



# Heathside Preparatory School

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## TERMS AND CONDITIONS

### Introduction

Heathside Preparatory School is a strong and successful community. It thrives because parents, pupils and staff share an understanding of its aims and subscribe to a common ethos, chiefly of respect and consideration for others. Staff and parents work in partnership to ensure that pupils receive the best possible education and experience of school life in an environment that is built on the principles of honesty, cooperation and support for fellow learners.

By accepting our Terms and Conditions, you are indicating your intention to support us by encouraging your child to fulfil his or her academic potential, and to accept the rules of School discipline, which are deemed necessary for the general well-being of the School.

### The School's Obligations and Commitments

While your child remains a pupil of Heathside, we agree to exercise reasonable skill and care in respect of his or her education and welfare. The obligation will apply during school hours and at other times when your child is participating in activities organised by the School.

We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have concerns about your child's progress, but we do not undertake to diagnose dyslexia or other specific learning difficulties. If your child is unable to access or work within the curriculum without individual support we will request a formal assessment and may suggest individual support within or outside the school. A formal assessment can be arranged either by you or by the School at your expense. If in our opinion the school cannot provide adequately for your child's special educational needs, you may be asked to withdraw your child without being charged fees in lieu of notice.

We undertake not to subject your child to physical contact except where such contact is lawful and may be deemed appropriate for teaching, or to provide comfort to a pupil in distress, or to maintain safety and good order.

If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment including anaesthetic or operations recommended by a doctor.

### The Parents' Obligations and Commitments

In order to fulfil our obligations and commitments, we rely on your co-operation. We anticipate that you will ensure that your child attends regularly and punctually, adhering to the published term dates, and that you support our expectation that pupils are diligent, courteous and well behaved and comply with the School Rules,

including those concerning appearance and the wearing of uniform. We anticipate that you will encourage your child to work hard in order to achieve the best academic result of which he or she is capable; that you will inform us about any matters which may affect your child in order that we may provide appropriate support; that you will maintain a constructive relationship with the School staff and meet or communicate with them whenever it is in your child's interest to do so.

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

You agree to inform the School of any situations where special arrangements may be needed in relation to your child.

We must be informed (and may require confirmation in writing) of any reason for your child's absence from School. Whenever possible our prior consent should be sought for absence.

In the interests of each child, his or her parents or guardians are expected to communicate with each other and to reach agreement about decisions affecting their child's education. We will be entitled (unless notified otherwise) to accept instructions from, rely on information provided by and make arrangements concerning the child with any one such parent.

### **Acceptance and Deposit**

An offer of a place for your child at Heathside must be accepted in writing along with a commitment to pay the first term's fees in full, and accompanied by payment of the required deposit.

On acceptance of the place you become liable for the full fees for the first term.

Any extra-curricular activities such as private music lessons or visits in which you agree your child may participate, any costs you agree may be incurred in providing for the special education needs of your child shall be deemed to be supplemental to items met by the fees and charged accordingly.

### **School Fees**

All costs incurred in the usual course of the education by us of your child, including the provision of any necessary educational materials, shall be met by the fees unless otherwise notified by us.

Any extra-curricular activities such as private music lessons or visits in which you agree your child may participate, and any costs you agree may be incurred in providing for the special educational needs of your child shall be deemed to be supplemental to items met by the fees and charged for accordingly.

Each of you who has joined the school is liable for the whole of the fees due and any supplemental charges. You 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 for the fees or any part of them.

Each invoice must be paid in full before the first day of term.

We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid. There may be an administrative charge for late payments. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

The fees will be reviewed from time to time and may be increased by such amount as we consider necessary.

## Notice

### Notice requirements

If you wish to withdraw your child from the School (other than at the normal leaving date at the end of Year 6) you shall either give a term's notice to that effect or shall pay us a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

### School Rules

All pupils and parents are expected to be familiar with the Golden Rules as detailed in the Home-School Child Agreement, and any Class Rules displayed by your child's class teacher, and your child must comply with them as amended from time to time.

The School has an anti-bullying policy, which may be enforced by the suspension or expulsion of a pupil who infringes it.

### Disciplinary Procedures

The Headteachers may in their discretion require you to remove or may suspend or expel your child from the School, if they consider that your child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the head teachers the removal is in the School's best interest or those of your child or other children.

The Headteachers may in their discretion require you to remove or may suspend or expel, your child if your behaviour is in the opinion of the Heads 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 in to disrepute.

### Confidentiality and References

Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair.