy of the privacy notice and discuss it with him / her before accepting the offer of a place.
- 11.2. Change: The School, as any other, is likely to undergo a number of changes during the period of this contract. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School rules and procedures, the disciplinary framework, and the length of School Terms. In addition, there may be the need to undertake a corporate reorganisation exercise and / or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of this contract may be freely assigned to another party at the discretion of the School.
- 11.3. Consumer rights: Care has been taken to use plain language and to give clear explanations in these Terms and conditions. If any words alone or in combination infringe consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair. Nothing in these Terms and conditions affects the Parents' statutory rights.
- 11.4. Changes to 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 most recent version of the terms and conditions will always supersede any previous versions agreed to by Parents/Guardians at the time of admission. The School will send you the most current version of these terms and conditions termly along with each new invoice. Additionally, the most current version of the terms and conditions will be available on our website for review at any time.

11.5.Consultation: It is not practicable to consult with the Parents and the Student over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that the Parents will be consulted and provided with reasons for the change and where possible given at least a Term's notice in writing of:

11.5.1. a change of ethos or culture; or

11.5.2. a change in any physical aspect of the School which would have a significant effect on the Student's education or pastoral care; or

11.5.3. a change of ownership of the School where such changes are not temporary.

11.6.Information for parents: We provide parents of prospective Students with information about the School and the educational services we provide in good faith. This information may be contained in the School's prospectus / website / promotional literature or in statements made by staff or Students during a visit or an open day. If the Parents wish to take account of the information provided to them when deciding whether to enter into this contract, they should seek specific confirmation from the Head and / or the Principal that the information is accurate before returning a completed acceptance form to the School.

11.7.Third party rights: Only the School and the Parents are parties to this contract. Neither the Student nor any third party is a party to this contract and shall not have any rights to enforce any term of it.

11.8.Interpretation: These Terms and conditions supersede any previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of these Terms and conditions.

11.9.Jurisdiction: This contract was made at the School and it, together with each matter relating to the provision of educational services by the School, is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.