

## Terms & Conditions

### A Introduction

- 1** **These Terms and Conditions** reflect the custom and practice of independent schools for many generations and together with:
  - the letter of offer;
  - the acceptance form; and
  - the fees listthey 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 each pupil and the stability, forward-planning, proper resourcing and development of Colfe's School.
- 2** **Variations:** these Terms and Conditions, the letter of offer 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.
- 3** **Fees & Notice:** The rules concerning Fees and Notice are of particular importance and are set out at **Sections H & I** below.
- 4** **Managing Change:** Colfe's School, as any other school, is likely to undergo a number of changes during the time your child is a pupil here. Please see **Section K** for further details of the changes that may be made and the consultation and notice procedures that will apply.
- 5** **Documents referred to:** The School Rules and the fees list are contained in the current information booklet which all parents receive on application. Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions. Please now refer to **Section K**.

### B Terminology

- 6** **"The School"/"We"/"Us"** means Colfe's School as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee.
- 7** **"School Governors"/"Governing Body"** means the Governors of the School who are appointed from time to time under the terms of its governing instrument and who are responsible for governance of the School.
- 8** **"The Headmaster"** means the Headmaster of the School

as appointed by the Governors. The Headmaster is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Headmaster or of the Governing Body have been delegated.

- 9** **"The Parents"/"You"** means any person who has signed the acceptance form. The Parents are legally responsible, jointly and severally, 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 or third party credit provider) will be subject to a separate payment agreement between the School, the Parents and the third party. Please also see clause 92 and clause 113.
- 10** **"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.
- 11** **"The Pupil"** means the child named on the acceptance form. The age of the Pupil will be calculated in accordance with British custom.

### C Admission and Entry to the School

- 12** **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 and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and the Parents satisfying the admission requirements at the relevant time. The admissions requirements are set out in the School's Admissions Policy current at the time and published on the School's website. **"Admission"** occurs when the Parents accept the offer of a place. **"Entry"** occurs on the date when the Pupil attends the School for the first time under this contract.
- 13** **Equality, Diversity, and Inclusion:** The School is a day School for boys and girls aged from 3-18 years. The School has a Christian ethos and welcomes 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, pupils and members of the staff who have disabilities for which, after reasonable adjustments, we can cater adequately.

**14 Offer of a Place and Deposit:** A deposit ("**Acceptance Deposit**") as shown on the fees list for the relevant year will be payable when the 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 to the final payment of Fees or other sums due to the School on leaving, unless stated otherwise in these Terms and Conditions or unless the Parents wish to donate the Acceptance Deposit to the School's Foundation. See also clause 80.

**15 Immigration:** The School does not hold a Child Student sponsor licence. The Parents must inform the Headmaster when returning a completed Registration Form or at any other time if their child does not have the right to live and study in the United Kingdom. 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 the School. Please also see clause 89.

## **D Pastoral Care**

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

- pending the outcome of an investigation (please see also clause 61 below); or
- if the Headmaster considers that the Pupil's presence at the School presents a risk to him / her or to any other pupil or member of staff.

**17 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 can be supplied on request. **See also Clause 75 below.**

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

**19 Headmaster's Authority:** The Parents authorise the Headmaster to take and/or authorise in good faith all decisions which the Headmaster considers on proper grounds will safeguard and promote the Pupil's welfare.

**20 Ethos:** The ethos of Colfe's School must be such as to foster good relationships between members of the staff, the pupils themselves and between members of the staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Pupil and the Parents and we expect the same of the Pupil and the Parents in relation to the School and its staff.

**21 Physical Contact:** The Parents give their consent to such physical contact with the Pupil as may accord with good practice; or as may be appropriate and proper for teaching and instruction; or for providing comfort to a pupil in distress; or to maintain safety and good order; or in connection with the Pupil's health and welfare. The Parents also consent to the Pupil participating in contact and non-contact sports and other activities as part of the normal School or extra-curricular programme. The Parents acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

**22 Disclosures:** The Parents must, as soon as possible, disclose to the School in confidence:

- any known medical condition, health problem or allergy affecting the Pupil;
- any history of a learning difficulty on the part of the Pupil or any member of his/her immediate family;
- any disability, special educational need or any behavioural, emotional difficulty and / or social difficulty on the part of the Pupil;
- any family circumstances, court proceedings or court order which might affect the Pupil's welfare or happiness;
- any concerns about the Pupil's safety;
- any significant change in the financial circumstances of the Parent/s;
- if it is the Parents' intention that the Pupil is to be cared for and accommodated by someone who is not a close relative for a period of 28 days or more.

**23 Confidentiality:** The Parents authorise the Headmaster to override their own and (so far as they are entitled to do so) the Pupil's rights of confidentiality, and to impart confidential information on a "*need-to-know*" basis where necessary to safeguard or promote the Pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the Pupil may have. The School reserves the right to monitor the Pupil's use of e-mail, the internet and mobile electronic devices. See also the School's IT Acceptable Use policy.

**24 Special Precautions:** The Headmaster needs to be aware of any matters that are relevant to the Pupil's safety and security. The Headmaster must therefore be notified in writing immediately of any court orders or situations of risk in relation to the Pupil for whom any special safety

precautions may be needed. Parents may be excluded from School premises if the Headmaster, acting in a proper manner, considers such exclusion to be in the best interests of the Pupil or any other member of the School community.

- 25 Leaving School Premises:** We will do all that is reasonable to ensure that the Pupil remains in the care of the School during School hours but we do not accept responsibility for the Pupil if they leave School premises in breach of School Rules. We are not legally entitled to prevent a pupil aged 16 years or over from leaving School premises during School hours.
- 26 Residence During Term Time:** The Pupil is required during Term time, weekends, and half term, to live with the Parents or a legal guardian or an education guardian. The Headmaster must be notified in writing immediately if the Pupil will be residing during Term time under the care of someone other than the Parents or his / her legal guardian or education guardian.
- 27 Communication with 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 Pupil from the School. Those persons who are required to consent to or to give Notice of Cancellation or Withdrawal are set out in clause 77.
- 28 Absence of the Parents:** At any time when the Parents will be absent from the Pupil's home overnight or for a twenty-four hour period or longer, the School must be told in writing the name, address and telephone number for twenty-four hour contact with the adult who will have the care of the Pupil.
- 29 Education Guardians:** The Parents if resident outside the United Kingdom must before Entry appoint an education guardian for the Pupil 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 Pupil 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, well 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.
- 30 Photographs or Images (including Video Recordings):** The School may obtain and use photographs or images (including video recordings) of the Pupil for use in the School's promotional material such as the prospectus,

the website or social media; press and media purposes or educational purposes as part of the curriculum or extra-curricular activities. Please see the Privacy Notice for more information about how the School uses photographs and videos of pupils. The School may seek specific consent from the Parents before using a photograph or video recording of the Pupil where the School considers that the use is more privacy intrusive. Where the Pupil is of sufficient maturity (usually when aged 12 years or older) we may seek the Pupil's specific prior consent in addition to or instead of the Parents' consent.

- 31 Request for Confidentiality:** The Parents may ask us to keep information about the Pupil confidential. For example, you may ask us to not use photographs of the Pupil in promotional material or ask us to keep the fact that the Pupil is on the School roll confidential. If the Parents would like information about the Pupil to be kept confidential, they must write immediately to the Headmaster requesting an acknowledgement of their letter.
- 32 Transport:** The Parents consent to the Pupil 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.
- 33 Pupil's Personal Property:** The Pupil is responsible for the security and safe use of all their personal property including money, mobile electronic devices, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.
- 34 Insurance:** The Parents are responsible for insurance of the Pupil's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.
- 35 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 Pupil or the Parents or for loss or damage to property.

## **E Health and Medical Matters**

- 36 Medical Declaration:** Parents will be asked to complete a form of medical declaration (the Student Details Form and General Consent form) concerning the Pupil's health and must inform the Headmaster in writing if the Pupil 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.
- 37 Medical Care:** The Parents must comply with the School Nurse's recommendations which may include a reasonable decision to release the Pupil home or to his / her education guardian when he / she is unwell.
- 38 Pupil's Health:** The Headmaster may at any time require a medical opinion or certificate as to the Pupil's general health where the Headmaster considers it necessary as a

matter of professional judgement in the interests of the Pupil and/or the School community. If the Pupil is of sufficient age and maturity they are entitled to insist on confidentiality which can nonetheless be overridden in the Pupil's own interests or where necessary for the protection of other members of the School community.

**39 Medical Information:** Throughout the Pupil's time as a member of the School, the School Doctor shall have the right to disclose confidential information about the Pupil if it is considered to be in the Pupil'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.

**40 Emergency Medical Treatment:** The Parents authorise the Headmaster to consent on their behalf to the Pupil receiving emergency medical treatment where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents or a second emergency contact cannot be contacted in time.

## F Educational Matters

**41 Our Commitment:** 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 pupil 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 Pupil but cannot guarantee that the Pupil will achieve his / her desired examination results or that results will be sufficient to gain entry to other educational establishments.

**42 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 Headmaster, is most appropriate to the School community as a whole. This may be by online or other form of Hybrid learning. We will endeavour to inform the Parents of significant changes to the curriculum and the reasons for them as soon as practicable. 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. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the pupils and may take into account management of friendship groups. Any Parent who has specific requirements or concerns about any aspect of the Pupil's education or progress should contact the Pupil's tutor, or any other appropriate member of staff, as soon as possible, or contact the Headmaster in the case of a grave concern.

**43 Progress Reports:** The School monitors the progress of each pupil and shall report regularly to Parents by means of grades, parents' meetings and full written reports.

**44 Sex Education:** The Pupil will receive health and life skills education, including relationships education, health education or sex education, appropriate to their 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 Pupil 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 Pupil from classes relating to relationships education.

**45 Public Examinations:** The Headmaster may, after consultation with the Parents and the Pupil, decline to enter the Pupil's name for a public examination if, in the exercise of his professional judgement, the Headmaster considers that by doing so the Pupil's prospects in other examinations would be impaired and/or if the Pupil has not prepared for the examination with sufficient diligence, for example, because the Pupil has not worked or revised in accordance with advice or instruction from the staff.

**46 Examination services:** The Headmaster may, after consultation with the Parents and the if appropriate the Pupil, decline to apply for access arrangements or post-examination services if, in his professional judgement, it is considered not to be in the best interests of the Pupil or the examination cohort to do so.

**47 Reports and References:** Information supplied to the Parents and others concerning the progress and character of the Pupil, and about examinations, further education and career prospects, and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.

**48 Learning Difficulties:** The School will do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a "special educational need". Our staff are not, however, qualified to make a diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.

**49 Screening for Learning Difficulties:** 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 Pupil may have a learning difficulty. A formal assessment can be arranged by the School at the Parents' expense or by the Parents themselves. The Parents agree to cooperate fully with any investigation of the Pupil's educational needs.

**50 Information about Learning Difficulties:** The Parents must notify the Headmaster when completing the School's Confidential Information Form and subsequently in writing if at any time they are aware or suspect that the Pupil (or anyone in his or her immediate family) has a learning difficulty and the Parents must provide us with copies of all written reports and other relevant information. The Pupil's place will be cancelled, or, once the Pupil has started, the Parents will be asked to withdraw the Pupil, without further charge if, in the professional judgement of the Headmaster and after consultation with the Parents and with the Pupil (where appropriate), the School is unable to provide adequately for the Pupil's special educational needs. The School reserves the right to charge for the provision of

additional teaching where it is lawful to do so.

**51 Moving up the School:** It is assumed that if the Pupil satisfies the relevant criteria at the time, he / she will progress through the School and will ultimately complete the Upper Sixth Year (Year 13). The relevant criteria for progression through the School are set out in the School's Admissions Policy. Criteria for progression to the Sixth form (Year 12) are reviewed and published annually in the Autumn term. The Parents will be consulted before the end of the Spring Term in any year if there appears to be any reason why the Pupil may be refused a place in the next year at the School. ***Unless the Pupil will be leaving at the end of Year 13, the Parents must give a Term's Notice in writing (i.e. before the start of the Summer Term) in accordance with the Provisions about Notice (in section H) if they do not intend the Pupil to proceed to the next year at the School, or a Term's Fees in lieu of Notice will be payable.***

**52 Intellectual Property:** Where the Pupil creates a copyright work, including where the work is created jointly with a member of staff or another pupil, 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.

**53 Pupil's Work:** The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to our retaining the Pupil's original work until, in our professional judgement, it is appropriate to release the work to the Pupil. Certain coursework may have to be retained for longer than other work in order to reduce the risk of malpractice or to fulfil the requirements of external examination boards. This does not prejudice the Pupil's or the Parents' right to access their personal data under data protection law.

**54 Consent for Educational Visits:** A variety of educational visits will be provided for the Pupil. The 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 Pupil 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 Pupil taking part in all educational visits. These include:

- off-site activities involving Pupils aged 5 or under; or
- visits (including overnight or residential stays) which take place during the weekends or school holidays; or
- non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; or
- adventure activities which may take place at any time.

The Parents agree that the Pupil shall be subject to School

discipline in all respects whilst engaged in an educational visit.

**55 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 54 above. At the School's discretion, 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 Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill. The School reserves the right to prevent the Pupil from taking part in an educational visit while any sums due to the School remain unpaid.

**56 Digital Devices:** On entry to the Senior School, Parents are required to purchase a digital device of the School's specification for use in lessons and for homework. Parents are liable for the cost of the device and accessories including taxes as applicable which will be charged as an additional item in the termly invoices over the period of three terms from the term of issue. Parents will ensure that the device will be used only for the purpose of the Pupil's education and in line with the IT Acceptable Use Policy which is available on the website. Devices must be used in accordance with the School's E-Safety Policy and are subject to filtering and monitoring at all times. Parents have the option to insure the device through a bundled insurance package and will be liable to pay for replacement costs of lost or damaged devices and accessories that are not covered by their insurance. The School reserves the right to change its model for the supply of digital devices and may partner with a reputable third-party supplier to offer device leasing to parents.

## **G Behaviour and Discipline**

**57 School Regime:** The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Headmaster. The Headmaster 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 Pupil 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 Headmaster it is deemed appropriate to do so in the circumstances prevailing at the time.

**58 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 Pupil 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.

**59 School Rules:** The School Rules which apply are set out in the current Information Booklet and other documents published from time to time. The Parents are requested to

read these documents carefully with the Pupil before they accept the offer of a place.

- 60 School Discipline:** The Parents accept the authority of the Headmaster and of other members of staff on the Headmaster's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. The School's Behavior policies which are current at the time and published on the School website applies to all pupils at the School and at all times when the Pupil is in or at School (including when engaged in online 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 policy 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.
- 61 Investigative Action:** An allegation, complaint or rumour of misconduct will be investigated. The Pupil may be questioned, and his/her belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's rights and freedoms. The Parents will be informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, unless the School is prevented from doing so by the police if they are involved.
- 62 Procedural Fairness:** Investigation of an allegation, rumour or complaint which could lead to Permanent Exclusion, Removal or Withdrawal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. If a disciplinary meeting with the Headmaster 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 Pupil will be assisted by an adult (usually a teacher) of his/her choice.
- 63 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 pupils or others who have given information which has led to the complaint or which the Headmaster has acquired during an investigation.
- 64 Drugs & Alcohol:** The Pupil 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 discipline. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.
- 65 Terminology:** In these Terms and Conditions the following definitions apply:

**"Suspension"** means that the Pupil has been sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or a Governors' Review.

**"Withdrawal"** has the meaning set out in clause 79.

**"Permanent Exclusion"** means that the Pupil is required to leave the School permanently in circumstances described in clause 67 below.

**"Removal"** mean that the permanent removal of the Pupil from the School has been required in the circumstances described in clause 69 below.

- 66 Sanctions:** The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place. These 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, detention for a reasonable period, withdrawal of privileges, or Suspension, or alternatively Removal or Permanent Exclusion.
- 67 Permanent Exclusion:** The Pupil may be formally permanently excluded from the School if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of School discipline or a serious criminal offence. Permanent Exclusion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases. The Headmaster's decision to permanently exclude shall be subject to a Governors' Review if requested by the Parents (see clauses 72 and 73).
- 68 Fees Following Permanent Exclusion:** If the Pupil is permanently excluded, there will be no refund of the Fees for the current or past terms but the Acceptance Deposit will be refunded without interest less any sums owing to the School. There will be no charge to Fees in lieu of Notice but, save 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.
- 69 Removal in Other Circumstances:** The Parents may be required, during or at the end of a term, to remove the Pupil permanently from the School, if, after consultation with the Pupil and/or Parents, the Headmaster is of the opinion that:
- the Pupil has committed a breach or breaches of School rules or discipline for which Removal is the appropriate sanction; or
  - by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School; or
  - one or both of the Parents have treated the School or members of its staff or any member of the School community unreasonably (see the School's Permanent Exclusion and Required Removal policy for further details as to what constitutes unreasonable behaviour); then

in these circumstances, and at the sole discretion of the Headmaster, Withdrawal of the Pupil may be permitted as an alternative to Removal being required. The Headmaster

shall act with procedural fairness in all such cases and shall have regard to the interests of the Pupil and Parents as well as those of the School. The Headmaster's decision to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents (see clauses 71 and 72).

- 70 Fees Following Removal:** If the Pupil is removed or withdrawn in the circumstances described in clause 69 above, the rules relating to Fees shall be the same as set out in clause 68.
- 71 Leaving Status:** The School reserves the right to record the leaving status of the Pupil on the Pupil's file immediately after Permanent Exclusion or Removal or Withdrawal.
- 72 Governors' Review:** The Parents may request a review by Governors ("**Governors' Review**") of a decision to permanently exclude or require the removal of the Pupil from the School (but not a decision to suspend the Pupil unless the suspension is for 11 School days or more, or would prevent the Pupil taking a public examination). The Headmaster will advise the Parents of the Governors' Review procedure current at that time when he informs the Parents of his decision. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.
- 73 Pupil's Status Pending Review:** If the Parents request a Governors' Review, the Pupil will be suspended from School until the review procedure has been completed. While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headmaster.
- 74 Access:** A pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises without the written permission of the Headmaster.
- 75 Complaints Procedure:** A complaint as described in clause 17 above which does not involve the Permanent Exclusion or Removal of the Pupil must be made in accordance with the School's published complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

## H Provisions About Notice

*- see also section F "Moving up the School" and section G.*

- 76 Term:** means the period between and including the first and last days of the relevant School term.
- 77 Notice:** means (unless the contrary is stated in these Terms and Conditions) **a Term's Written Notice given by:**
- both Parents; or
  - one of the Parents with the prior written consent of

the other Parent; and

- in either case the prior written consent of any other person with Parental Responsibility where appropriate

***before the first day of Term addressed to and received by the Headmaster personally*** or signed for by the Headmaster's secretary or the Bursar on the Headmaster's behalf. It is expected that the Parents will consult with the Headmaster before giving Notice to withdraw the Pupil. 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.

- 78 Cancel or Cancellation:** means the cancellation of a place at the School which has been accepted by the Parents and which occurs before the Pupil enters the School or where the Pupil does not enter the School. Please see clause 12 for details of when Entry to the School occurs.
- 79 Withdraw or Withdrawal:** means the withdrawal of the Pupil from the School by the Parents or the Pupil with or without Notice required under these Terms and Conditions at any time after the Pupil has entered the School. Please see clause 12 for details of when Entry to the School occurs.
- 80 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 we receive your completed and signed acceptance form. In such circumstances the Acceptance Deposit will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this contract. Information about the right to cancel and how to cancel is set out in the School's cancellation notice and form published on the School website.
- 81 Fees in lieu of Notice:** means Fees at the full rate applicable for the next Term:
- following the Withdrawal of the Pupil or Cancellation and termination by the Parents on less than one full Term's Notice; or
  - if the Pupil is excluded for more than 28 days for non-payment of Fees as set out in clause 95,

Fees in Lieu of Notice is not limited to the parental contribution in the case of a scholarship, exhibition, 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.

- 82 A Term's Written Notice:** means Notice given before the first day of a Term and expiring at the end of that Term. For example, if the Pupil will not enter the School or return to the School at the start of the Autumn Term, written notice must be provided before the start of the

previous Summer Term.

- 83 Termination by the Parents:** Except when the Pupil is to leave at the end of Year 13 or clause 86 below applies, if the Parents wish to Withdraw the Pupil or Cancel and terminate this contract at any time or after the expiry of the 14 day cancellation period described in clause 80 above if applicable they shall do so either by:
- providing at least one Term's Written Notice. If the Parents Cancel by providing at least one Term's Written Notice the School shall retain the Acceptance Deposit; or
  - paying one Term's Fees in lieu of Notice.
- 84 Other Notice Requirements:** The requirements in clause 83 shall also apply if, following the GCSE year or Year 12, the Pupil will not return for the following year even if he / she has achieved the required grades.
- 85 Provisional Notice:** is valid only for the Term in which it is given. Provisional notice must be given in writing and received by the Headmaster personally or the Bursar on the Headmaster's behalf.
- 86 Cancelling a Place Offered in the Term Before Entry:** Except where clause 80 applies, if the offer of a place is made within a Term of Entry, the Parents may Cancel and terminate this contract by notifying the School in writing at any time before Entry but they shall immediately pay one Term's Fees at the rate payable for the Term of Entry, less the Acceptance Deposit, payable as a debt.
- 87 Prior Consultation:** It is expected that the Parents or duly authorised education guardian will in every case consult personally with the Headmaster or with the Headmaster's authorised Deputy before Notice of is given by the Parents.
- 88 Discontinuing Extras:** Half a Term's Written Notice is required to discontinue all extras (e.g. lunches, extra tuition, and coach service) or a half a Term's Fees for the extras will be immediately payable.
- 89 Termination by the School:** The School may terminate this contract:
- **on one Term's written notice sent in a letter either by ordinary post or attached to an email.** The School will not terminate the contract without good cause and full consultation with the Parents and also the Pupil (if of sufficient maturity and understanding). The Acceptance Deposit will be refunded without interest less any outstanding balance of Fees;
  - on reasonable notice if in the professional opinion of the Headmaster the School is unable to provide all or a significant proportion of the educational services to the Pupil; or
  - immediately where the Pupil does not have the

appropriate immigration permission to live in the United Kingdom and to study at the School.

## I Fees

- 90 Meaning:** "Fee" and "Fees" where used in these Terms and Conditions may include alone or in combination any of the following charges where applicable: **Registration Fee; Acceptance Deposit; Tuition Fees; Fees for extra tuition; other extras** such as lunches, clothing, equipment, public examinations fees, coach service fees, photographs; or other items ordered by the Parents or the Pupil; or **charges arising in respect of educational visits; or damage** where the Pupil 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.
- 91 Payment:** The Parents jointly and severally agree to pay the Fees applicable to each Term together with taxes as applicable 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 one or more items on the bill are under query, the balance of that bill must be paid. Fees are to be paid by Direct Debit. The Parents should complete and return a Direct Debit mandate to the School by the end of Term immediately preceding the Term of Entry. 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.
- 92 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 Bursar. The School reserves the right to refuse a payment from a third party.
- 93 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.
- 94 Refund/Waiver:** Save where there is a legal liability including liability under a court order or under the provisions of this contract to make a refund or reduction, Fees will not be refunded, reduced or waived if the Pupil is absent through illness; or if a Term is shortened or a vacation extended; or if the Pupil is released home before or after public examinations or otherwise before the normal end of Term (provided that the School remains open to the Pupil and they wish to stay at School during that period); or the School is temporarily closed due to adverse weather conditions; or for any cause other than exceptionally and at the sole discretion of the Headmaster in a case of genuine hardship. **See also Section J** for information about the rules on events beyond the control of the parties.



- 95 **Exclusion for Non-Payment:** The School reserves the right to exclude the Pupil on three days' written notice if at any time payment of any amount is overdue or if the Parents fail to provide information reasonably requested by the School about the identity of the payer of any Fees or the source of the funds. If the Pupil 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 H. Exclusion on these grounds is not a disciplinary matter and the right to a Governors' Review will not normally arise. The School may withhold any information, character references or property while any sum remains overdue where it is lawful to do so.
- 96 **Late Payment:** Save 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 overdue invoices. The rate of interest charged will be at up to 1.5% per month 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 or other sums due regardless of the value of the School's claim.
- 97 **Part Payment:** Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges may be applied to any unpaid balance of Fees as set out in clause 96 above.
- 98 **Appropriation:** Save 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 be appropriated by the School to the unpaid account of any other child of the Parents.
- 99 **Instalment Arrangements:** An agreement by the School to accept payment of current and/or past Fees 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.
- 100 **Scholarships & Bursaries:** Every scholarship, bursary or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and our staff reasonably. The terms on which such awards are offered and accepted will be notified to the Parents 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. Information on the School's means-tested scholarships is available on the School's website.
- 101 **Fee Increases:** Fees are reviewed annually and are subject to increase from time to time. If the Parents receive less than a Term's notice of a Fees increase they may give to the School written Notice of Withdrawal of the Pupil within 21 days and will not be liable to pay Fees in lieu of Notice and the Acceptance Deposit will be refunded without interest less any sums owing to the School.
- 102 **Information about Fees:** The Parents acknowledge that the School may make enquiries of the Pupil'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 Pupil is to be transferred if any sums due to this School are unpaid.
- 103 **Identity of Fee Payer:** From time to time the School may need to obtain satisfactory evidence (such as sight of a passport) of the identity of a person who is paying Fees.
- ## J Events beyond the control of the Parties
- 104 **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, drought, earthquake or other natural disaster;
  - 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.
- 105 **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.
- 106 **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.
- 107 **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 from the Affected Party under clause 105 may terminate this contract by providing at least three working days' notice in writing to

the other party. The party giving such notice shall not be released from their obligation to pay Fees or other sums falling due before the notice.

## K General Contractual Matters

- 108 Data Protection:** The School has a Privacy Notice which explains how the School will use the Parent's and the Pupil's personal data. The Privacy Notice is published on the School's website. The Parents must read the Privacy Notice in full before signing the acceptance form. If the Pupil is going to enter Year 7 or above, the Parents must show the Pupil a copy of the Privacy Notice and discuss it with him / her before accepting the offer of a place.
- 109 Change:** This 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, 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.
- 110 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.
- 111 Consultation:** It is not practicable to consult with parents and pupils 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 a change of ethos or culture; or a change in any physical aspect of the School which would have a significant effect on the Pupil's education or pastoral care; or a change of ownership of the School, where such changes are not temporary.
- 112 Information for Parents:** We provide parents of prospective pupils with information about the School and the educational services we provide in good faith. This information may be contained in the School's website and promotional literature, or in statements made by staff or pupils 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 written confirmation from the Headmaster that the information is accurate before returning a completed acceptance form to the School.***
- 113 Third Party Rights:** Only the School and the Parents are parties to this contract. Neither the Pupil nor any third

party is a party to this contract and shall not have any rights to enforce any term of it.

- 114 Interpretation:** These Terms and Conditions supersede those 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 the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.
- 115 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 non-exclusive jurisdiction of the Courts of England and Wales.

Colfe's School: a Company Limited by Guarantee  
Registered in England No: 05352523  
Registered Office:  
Horn Park Lane, London, SE12 8AW  
Registered Charity No: 1109650

Date of issue: November 2024

**Schedule 1 Summary of clauses containing financial consequences**

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