



Lady Lane Park School

Terms and Conditions

(Please read, sign and return the back page only)

Welcome to Lady Lane Park School. We look forward to working in close partnership with you to ensure that your child derives maximum benefit from his/her school days. These Terms and Conditions, which come into effect from 1st September, 2019, and supersede any previous editions.

Lady Lane Park School Terms & Conditions

1. Definitions

(a) In these terms and conditions:

“Form of Acceptance” means the form provided by the School for parents to complete when accepting a place for their child(ren) at the School

“child” means a child up to the age of 11 years and 11 months.

“the Complaints Procedure” is the School’s procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time, a current copy of which is available on request from the School and can also be found on the school website.

“registration fee” means that sum set out in the schedule of fees to cover the cost of admission;

“deposit” means the sum set out in the Schedule of Fees to secure a place for your child at the School;

“fees” means the fees set out in the Schedule of Fees as amended from time to time usually on an annual basis or otherwise;

“Head Teacher” means the person responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

“Our Expectations” or School Rules means the rules of the School; the rules may be amended from time to time for legal, safety or other substantive reasons in order assist the proper administration of the School. Parents will be given notice of such amendments.

“term” means a term of the School as notified to parents. The school operates on a three term per year basis,

Autumn - September- Christmas.

Spring - January – Easter.

Summer - Easter – Summer holidays.

“a term’s notice” means notice given not later than the ***last working day*** of the term preceding the term to which the notice relates;

“Terms and Conditions” means these terms and conditions as amended from time to time;

“we” or the “School” means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires;
“you” or the “parents” means each person who has signed the Form of Acceptance as parent or guardian of a child or who with the School’s written consent has subsequently assumed parental responsibility for such child.

- (b) The “School” means Lady Lane Park School Limited. Registered company number 09738548. A member of the Alpha group of schools (AS Northern Limited).
- (c) The Form of Acceptance , the Schedule of Fees, Our Expectations, the Disciplinary Procedure and these terms and conditions constitute the terms of a contract between you and the School. It is not intended that the terms of the contract shall be enforceable by your child or by another third party.

2. Acceptance and Deposit

- (a) **Application of the registration process**
The registration fee is non-returnable and covers the cost of processing the admission. It does not secure a place for your child at the School.
- (b) **Acceptance of a Place**
An offer of a place for your child at the School is accepted by your completion and return to the School of the Form of Acceptance and payment of the deposit.
- (c) **Application of the Deposit**
The deposit will form part of the general funds of the School until your child either enters Year 1 (Form 2) or if your child has joined after Year 1, leaves at the end of UVI (Year 6). The deposit will be refunded provided there are no other sums or debts due to the School on your child leaving or moving up to Year 1. If your child leaves before Year 1 or Year 6 (if they joined the school late) the deposit is not returned.
- (d) **Enrolment**
Failure to attend the School after securing a place at the School will result in the payment of a term’s fees if a full term’s notice has not been given in writing.

3. School Fees

- (a) All the costs incurred in the usual course of the tuition of a child by the School, including the provision of any necessary educational materials, shall be met by the fees unless otherwise notified by the School. Lunches are included in the fees, except for Lower Kindergarten and we cater for dietary needs (including Halal).
- (b) Any optional extras, such as private music lessons, or trips and visits in which you agree your child may participate shall be deemed to be supplemental to the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.
- (c) Each person who has signed the Form of Acceptance is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Form of Acceptance remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

- (d) Fees are billed termly and are payable on the following dates: Autumn Term – 31st August; Spring Term – 31st December; Summer Term – 30th April. A late payment charge of £125 will be incurred if payment has not been received by the due date. Supplemental charges i.e. crèche fees, will be invoiced termly in arrears.
- (e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid and overdue. This includes the settlement of fees due to other Independent schools. Defaulted or late payment will result in additional administration/collection fees and 3% interest as outlined in the School's current Schedule of Fees at the relevant time. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees and consent (if necessary) to the Credit Control Department of AS Northern Limited carrying out a search (at any time) with a credit reference agency, which will keep a record of that search and may share that information with other businesses. An administration charge will apply on any default of payment under the Monthly Payment Plan Agreement and any dishonoured cheques.
- (f) The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. The School shall endeavour to give at least a term's notice of any increase in the fees, but are not obliged to do so.
- (g) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations, no reduction of fees will be made in respect of such periods spent at home.

4. Notice Requirements

- (a) If you wish to:
 - (i) withdraw your child from the School (other than at the normal leaving date); or
 - (ii) withdraw your child from an activity charged for as an optional extra;

you must give a term's written notice to that effect to be received on or prior to the last working day of the penultimate term, or pay to the School a term's fees in lieu of notice. The fees in lieu will be charged at such rate as would have been charged if the child **had** continued to attend the school or activity. In cases where notice is not given, the full fees in lieu of notice will become due, and owing to the School as a debt, and must be paid no later than the first day of the term which would have been the final term of provision, if notice had been given.

Where two parents have signed the Form of Acceptance, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained prior written consent of both the School and the remaining parent.

- (b) You acknowledge that it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child from the School or by your child's ceasing to participate in an activity part-way through a term and is regardless of whether the place available can be filled by another party or not.

5. School Rules

- (a) It is a condition of remaining at the School that your child complies with the School rules and customs as amended from time to time. In particular you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

- (b) The Head Teacher may require your child to submit to testing for drugs in accordance with suitably approved procedures.
- (c) The School reserves the right to monitor your child's email communication and internet use for security purposes.

6. Disciplinary Procedures

- (a) The Head Teacher may exclude for a fixed period of time or permanently exclude your child from the School if she considers that your child's attendance, progress or behaviour (including behaviour on the journey to and from School and outside of School) is seriously unsatisfactory and in the reasonable opinion of the Head Teacher the removal is in the School's best interests or those of your child or other children.
- (b) The Head Teacher may at their discretion require you to remove or may exclude for a fixed period of time or permanently exclude your child if your behaviour is in the opinion of the Head Teacher unreasonable and affects, or is likely to affect, adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.
- (c) Should the Head Teacher exercise their right under sub-clause 6(a) or 6(b) above, you will not be entitled to any refund or remission of fees or supplemental charges paid or due and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be enforced.
- (d) The School Rules (**as set out in the Disciplinary Policy and available from the school or on the web site**) outlines examples of offences likely to be punishable by a fixed term or permanent exclusion. These examples are not exhaustive, and in particular the Head Teacher may decide that removal or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of the pupil's record at the School may be taken into account.
- (e) The review of serious disciplinary matters is governed by the Complaints Procedure.

7. The School's Obligations

- (a) Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School.
- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during School hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.
- (c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging and supporting your child in his or her studies; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

- (d) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact, except where such contact may be deemed appropriate or in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (e) If your child requires urgent medical attention while under the Schools' care, we will attempt to obtain your prior consent. Should we be unable to contact you, we shall, via the signing of this document, be authorised by you to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) as recommended by a doctor.
- (f) Our prospectus, website and documentation describe the broad principles on which the School is presently run and are believed to be correct at the time of printing. They do not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum. We will endeavour to give parents a term's notice of significant changes, and where practicable will consult with parents on such changes.
- (g) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Head Teacher the School cannot provide adequately for your child's special educational needs.
- (h) Religious observation at the School shall be conducted in accordance with the Education Reform Act and the School's ethos.

8. The Parent's Obligations

- (a) It is a condition of your child joining the School that you undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the School so requires, due to a health risk either presented by your child, by others or by reason of a virus, pandemic, epidemic or health risk, you undertake to keep your child at home and not permit him/her to return to the School until such time as the health risk has been averted.
- (b) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.
- (c) The School will be entitled to treat any instruction, authority, request or prohibition received from any person who has signed the Form of Acceptance as having been given on behalf of all persons signing the Form.
- (d) The School must be informed in writing (or e.mail) of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School. Parents are expected to arrange holidays outside of School term times.
- (e) We cannot accept any responsibility for the welfare of your child while off the School premises unless he/she is taking part in a School activity or otherwise under the supervision of a member of the School staff.

- (f) 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 delay. Complaints should be made in accordance with the School's Complaints Procedure.

9. Insurance

The school carries insurance for all school activities and off site visits (see policy in School Office). Please note the policy does not cover personal items e.g. loss or damage to cameras, mobile phones, electronic equipment etc.

10. Confidentiality and References

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from an opinion, reference or report given by us.

11. Intellectual Property Rights

Lady Lane Park School has the intellectual property rights to any outcomes produced by your child as part of the school's provision.

12. Termination, Changes in Ownership etc.

The school shall be entitled to terminate this agreement forthwith by notice in writing without prejudice to its other remedies and without any obligation to return any fees or administration fee to you if you are in material breach of any of your obligations and have not remedied the same within 14 days of a notice from the School requiring it to be remedied (including for the avoidance of doubt persistent non-payment or material default under these terms and conditions). Either party may terminate this agreement forthwith by notice in writing without prejudice to its other remedies if the other (in your case) is wound up for any reason.

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

For the avoidance of doubt, this agreement automatically terminates at the end of your child's schooling.

In the event of a "force majeure" (any cause beyond a party's control including for the avoidance of any doubt strikes, other industrial disputes, act of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction, accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination) which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give you notice specifying the nature and extent of the circumstances. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the School will have no liability in respect of the performance of such of its obligations as are prevented by the force majeure while it continues. The School shall use its best endeavours during the continuance of the force majeure to provide educational services.

In the event of a force majeure which affects your ability to perform any of your obligations under this agreement, you shall give the School notice, in writing of the force majeure. You shall not be liable for non-performance of such obligations during the continuance of the force

majeure but in the event of the force majeure continuing for more than four months, you shall discuss with the School a solution by which this agreement may be performed.

13. Communications

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Form of Acceptance. Communications (including notices) will be sent by the School to the address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Head Teacher and sent to the School's address (or e.mail). If sent by first class post, notice shall be deemed to have been given on the second day after posting.

14. Interpretation

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

15. Jurisdiction and Governing Law

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

16. Variations

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

*Having read the Terms & Conditions document, please complete and sign the form below and return to **the School Secretary** within 7 working days.*

If you wish to discuss any aspect of this document prior to signing - then please contact me as soon as possible here in school.

Yours sincerely

Mrs E Arnold
Headmistress

*Please sign &
return the
attached sheet
only*

Thank you!



Lady Lane Park School

Terms and Conditions

(Tear off and return)

I/We have read and fully understood the Lady Lane Park School Terms & Conditions document and agree to abide by its rules and responsibilities:-

Parent/Carer 1

Signed:.....

(Print Name).....

Parent/Carer 2

Signed:.....

(Print Name).....

Parent/Carers of:.....

Date:.....