



# SPRATTON HALL

## **Standard Terms & Conditions**

September 2023

# STANDARD TERMS AND CONDITIONS

## 1 AGREEMENT WITH THE SCHOOL

These standard terms and conditions are those of Spratton Hall School, Spratton, Northamptonshire NN6 8HP. These terms and conditions are subject to changes and alterations from time to time by the School of which as much notice as is practicable will be given to parents.

## 2 ENTRY CONDITIONS

Entry to the School is by interview of the pupil and written entrance tests where necessary, and the pupil satisfying any other entry requirements applicable from time to time and in the sole discretion of the Headmaster.

The School requires sight of the child's birth certificate before commencing at the School. For any children who were not born in the UK, the School will also require sight of the child's passport and any other relevant documentation.

## 3 REGISTRATION FEE AND DEPOSIT PAYMENTS

On the submission of the Registration Form to the School a non-returnable Registration Fee is payable. Such registration records that the name of the pupil is on the Entry List and is subject to the formal offer by the School of a place.

On the offer of a place, parents must complete and return the Acceptance Form to the School, and pay a deposit of £500.00. Fifty per cent of this total is deducted from the first term's fees and fifty per cent is deducted from the final fee account, when a child leaves the School at the end of Year 8.

## 4 PAYMENT OF FEES AND EXTRAS

Fees are payable before the first day of any term or by Direct Debit as arranged. Fees include extras which are items authorised by parents or such items as are reasonably incurred by School on behalf of a pupil and normally charged as extras.

Each parent or guardian or person having parental responsibility for the pupil shall sign the Acceptance Form and has a joint and separate responsibility for the payment of fees with the other parent or relevant person.

Fees will be increased from time to time and the School will give as much advance notice to parents of an increase as is practical. It is the School's normal policy to review the fees once each year.

Any bursary, award or allowance which has been made to the pupil may be withdrawn in the absolute discretion of the Headmaster if he considers that the aims and objectives are not being met.

Where any fees remain unpaid after the first day of term the School has the right to charge interest, at a rate so determined from time to time by the Board of Governors. Such interest will be charged on a daily basis between the date that payment arose and the actual date when payment is made. In addition, the School reserves the right to charge for administrative costs and those of professional advice in relation to the collection of unpaid fees.

When fees are unpaid the School may at any time exclude a pupil. As per the Code of Conduct as laid down by the Independent Schools Council, we reserve the right to check there are no outstanding fees at the pupil's previous school. The parents agree that the School may further disclose the situation over unpaid fees to such other School as the pupil may propose to attend. If a pupil joins the School and it then transpires that fees are outstanding at the pupil's previous school, this may be deemed as breach of contract with us and we reserve the right to exclude the pupil.

## **5 TERMINATION OF THE AGREEMENT**

Parents must give a full term's written notice before withdrawing a pupil from the School or pay a term's fees in lieu of such notice. Formal notice is not required for those leaving at the end of the Summer Term in Year 8 who have taken entry examinations to their senior schools. All written notices in this regard must be sent to the Headmaster so that he receives them before the first day of the relevant term for which notice is required.

Where a pupil wishes to discontinue any music lessons or the like which are normally charged as an extra, half a term's written notice is required, sent to the Director of Music.

## **6 SCHOOL RULES AND DISCIPLINE**

The School will be responsible for the wellbeing and discipline of pupils while attending the School and for the fostering of a caring environment. Parents agree to give their authority to the School using such physical contact as may be lawful and appropriate. The School does not use any corporal punishment.

## **7 INSURANCE**

The School provides only such insurance cover as it is required to do so by law. The insurance of the personal property of a pupil is the sole responsibility of the parents.

## 8 PARENTAL OBLIGATIONS

- i. We require your co-operation. In order to fulfil our obligations under this contract and to maintain a constructive relationship with you, we, the Headmaster and School staff, need your co-operation, including in particular by you fulfilling your own obligations under this contract.
- ii. You must co-operate with the School and School staff in good faith, including by:
  - a. maintaining a constructive relationship with School staff (including where the School is exercising its rights and performing its obligations under this contract and including in the tone, content, volume and/or nature of your communications with the School);
  - b. encouraging your child in his or her studies, and giving appropriate support at home;
  - c. 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);
  - d. 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 them) are not withheld;
  - e. attending meetings and keeping in touch with the School where your child's interests so require;
  - f. informing the Headmaster immediately in writing in the event that any Court Order is made in relation to a pupil relating to such matters as parental responsibility, residence, contact and periodical payments;
  - g. in the event that both parents are away from their home overnight during term time, informing us in writing of the name of another suitable adult who accepts full responsibility for the pupil together with the address and telephone number of that other person;
  - h. Parents and carers should be aware of their responsibilities regarding their use of social media. Parents should not post defamatory, malicious or fictitious comments on social networking sites about any member of the school community. Parents should express concerns or make complaints through official school channels rather than posting them on social networking sites. Parents should not post photographs or videos on social networking sites of children other than their own, without the permission of the child's family.

## **9 MEDICAL INFORMATION**

In the event that a pupil has any existing or new medical condition or suffers from any infectious or contagious illness the Headmaster must immediately be notified in writing.

Should any emergency medical treatment be required to a pupil which is certified by a medical practitioner then the parents are deemed to give consent to such treatment.

## **10 CHANGE OF ADDRESS BY PARENTS**

The postal address, telephone numbers and email addresses of a parent or any other relevant person is deemed to be the details on the Acceptance Form or their last known address as notified in writing to the School. A parent shall notify the School at any time of their change of contact details either in writing or by updating their details on the secure section of the Parent Portal.