

ONE COPY TO BE SIGNED AND RETURNED TO THE SCHOOL

St. Christopher's School, Hove

CONDITIONS FOR ADMISSION OF PUPILS AND PAYMENT OF FEES

The admission of a pupil to the school is conditional on the pupil and the parents being bound by the conditions and any regulations which may be issued by the school.

PUPIL'S NAME -----

UNDERTAKING BY BOTH PARENTS OR GUARDIANS

We have read the conditions for admission of pupils and payment of fees set out below and we agree to conform to these.

Signed -----Date -----

Name in block capitals -----

Signed -----Date -----

Name in block capitals -----

1. Registration, Deposit and Entry
 - 1.1 The registration fee is non-returnable in any circumstances.
 - 1.2 The completion of the registration form does not constitute an offer by the school of a place for the pupil or the acceptance of any offer by the parent. The contract between the school and the parent will only come into effect when the school has made a final offer of a place to the parent for the pupil, and the parent has accepted that offer in writing and paid the deposit. The final offer may be withdrawn by the school at any time before it has been accepted by the parent and the deposit paid.
 - 1.3 If, following the payment of the deposit, the pupil shall be offered a place at the school but that place is not accepted, then the deposit shall be retained by the school to cover the costs of administration of the application of the pupil.
 - 1.4 **A term's fees (less deposit/s held) will be immediately payable by the parents if, for any reason, they cancel their acceptance of a place less than a term before entry. Parents who withdraw giving a full term's notice before entry will not be liable for fees in lieu but the deposit will be retained by the School.**
 - 1.5 If the pupil shall not be offered a place at the school then the deposit (but not the registration fee) will be refunded to the parents.
 - 1.6 If the pupil shall enter the school, the deposit will be held by the school until the pupil's last year and will be returned when the pupil leaves.
 - 1.7 If your child is of non- EEA nationality and you are not seeking for the school to sponsor him/her under the UK Border Agency Tier 4 arrangements, please note that by completing this form you are confirming that your child has the unconditional right to enter, live and study in the UK for the duration of the education offered by the School.
 - 1.8 The School may request from your child's present school or educational institution: (a) information and a reference in respect of our child; and/or (b) information about any outstanding fees and/or supplemental charges.
 - 1.9 The School may process any personal data about us (or either of us) and our child, including sensitive personal data about our child (such as medical details), for the purposes of:
 - administering its list of prospective pupils;
 - its registration, selection and/or admission procedures, including as set out above; and
 - communicating with the parents of prospective pupils about the School and generally managing relationships between the School and its prospective pupils
2. Fees
 - 2.1 The amount of the fees shall be such as may be notified in writing to the parents from time to time or included in any notices of other literature distributed to parents of the pupils of the school generally.
 - 2.2 The fees due in respect of any term are payable on the first day of that term except in the case of the first school term when they are due on the date of acceptance by a parent of a place for a pupil, although payment is not required until an account or request for payment is issued by the school.
 - 2.3 The school reserves the right to refuse admission to any pupil for any term unless and until the fees for that term have been paid.
 - 2.4 The fees are payable by each person who falls within the definition of "parent" or has previously paid the fees or is a parent of the pupil whether or not he or she has signed the pupil registration form.

- 2.5 In the event that the school shall have agreed to accept a temporary payment of fees by instalments and any instalment is not paid on the agreed date then the agreement to accept instalments shall be void and the whole of the fees (or the balance of them) shall then become payable immediately.
- 2.6 Any agreement or concession which may have occurred in the past relating to the late payment of fees or payment of fees by instalments shall not affect the liability of the parent to pay the fees in accordance with these conditions.
- 2.7 The fees paid in respect of any pupil shall not be refundable in any circumstances.
- 2.8 Where a parent makes a payment of fees in respect of a pupil the school may appropriate that payment to fees due in respect of another pupil whose fees the parent is responsible.

3. Withdrawal of a Pupil

- 3.1 One full term's notice is required if a pupil is to be withdrawn from the school.
- 3.2 The required notice must be given before the withdrawal of a pupil, other than one leaving at the end of the Upper Sixth year or in the July following the pupils 13th birthday.
- 3.3 If the required notice is not given, then one term's fees shall be due and payable when the parent informs the school that the pupil will be, or has been withdrawn.
- 3.4 The school reserves the right to disclose information to your child's next school (Independent Senior School) about any outstanding fees and/or supplemental charges owed to the School at the time of leaving.

4. Interest and Costs

- 4.1 The school shall be entitled to charge interest on any money due to it from the parent at a rate of 1% per month or part thereof, calculated from the date the fees become due and payable and for the duration of the outstanding debt.
- 4.2 The parent will pay to the school on demand on a full indemnity basis any reasonable costs and disbursements properly incurred by the school in connection with the recovery or attempted recovery of any money due to it.

5. Removal of a Pupil

- 5.1 The Head may at any time require the removal of the pupil from the school by the parent if any fees due are unpaid or if the Head considers there are grounds that are sufficiently serious that the removal is in the best interests of the pupil, the school or of other pupils in the school.
- 5.2 The parent will arrange to collect the pupil from the school as soon as it is practicable or as may be agreed with the Head.
- 5.3 The Head shall be entitled to make such announcement relating to the removal as is considered appropriate in the circumstances.

6. Closure of School

- 6.1 Due to illness, epidemic or other circumstances, it may be necessary to send some pupils home or close the school entirely for a time. In those circumstances, a refund of fees will be made where the cause is one covered by an insurance policy which the school may have in force. The amount of refund will be at the discretion of the school and will be based on the amount payable by the insurers. In other circumstances, the school shall not be liable to reimburse fees already paid nor shall the parent be relieved of any liability to pay fees already due or to become due.

7. Illness and Medicine

- 7.1 It is essential that you notify us by 9.30am if your son or daughter is going to be absent or late for any reason.
- 7.2 The school has a policy regarding the administration of medicines. There is no requirement for staff to undertake this responsibility and those who do so are acting in a voluntary capacity. If the pupil requires regular medication in school, parents must co-operate with the school policy. If you send your child to school with medicine, parents are required to provide the smallest practical dose in a labelled container, giving details of medication, dosage and pupil name, together with completed medicine form giving detailed information and instructions as to administration, longevity and storage instructions. The staff of the school cannot be required to administer medicines and are acting in a voluntary capacity. The school cannot be held responsible for any maladministration. The parent retains the legal responsibility for administering medicines at all times.

8. Privacy Notices – Images and Videos

While your child is at St Christopher's School they will be taking part in many events and it is usual that photographs and videos of these occasions will be taken. We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

The School's Privacy Notices explain how we collect personal information about you and your child, and what we do with that information. They can be found on the School website www.stchristophershove.org.uk

Company Limited by Guarantee, Registration No: 4501448
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