



## James Allen's Girls' School (Including James Allen's Junior School)

### TERMS AND CONDITIONS effective from September 2021

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

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

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

If anything is unclear or further information would be helpful please contact Jason Peck, Director of Finance at [jason.peck@jags.org.uk](mailto:jason.peck@jags.org.uk) to discuss.

#### 1. Definitions

##### (a) **Meanings of some words and phrases we use in these Terms and Conditions**

In these Terms and Conditions some words and phrases have particular meanings and it is helpful to ensure certainty and consistency to have them defined. Such defined terms are set out below and when used in these Terms and Conditions they shall have the meaning given to them here.

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

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

**"Complaints Procedure"** means the School's procedure, (as set out in the Whole School Complaints Policy), for handling complaints from parents, as amended from time to time for legal or other substantive reasons, or in order to assist the proper administration of the School. It does not form part of the contract between you and the School. A copy of the most up-to-date procedure is on the School's website and is otherwise available from the School at any time upon request.

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

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

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

"**FIA Terms and Conditions**" means the supplemental terms and conditions relating to the School's Fees in Advance scheme.

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

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

"**School Rules**" means the body of rules of the School as may be amended from time to time for legal, safety or other substantive reasons, or in order to assist the proper administration of the School. The School Rules are contained in a suite of policies including but not limited to the Alcohol, Drugs and Substance policy, the Anti-Bullying Whole School policy, the Anti-Racism policy, the Attendance policy, the Behaviour policy, the Safeguarding policy, the Prevent policy, the Pupil IT Online Safety policy, the Teaching and Learning policy and the Whole School Complaints policy, which are all available on the website.

"**Supplemental Charges**" means School Lunches; Coaches; Trips, Tours and Outings; Fees for extra tuition, Music Lessons, or other extracurricular activity; Charges in respect of clothing, equipment, photographs, or other items ordered by parents; Compensation for loss or damage to property belonging to any person or the School, caused by the Pupil; Late payment charges if incurred (including interest).

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

"**a term's notice**" means **written** notice given not later than the first day of the term *before* the term to which the notice relates<sup>1</sup>.

"**terms and conditions**" mean these Terms and Conditions, as may be 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, and

"**you**" or the "**parents**" means any one or more of the persons named who has signed the Acceptance Form as a parent or with parental responsibility for the child, or a person who, with the School's express written consent, replaces a person who has signed the Acceptance Form.

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

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

**(b) Who we are**

We are James Allen's Girls' School which comprises James Allen's Preparatory School and its Pre-Preparatory Department (the Junior School) and James Allen's Girls' School (the Senior School) as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee registered in England and Wales under company registration number 06618970 and our registered address is 144 East Dulwich Grove, London, SE22 8TE.

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

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

## 2. **Registration, Acceptance and Deposit**

### (a) **Registration and Admission**

Applicants will be considered as candidates for admission and entry to the School when the Registration Form has been completed and returned to us with the required identification documents and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the pupil and parents satisfying the admission requirements at the time. "Admission" occurs when parents accept the offer of a place. "Entry" is the date when a pupil attends the School for the first time under this contract.

### (b) **How you accept our offer of a place**

An offer of a place for your child at the School is accepted by your submitting of the completed Acceptance Form and us receiving payment of the deposit in cleared funds. The School reserves the right to withdraw the offer if fees remain unpaid at any previous school attended by the child.

### (c) **The non-refundable status of the deposit**

The deposit is **not refundable** if your child does not take up a place at the School<sup>2</sup>.

### (d) **How we use the deposit**

A deposit ("Acceptance Deposit") as shown on the Schedule of Fees for the relevant year will be payable when parents accept the offer of a place. The Acceptance Deposit will be retained in the general funds of the School until the Pupil leaves and will be repaid by means of a credit without interest shortly after the pupil leaves the school, unless the Parent wishes to donate the Acceptance Deposit to the School's Bursary Fund.

### (e) **Requirement for you to increase the deposit amount**

Where your child is an existing pupil at James Allen's Junior School and an offer of a place for your child to enter the Senior School is accepted, you shall pay a further sum equivalent to the difference between the deposit already paid and the deposit payable for the Senior School to accept the place.

### (f) **Late payment**

Parents who have paid late or whose fees are overdue may also be required to pay an increased deposit against extras and other liability.

### (g) **Additional deposits**

Do not accrue interest and any surplus will be refunded on leaving subject to clause 2(d) above.

### (h) **Direct Debit Mandate**

Except where neither parent, person with parental responsibility or such other person as the School has accepted is responsible for the payment of fees, lives in the United Kingdom or does not have an account with a bank or a building society with offices in the United Kingdom, the pupil may not join the School until the School has received a duly completed direct debit mandate.

<sup>2</sup> You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to find a replacement who is able to start at the beginning of the academic year.

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

#### (a) **The period of notice we require**

If you wish to withdraw your acceptance of a place **BEFORE** your child starts at the School you **must** give us written notice before the first day of the term immediately preceding the term in which your child was due to start. This means that if, for example, your child is due to start at the School in September at the start of an academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place before the first day of the preceding summer term.

#### (b) **If we receive that period of notice**

If you provide the period of notice specified in clause 3 (a), you will lose the deposit but no further fees will be payable by you. For deferred 13+ entry the deposit remains fully refundable up until 20 months preceding the date of entry.

#### (c) **If we do not receive the period of notice specified in clause 3 (a)**

If you do not provide us with notice before the first day of the term immediately preceding the term in which your child was due to start (or if no notice is provided at all) a term's fees will be payable by you and will become due and owing to the School as a debt. The term's fees will be charged at the rate applicable for the term immediately preceding the term when your child was due to start. The School will credit the deposit you have paid (without interest) to the payment of the term's fees you will owe us. Where applicable, such fees will be reduced to take account of any bursary awarded to you.

### 4. School Fees, Supplemental Charges and Payment

#### (a) **What the fees include**

The fees include all the costs incurred, by the School, in the usual course of the education of your child, including the provision of any necessary educational materials, which are included in the fees unless otherwise notified to you by the School at any time (either in the Schedule of Fees or otherwise).

#### (b) **What the fees do not include: supplemental charges**

We refer to any items charged to you that are supplemental to the fees (that is, items that are payable by you to the School in addition to the fees) as **supplemental charges**. By way of example, any extra-curricular activities (such as private music lessons, trips and visits) which you agree in advance your child may participate in will be supplemental to items met by the fees reasonably incurred by a child or the School on behalf of the child, and charged for accordingly. In addition, all public examination charges shall be charged as supplemental to the fees. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees.

#### (c) (i) **Who is responsible for ensuring payment.**

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

**(ii) How one person can remove themselves from their payment responsibility**

A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice but that person **must** obtain the prior written consent of both the School and the other person who has signed the Acceptance Form.

**(iii) How bursary or scholarship awards are treated**

If your child has been awarded a scholarship or bursary, your responsibility will be to pay the amount of fees due after taking account that award. **An award may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and / or if, in the opinion of the Head, your child's attendance, progress and / or behaviour no longer merits the continuation of the award. 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 an award may be withdrawn from your child, you will be notified in advance. If within fourteen (14) days following the withdrawal of a scholarship or bursary your child is withdrawn from the School, no fees in lieu of notice will be payable by you. This will give you enough time to decide whether you want to continue to educate your child at the School. In the event that you decide that your child should remain at the School, you will be responsible for payment of our Fees from the point the scholarship or bursary is withdrawn.

**(d) How the fees are charged and payment requirements**

**Each term's fees are charged separately and the fees payable in respect of each term fall due for payment by you on or before the first day of that term.** Each term's fees will be included in an invoice sent to you (or such other person(s) the School may have agreed separately shall pay the fees under Clause 4(c)(i) above). **Fees must be paid by direct debit unless neither parent live in the United Kingdom or has an account with a bank or building society with offices in the United Kingdom, in which case fees can be paid by bank transfer.** Payment in cash or by cheque is not acceptable. **We may not allow your child to attend the School if you do not pay on time.**

**(e) Payment of supplemental charges**

All supplemental charges for each term (and for other unpaid supplemental charges that were agreed during the previous term) will be included in the School's fee invoice. **All such supplemental charges must be paid in full by direct debit on or before the first day of the then forthcoming term.** **We may not allow your child to attend the School if you do not pay on time.** Where there is dispute regarding any supplemental charges the remainder of the bill must be settled on or before the first day of the then forthcoming term.

**(f) (i) Non-payment of fees: refusal to attend school**

**We may refuse to allow your child to attend the School or refuse to provide references while fees remain unpaid or there is a persistent failure by you to pay the fees on time.**

**(ii) Non-payment of supplemental charges: refusal to participate in the relevant activity**

**We may refuse to allow your child to participate in the relevant extra-curricular activity, or sit the relevant public examination(s), while the applicable supplemental charge for that activity remains unpaid.**

**(iii) We can charge interest if you pay late**

If you do not make any payment to the School by the due date for payment (see Clauses 4(d) and 4(e) above) we will charge a 1% of fees owed administration fee, in addition to interest on the overdue amount at the rate of 3% a year above the base rate from time to time of the School's bank. Unless we tell you otherwise in writing, this interest will accrue on a daily basis from the due date until the date of actual payment of the overdue

amount, whether before or after we obtain a court judgment against you. **You must pay the School the interest together with the overdue amount.**

**(iv) We can recover our costs for recovering late or non-payments**

You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs, being costs that would be allowable by the courts if judgment was granted in the School's favour).

**(v) References**

We may be asked by other schools or educational establishments to provide a reference which may ask us to comment on any outstanding payments that you owe to the School. We may provide information about any outstanding payments where the purpose is to ensure that the reference we provide is true, accurate, fair and does not give a misleading impression, and where we consider the provision of information to be fair and lawful.

**(vi) Late payment charges**

We will add an administration fee of 1% of the balance of fees not paid by the first day of term. This charge will be applied to any unpaid balance of fees (including fees that the parents have agreed to pay via instalments). This charge is in addition to any interest that we may charge (see Clause 4(f) (iii) above).

**(g) Our ability to increase the fees**

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

**(h) Fees and supplemental charges will not be reduced due to your child's absence**

Fees and any agreed supplemental charges will not normally be reduced or refunded as a result of absence due to illness or otherwise. If 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 in respect of such periods spent at home.

**(i) How fees are discharged under our 'Fees In Advance' scheme, and your continued responsibility to pay any outstanding or additional amounts still owed to the School**

Where you and the School have entered into an agreement incorporating the FIA Terms and Conditions (i.e., where you have made a capital payment in respect of all or part of the fees due under this contract), the School will administer such capital sum to meet the fees pursuant to the FIA Terms and Conditions **provided that** you meet the difference between the amount per term applied by the School under the FIA Terms and Conditions and the total fees and supplemental charges due in respect of your child each term under this contract. For the avoidance of doubt, the School will provide a termly statement of account in respect of the fees and supplemental charges and the difference shall be payable in accordance with the terms of this contract.

**5. Notice Requirements**

**(a) Notice to withdraw your child from the School**

**If you wish to withdraw your child from the School (other than at the normal leaving date in Year 13), you must either give us a clear term's notice to that effect or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.** This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (i.e., at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before

the first day of the proceeding summer term (i.e., the final term of the preceding academic year). For pupils in Year 11 then this notice period is increased to 2 terms' notice. So, for those students being withdrawn at the end of Year 11, notice must be received by the first day of the spring term of Year 11.

**(b) When the relevant amount in lieu of notice must be paid**

In cases under (a) above, the appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision, if a term's notice had been given (or on the first day of the penultimate term of provision where two terms' notice is required).

**(c) Notice to withdraw your child from participating in an activity covered by a supplemental charge**

If you wish to withdraw your child from an activity charged for as supplemental, you must either give a term's notice to that effect or pay to the School as a debt a term's charges for the activity in which your child has ceased to participate.

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

**6. School Rules**

**(a) Compliance with the School Rules**

It is a condition of remaining at the School that you and your child comply with the School Rules, regulations and customs in relation to the organisation, management and discipline of the School as promulgated from time to time. In addition, you promise to ensure that your child attends School punctually and that your child conforms to any rules of appearance, dress and behaviour as we may issue (if not already included within the Behaviour Policy and or such other policies containing our School's rules). You and your child will accept the authority of the Head at all times.

**(b) We may undertake drugs testing of your child**

The School may undertake drugs testing of pupils in accordance with its Alcohol, Drugs and Substances policy, such policy having been adopted with the aim of safeguarding the health and safety of all pupils.

**(c) Monitoring your child's email communications, internet use, and use of social media**

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

**7. Suspension, Exclusion and Required Removal**

**(a) The Head's discretion to suspend or permanently exclude your child from the School**

The Head may in their discretion suspend or, in serious or persistent cases, exclude your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside school, in or out of term time) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or others in the School.

**(b) Where you can find examples of offences punishable by suspension or permanent exclusion.**

The School's rules set out examples of offences likely to be punishable by suspension or permanent exclusion. These examples are not exhaustive and the Head may decide that suspension or permanent exclusion for a lesser offence is justified where there has been previous misconduct. All aspects of your child's record at the School may be considered.

**(c) The Head's discretion to require you to remove your child from the School.**

Instead of permanent exclusion or suspension, the Head may, in their sole discretion, require you to remove your child from the School if the Head considers that:

- (i) **Your** behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable or vexatious; and / or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and / or brings (or is likely to bring) the School into disrepute; and / or is not in accordance with your obligations under this contract and/or where we have cancelled this contract under Clause 14 below;
- (ii) your child's attendance or progress is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and / or those of your child or other children;
- (iii) school fees remain unpaid.

**(d) What happens if your child is suspended, permanently excluded or removed from the School**

- (i) If your child is permanently excluded or you are required to remove your child from the School, fees in lieu of notice will **not** be payable and any fees and / or supplemental charges that have been prepaid for or relating to any term after the permanent exclusion / required removal will be refunded.
- (ii) Should the Head exercise their right under either Clause 7(a) or Clause 7(c) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) in or relating to the term in which your child is excluded or suspended and (save in the case of suspension) the deposit will be forfeited, meaning that the School will retain the deposit. If you are required to remove your child from the School as a result of the Head exercising their discretion under Clause 7(c)(ii) then the deposit will be credited in the usual way (see Clause 2(d)).

**(e) Impact of exclusion or required removal on this contract**

Provided you have paid the School's final invoice, this contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School.

**(f) Your right to have disciplinary matters or decisions reviewed**

You are entitled to have any serious disciplinary matters or decisions taken by the School and / or Head under this Clause 7 reviewed. Any such review shall be governed by the Whole School Complaints Policy. The School is not required under any circumstances, unless pursuant to the order of a court, to divulge any confidential information or the identities of pupils or others who have given information which has led to an exclusion / removal.



## 8. The School's Obligations

### (a) **The period of your child's schooling**

Subject to these Terms and Conditions, the School will accept your child as a pupil of the School from the time of joining the School until the end of their schooling. However, the School shall not be obliged to permit your child to enter the Junior School, Senior School or Sixth Form unless satisfied that it is appropriate to do so, having regard to their academic attainments, any relevant references, a completed Acceptance Form and all other relevant circumstances. The School may decide whether your child may join the Sixth Form after the results of GCSE or equivalent examinations are known, and may make entry to the Sixth Form conditional upon the results of such examinations.

### (b) **The scope of our duty to exercise reasonable skill and care for your child's education and welfare**

While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of their education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. **We cannot accept any responsibility for the welfare of your child while off the School premises unless they are taking part in a school activity or otherwise under the supervision of a member of School staff.**

### (c) **Consent to participation in contact sports and similar activities**

Unless you notify us in writing to the contrary, you consent to your child participating, under supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.

### (d) **What happens if your child needs urgent medical attention**

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

### (e) **Our right to make changes at the School**

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

### (f) **We will give you notice of significant changes**

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

### (g) **Monitoring your child's progress at the School**

We will monitor your child's progress at the School and produce regular written reports. **We will advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other learning difficulties.** The School will do all that is reasonable in the case of each pupil to detect and deal appropriately with a learning difficulty which amounts to a "special educational need". However, we are not a specialist special educational needs school and our staff are not qualified to make a diagnosis of dyslexia, or other learning difficulties.

**(h) Religious observance**

Religious observance at the School will be conducted in accordance with the School's rules.

**9. The Parents' Obligations**

**(a) We require your co-operation**

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

**(b) Examples of the co-operation and assistance we require**

You must co-operate with the School and School staff in good faith, including by:

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

**(c) You must notify us of your child's health / medical conditions or special educational needs**

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

**(d) Circumstances where we may require you to keep your child away from School**

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

**(e) You must notify us of any special arrangements needed for your child**

You must inform the School of any situations where special arrangements may be needed for your child, including for their education or welfare. You must inform the School immediately in writing if, at any time prior to or during your child's time at the School, a court order is put in place, or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and / or the School's provision of education to your child. These would include any court order, or an undertaking given to a court which may deal with or impact upon in any way: (i) your child's living and / or contact arrangements; (ii) your child's education, welfare and / or upbringing; and / or (iii) the payment of fees and / or supplemental charges. In any such circumstances, you must (whether upon request or otherwise) promptly

provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them).

- (f) **You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them**
- (g) **We require you to nominate a 'responsible adult' for us to contact in your absence**  
**It is a condition of your child's joining and remaining at the School that you complete and submit to the School a parental absence form for your child.** Amongst other things this form will nominate a 'responsible adult' for your child who will be delegated the authority by you to make decisions relating to your child if the School is not able to contact you.
- (h) **We are entitled to expect that parents have consulted with each other regarding decisions relating to your child**  
You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly, except under Clause 9(i) below, you (and each of you) accept that the School is entitled to treat:
- (i) Any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
  - (ii) any communication from the School to one of you as having been given to both of you.
- (i) **We are entitled to require that notices of withdrawal must be signed by both parents**  
**A notice of withdrawal of your child served under this contract (i.e., under any of Clauses 3(a), 4(c)(ii) 5(a) or 5(c) must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).**
- (j) **Parents must notify us if they will be absent for a period of time**  
If at any time during your child's time at the School you (or either of you) will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than three (3) consecutive school days then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details of a 'responsible adult' for the period of your absence.
- (k) **Raising concerns with the School and making formal complaints**  
If you have cause for concern as to a matter of safety, care, discipline or progress of your child, you must inform the School without undue delay. Complaints should be made in accordance with the complaints procedure as set out in the Whole School Complaints Policy. A copy of the most up-to-date version of the Whole School Complaints Policy is on the School's website and is otherwise available from the School at any time, upon request.

## **10. Insurance**

### **Your responsibility to make your own insurance arrangements**

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

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

### **(a) We may provide a reference for your child**

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

### **(b) We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School**

A copy of our Privacy Notice may be found on our website and provides further information about what we do with personal data.

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

You must:

- (i) Confirm (or update, if necessary), when requested, such information (and / or documentation) about (or relating to) you and / or your child that is held by the School; and
- (ii) inform the School of any change to you or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and / or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.

### **(d) We will send information (e.g. school reports) about your child to both of you as a matter of course**

You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to their progress, development and / or education generally). The School shall therefore disclose such information as a matter of routine to such persons UNLESS the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under data protection legislation (as amended or superseded)).

### **(e) Data Protection Law**

The School will process personal data about you and your child in accordance with data protection law, including the Data Protection Act 2018 (as it is amended or superseded) and other related legislation. We will also process such personal data:

- (i) in accordance with our Privacy Notice
- (ii) in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and
- (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes

## **12. Intellectual Property Rights**

### **Recognising these rights**

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

### **13. Changes in Ownership**

#### **The circumstances in which we may transfer this contract to someone else**

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

### **14. Ending this Contract**

#### **(a) Our rights to end the contract**

The School may end this contract at any time by notice in writing to you, without any obligation to return any deposit or fees paid to you, if:

- (i) You do not make a payment to us when it is due and you still do not make payment within fourteen (14) days of us reminding you that such payment is due;
- (ii) you (or either of you) make a serious misrepresentation of facts or circumstances to us, or you (or either of you) withhold important information from us, about you and / or your child that is relevant to the provision of education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you and / or your child is legally entitled to enter, reside and / or study in the United Kingdom when in fact you / your child is not);
- (iii) you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and / or you fail or refuse to complete and submit a parental absence form;
- (iv) you (or either of you);
  - (a) are unable, following our request, to demonstrate that you will be able to pay the fees and supplemental charges due under this contract;
  - (b) are otherwise unable to pay your debts as they fall due;
  - (c) are the subject of a bankruptcy petition or order; or
  - (d) you enter into an individual voluntary arrangement; or
- (v) you otherwise do not comply with (I.e. you breach) your obligations under this contract such that we have a legal right to end the contract because of something you have done wrong or, in the Head's reasonable discretion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this contract.

#### **(b) Your rights to end the contract**

You may end this contract at any time by notice in writing to the School if:

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

#### **(c) When this contract will end if not terminated early**

For the avoidance of doubt and without us having to provide you with notice, this contract shall end on the settlement of the School's final invoice or the end of the relevant phase of your child's schooling (i.e. Junior or Senior School as the case may be), whichever is later. This may be at the end of Year 11 if your child does not meet any requirements imposed under Clause 8(a) for entry to the Sixth Form.

**(d) Ending the contract will not affect any accrued rights**

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

**15. Events outside of our, or your, control**

**(a) What we mean by an "event outside of our / your control"**

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

**(b) What happens if we are affected by an event outside of our control**

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

**(c) Events lasting more than 6 months**

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

**(d) What happens if your child is affected by an event outside of your control**

Subject to Clause 4(h), if your child is unable to attend (or is likely not to be able to attend) the School, due to reasons caused by an event, you shall give the School notice in writing of such circumstances and the following provisions shall apply:

- (i) in consultation and cooperation with the School, you shall do everything you reasonably can to minimise the impact of the event in order to continue to perform your obligations under this contract in any way that is reasonably practicable in the circumstances; and resume the performance of the obligations as soon as reasonably possible;
- (ii) in circumstances where, following the efforts made and steps taken under (i) above, your child is not able to participate and benefit from any level of provision of education by the School then you shall not be responsible for failing to perform your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the event; and
- (iv) if the event continues to prevent your child from attending the School or being able to participate and benefit from any level of provision of education by the School for more than six (6) months you shall discuss with the School a solution by which this contract may be performed and, following such discussions, you shall be entitled to cancel the contract on written notice to the School and without giving a term's notice or paying a term's fees in lieu of notice.

## **16. Communications between you and the School**

### **(a) Notices must be in writing**

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

### **(b) We will use the contact details held by the School to contact you**

Communications (including notices) will be sent by the School to you at the address(es) shown in our records, or using your other contact details included in our records, which may include email addresses. We may also communicate with you using an online portal. **You must notify the School of any change of address(es) or other contact details.**

### **(c) How to provide written notice to the School**

Notices that you are required to give under these terms and conditions must be **in writing** addressed to the Headmistress and either:

- (i) sent by email to the School using this email address: [Alex.Hutchinson@jags.org.uk](mailto:Alex.Hutchinson@jags.org.uk)
- (ii) delivered by hand to the School;
- (iii) sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
- (iv) otherwise sent to the School's address by first or second class post.

**In light of the importance under this contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that if you provide notice under any of Clauses 3, 4(c)(ii), – if included, 5(a) or 5(c) of these Terms and Conditions<sup>3</sup> you telephone the School to confirm receipt if you have not received an acknowledgement from us within 48 hours (during term-time) and 7 calendar days (during a school holiday period) after sending the notice.**

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

### **(a) The law that applies to this contract**

The contract between you and the School is governed by English Law and either you or the School must bring legal proceedings in respect of this contract in the English courts.

### **(b) Rights in relation to the enforcement of this contract**

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

## **18. Changes to these Terms and Conditions**

### **Reserving the right to change these Terms and Conditions**

We reserve the right to change or add to these Terms and Conditions from time to time at our discretion and on such notice (if any) as we consider necessary for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will where practicable send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

<sup>3</sup> i.e., those provisions dealing with **withdrawing** your child from the School or otherwise changing your child's place at the School or the activities that your child is undertaking at the School