

Immanuel College

Terms and Conditions

Version February 2017

1 Introduction

- 1.1 **Terms and conditions:** These terms and conditions reflect the custom and practice of independent schools for many generations and together with the letter of offer, Acceptance Form and Fees List they form the basis of a legally binding contract between the Parents and the College for the provision of educational services. These terms and conditions are intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing and development of Immanuel College
- 1.2 **Prospectus and website:** The College's prospectus and website are not contractual documents. Please see clause 11.4 below for further information.
- 1.3 **Fees and notice:** The rules concerning fees and notice are of particular importance and are set out at Section 8 and Section 9 below.
- 1.4 **Managing change:** Immanuel College, as any other school, is likely to undergo a number of changes during the time your child is a pupil here. Please see below for further details of the changes that may be made and the consultation and notice procedures that will apply.
- 1.5 **Documents referred to:** Before accepting the offer of a place, parents have an opportunity to see any of the documents referred to in these Terms and Conditions. In particular, parents should carefully read the Kashrut policy prior to entering into a contract with the College. The College website contains a number of policies and procedures which can be viewed by parents. Printed copies are available from the College on written request.

2 Terminology

- 2.1 **Immanuel College or the College or We or Us:** means The Charles Kalms, Henry Ronson Immanuel College as now or in the future constituted (and any successor). The College is constituted as a company limited by guarantee with charitable status. The Charles Kalms, Henry Ronson Immanuel College includes the senior school and sixth form trading as Immanuel College and a preparatory school trading as Immanuel College Preparatory School.
- 2.2 **College Governors or Governing Body:** means the Governors of the College who are appointed from time to time under the terms of its governing instrument and who are responsible for governance of the College.
- 2.3 **The Headmaster:** means the Headmaster of Immanuel College and the Headmaster of the preparatory School (as appropriate) as appointed by the College Governors. The Headmaster is responsible for the day-to-day running of the College.
- 2.4 **The Parents or You:** means any person who has signed the Acceptance Form and / or who has accepted responsibility for a child's attendance at this College. Parents are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions. Fees payable by a third party (for example, an employer, grandparent or step-parent without Parental Responsibility) will be subject to a separate agreement between the College, the Parents and the third party. Please also see clause 9.3 and clause 11.5 below.
- 2.5 **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.

- 2.6 **The Pupil:** means the child named on the Acceptance Form. The age of the Pupil will be calculated in accordance with British custom.

3 Admission and entry to the College

- 3.1 **Registration and admission:** Applicants will be considered as candidates for admission and entry to the College 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. **Admission** occurs when the Parents accept the offer of a place and pay the appropriate Acceptance Deposit. **Entry** occurs on the date when the Pupil attends the College for the first time under these terms and conditions.

- 3.2 **Equality:** The College is an independent school for boys and girls aged from 4 - 18 years. The College has a Jewish tradition. 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 College'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 and pupils who have disabilities for which, after reasonable adjustments, we can cater adequately.

- 3.3 **Offer of a place and deposit:** A deposit (**Acceptance Deposit**) as shown on the Fees List for the relevant year will be payable when parents accept the offer of a place. The Acceptance Deposit will be retained in the general funds of the College until the Pupil leaves and will be repaid without interest on leaving, unless stated otherwise in these Terms and Conditions or unless the Parents wish to donate the Acceptance Deposit to Immanuel College.

- 3.4 **Overseas pupils:** For reasons of administration, the right is reserved to require payment of an **Overseas Deposit**, as shown on the Fees List for the relevant year, as an additional deposit in the case of a pupil whose normal residence is outside the United Kingdom. The Overseas Deposit will be retained in the general funds of the College 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 College on leaving, unless stated otherwise in these terms and conditions.

- 3.5 **Immigration:** The College holds a Tier 4 Sponsorship Licence with UK Visas and Immigration. Parents must inform the Headmaster when returning a completed Registration Form or at any other time if their child requires sponsorship from the College in order to obtain a visa to study at the College. Parents shall permit the College to take and retain copies of the child's passport and visa in order to collect required information for the UK Border Agency and Home Office. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to reside in the United Kingdom and to study at this College.

4 Pastoral Care

- 4.1 **The College's 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 the College community and the rights and freedoms of others.
- 4.2 **Complaints:** Any question, concern or complaint about the pastoral care or safety of a pupil or any educational issue or other matter connected to the College must be notified to the College as soon as practicable. A copy of the College's Complaints Procedure can be supplied on request. See also clause 7.18 below.
- 4.3 **Pupil's rights:** The Pupil, if of sufficient maturity and understanding, has certain legal rights which the College must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights to confidentiality and, usually, the right to have contact with both natural or adoptive parents. If a conflict of interest arises between the Parents 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.
- 4.4 **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. Please see Section 5 below.
- 4.5 **Ethos:** The ethos of the College is to foster good relationships between pupils and between members of staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated. The College 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 College or its staff.
- 4.6 **Physical contact:** The Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to the 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 College programme or extra-curricular programme. The Parents acknowledge that while the College will provide appropriate supervision the risk of injury cannot be eliminated.
- 4.7 **Disclosures:** The Parents must, as soon as possible, disclose to the College in confidence:
- 4.7.1 any known medical condition, health problem or allergy affecting the Pupil;
 - 4.7.2 any history of a learning difficulty on the part of the Pupil or any member of his / her immediate family;
 - 4.7.3 any disability, special educational need or any behavioural, emotional difficulty and / or social difficulty on the part of the Pupil;
 - 4.7.4 any family circumstances or court order which might affect the Pupil's welfare or happiness;
 - 4.7.5 any concerns about the Pupil's safety;

- 4.7.6 any change in the financial circumstances of the Parents in receipt of a bursary from the College.
- 4.8 **Confidentiality:** The Parents authorise the Headmaster to override their own and (so far as they are entitled to do so) the Pupil's rights to 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 College. In some cases, members of staff may need to be informed of any particular vulnerability the Pupil may have. The College reserves the right to monitor the Pupil's e-mail communications and internet use.
- 4.9 **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 College 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 College community.
- 4.10 **Leaving College premises:** The College will do all that is reasonable to ensure that the Pupil remains in the care of the College during College hours but we cannot accept responsibility for the Pupil if he / she leaves College premises in breach of the College Rules and we are not legally entitled to do so in the case of a pupil aged 16 years or over. The Pupil is expected to obtain a teacher's written permission (which will only be given with good reason) and complete the Leave Early book before leaving College premises during the school day.
- 4.11 **Residence during term time:** The Pupil is required during term time and at weekends, exeats (permitted periods of time away from College) and half term, to live with the Parents or a legal guardian or with an education guardian acceptable to the College. 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.
- 4.12 **Communication with parents:** Communication from one of the Parents or any person with Parental Responsibility shall be deemed by the College to be received from both Parents. This does not apply to the cancellation of a place or the withdrawal of the Pupil from the College. Any notice of cancellation or notice of withdrawal of the Pupil shall be made by both Parents.
- 4.13 **Absence of parents:** When both Parents will be absent from the Pupil's home overnight or for a 24 hour period or longer, the Headmaster must be told in writing the name, address and telephone number for 24 hour contact with the adult who will have the care of the Pupil.
- 4.14 **Education guardians:** The Parents if resident outside the United Kingdom must have 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 College can apply for authorities when necessary. The College can accept no responsibility during exeats, half term or the holidays for the Pupil and the Parents and the education guardian of such pupils must make holiday arrangements, including travel to and from the College, 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 and shall from time to time provide the College with up to date contact details for the appointed education guardian.

4.15 **Use of Digital/Video Images:** It is the custom and practice of most independent schools, and of this College, to include some photographs or images of pupils in the College's promotional material such as the prospectus and the website. To comply with the Data Protection Act 1998, Immanuel College needs parental permission before we can photograph or make recordings of your daughter/son. We follow the following rules for any external use of digital images:

- If the pupil's name is visible, we avoid using the photograph
- If the photograph is used, we avoid using names or identifying individual children.
- If the photograph is used and we wish to identify your child in the photo, we will ask your permission each time this is going to happen.
- Where showcasing pupils' work, we only use their first names rather than their full names.
- Only images of pupils in suitable dress are used.

Examples of how digital photography may be used:

- Your child being photographed (by a teacher, teaching assistant or another child) as part of a learning activity, e.g. photographing children at work and then sharing pictures on the interactive white board in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school; e.g. in wall displays and PowerPoint® presentations to capture images around the school or in the local area as part of a project, lesson or assembly.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators. E.g. within a CDROM or DVD or a document sharing good practice; in our school prospectus, or on our website or Facebook page.
- In the media as part of a story about the school. If your child is part of a group photo, names will not be given.

Unless we have something written to the contrary, we may use in our publicity material a child's name, work and details of their achievements which are directly related to their education at Immanuel College.

Note: If we, or you, actually wanted your child's image linked to their full name, we would contact you separately for permission will be sought on a case by case basis.

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These

images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request Parents / Guardians permission before taking images of members of the school on entry to the schools **via the Acceptance Form**. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

- 4.16 **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.
- 4.17 **Pupil's personal property:** The Pupil is responsible for the security and safe use of all his / her personal property including money, mobile phones, locker keys, watches, computers, musical instruments and sports equipment, and for property lent to them by the College.
- 4.18 **Insurance:** The Parents are responsible for insurance of the Pupil's personal property whilst at College or on the way to and from College or any College-sponsored activity away from College premises.
- 4.19 **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the College does not accept responsibility for accidental injury or other loss caused to the Pupil or the Parents or for loss or damage to property.

5 Health and medical matters

- 5.1 **Medical declaration:** The Parents will be asked to complete a Confidential Information 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.
- 5.2 **Medical care:** The Parents must comply with the College nurse's recommendations which may include a reasonable decision to release the Pupil home when he / she is unwell.
- 5.3 **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 College community. The Pupil if of sufficient age and maturity is entitled to insist on confidentiality which can be overridden in the Pupil's own interests or where necessary for the protection of other members of the College community.
- 5.4 **Medical information:** Throughout the Pupil's time as a member of the College, the College nurse 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 College community. Such information will be given and received on a confidential, "*need to know*" basis.
- 5.5 **Emergency medical treatment:** The Parents authorise the Headmaster to consent on their behalf to the Pupil receiving emergency medical treatment including blood transfusions

within the United Kingdom, general anaesthetic and operations performed by the National Health Service or at a private hospital and where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents cannot be contacted in time.

6 Educational matters

- 6.1 **Provision of education:** Within the published range of the College's provision from time to time, we 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.
- 6.2 **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 College community as a whole. 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. If the Parents have specific requirements or concerns about any aspect of the Pupil's education or progress they should contact the Pupil's tutor, or other appropriate member of staff, as soon as possible, or contact the Headmaster in the case of a serious concern.
- 6.3 **Progress reports:** The College shall monitor the Pupil's progress and shall report regularly to the Parents by means of grades, full written reports and parents meetings.
- 6.4 **Sex education:** The Pupil will receive health and life skills education appropriate to his / her 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 this aspect of the curriculum.
- 6.5 **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 / her 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 his / her tutors.
- 6.6 **Reports and references:** Information supplied to the Parents and others concerning the progress and character of the Pupil, and about examination, further education and career prospects, and any references shall be given conscientiously and with all due care and skill but otherwise without liability on the part of the College.
- 6.7 **Learning difficulties:** The College shall do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a "special educational need". The College staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.
- 6.8 **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 College at the Parents' expense or by the Parents themselves.

- 6.9 **Information about learning difficulties:** The Parents shall notify the Headmaster when completing the College's Confidential Information Form and subsequently in writing if 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 the College with copies of all written reports and other relevant information. The Parents will be asked to withdraw the Pupil, without being charged Fees in lieu of notice if, in the professional judgement of the Headmaster and after consultation with the Parents and with the Pupil (where appropriate), the College is unable to provide adequately for the Pupil's special educational needs. The College reserves the right to charge for the provision of additional teaching.
- 6.10 **Moving up the College:** It is assumed that if the Pupil satisfies the relevant criteria at the time he / she will progress through the preparatory school and the senior school and will ultimately complete Year 13. The Parents will be consulted before the end of the Pesach Term if there appears to be any reason why the Pupil may be refused a place at the next stage of the College. The College is able to break its contract for the education of a child by giving no less than one full term's notice. The Parents must give a term's notice in writing (i.e. before the start of the Shavuot Term) in accordance with the Provisions about notice in Section 8 below if they do not intend the Pupil to proceed to the next stage of the College, or a term's Fees in lieu of notice will be payable.
- 6.11 **College's intellectual property:** The College reserves all rights and interest in any copyright, design right, registered design, patent or trademark (**intellectual property**) arising as a result of the actions or work of the Pupil in conjunction with any member of staff and / or other pupils at the College for a purpose associated with the College. The College will acknowledge and allow to be acknowledged the Pupil's role in the creation / development of intellectual property.
- 6.12 **Pupil's original work:** Copyright in the Pupil's original work, such as classroom work, prep or homework, projects, internal examination scripts, practical work and computer generated material, belongs to the Pupil. Most such work (but not examination scripts) will be returned to the Pupil when it is no longer required for purposes of assessment or display. The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to our retaining such work on College premises 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 cheating. We will take reasonable care to preserve the Pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Pupil by factors outside the direct control of the Headmaster or staff.
- 6.13 **Educational visits:** A variety of educational visits will be provided for the Pupil. The cost of some educational visits will be charged as an extra and added to the bill. The Parents' prior consent will be sought for a visit costing more than £30. Educational visits abroad or those in the United Kingdom involving an overnight stay will be the subject of a separate agreement with the Parents and the cost of the trip will be payable in advance. The Pupil is subject to College discipline in all respects whilst engaged in a College trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill.

7 Behaviour and discipline

- 7.1 **College regime:** The Parents accept that the College 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 College'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.
- 7.2 **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 College, will attend each College day, will be punctual, will work hard, will be well-behaved and will comply with the College's policy about the wearing of uniform and general appearance.
- 7.3 **College Behaviour Management Policy:** The College Behaviour Management Policy contains information about the ethos and rules of the College and is provided to prospective parents. The Behaviour Management Policy is designed to help every pupil know what is expected of them and encourage courtesy and consideration for others. The Parents are requested to read this policy carefully with the Pupil before they accept the offer of a place. The policy can be found on the school website www.immanuelcollege.co.uk/school-policies
- 7.4 **College 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 the Pupil and the College community as a whole. The College's disciplinary policy which is current at the time and published on the College website applies to all pupils when they are on College premises, or in the care of the College, or wearing College uniform, or otherwise representing or associated with the College.
- 7.5 **Investigative action:** A 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 human rights and freedoms and to ensure that the Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action, and also to make arrangements for the Pupil to be accompanied and assisted by the Parents, education guardian or a teacher of the Pupil's choice.
- 7.6 **Procedural fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Pupil in any of the circumstances explained below shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents or education guardian so that they can attend a meeting with the Headmaster before a decision is taken in such a case. In the absence of the Parent or an education guardian, the Pupil will be assisted by an adult (usually a teacher) of his / her choice.
- 7.7 **Divulging information:** Except as required by law, the College 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.
- 7.8 **Drugs and 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 College rules or policy. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.

- 7.9 **Sanctions:** The College's current policy on sanctions is included within the College's Behaviour Management Policy and is available to the Parents on request before they accept the offer of a place. This policy may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include receiving special educational provision appropriate to the offence, or education in isolation from peers, known as Internal Inclusion; undertaking menial but not degrading tasks on behalf of the College or external community; detention for a reasonable period; withdrawal of privileges; suspension, or alternatively being removed or expelled.
- 7.10 **Definitions of sanctions:** In this Section of these Terms and Conditions:
- 7.10.1 **Expulsion:** means that the Pupil is required to leave the College permanently in circumstances described in clause 7.11
- 7.10.2 **Removal:** means that the permanent removal of the Pupil from the College is required in circumstances described in clause 7.13.
- 7.10.3 **Suspension:** means that the Pupil is sent or released home for a limited period either as a disciplinary sanction or pending the outcome of an investigation or pending a Governors' Review.
- 7.10.4 **Withdrawal:** has the meaning set in clause 8.9.
- 7.10.5 **Internal Inclusion:** means isolation within school for the purpose of administering special education in response to particular offences, with a view to helping a child understand and so reject his inappropriate behaviour.
- 7.11 **Expulsion:** The Pupil may be formally expelled from the College if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of discipline or a serious criminal offence. Expulsion is reserved for the most serious breaches. The Headmaster shall act with procedural fairness in all such cases. The Headmaster's decision to expel shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the College pending the outcome of the Review. See clause 7.16 and clause 7.17.
- 7.12 **Fees after expulsion:** If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past terms, but the Overseas Deposit (if any) will be refunded without interest less any sums owing to the College. 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 College, all arrears of Fees and any other sums due to the College will be payable.
- 7.13 **Removal in other circumstances:** The Parents may be required to remove the Pupil permanently from the College if, after consultation with the Parents and if appropriate the Pupil, the Headmaster is of the opinion that:
- 7.13.1 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 College; or

7.13.2 if the Parents have treated the College or members of its staff unreasonably; then

in these circumstances, and at the sole discretion of the Headmaster, Withdrawal of the Pupil by the Parents 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 the Parents as well as those of the College. The Headmaster's decision to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the College pending the outcome of the Review. See clause 7.16 and clause 7.17.

7.14 **Fees following removal:** If the Pupil is removed or withdrawn in the circumstances described in clause 7.13 above, the provisions relating to Fees shall be as set out in clause 7.12 save that the Acceptance Deposit and Overseas Deposit will be refunded without interest less any sums owing to the College.

7.15 **Leaving status:** The College reserves the right to record the leaving status of the Pupil on the Pupil's file immediately after expulsion or removal or withdrawal.

7.16 **Governors' review:** The Parents may request a review by Governors (**Governors' Review**) of a decision to expel or require the removal of the Pupil from the College (but not a decision to suspend the Pupil unless the suspension is for 11 College days or more, or would prevent the Pupil taking a public examination). The request shall be made as soon as possible and in any event within seven days of the Headmaster's decision being notified to the Parents. The Parents will be entitled to know the names of the Governors who make up the review panel and may ask for the appointment of an independent panel member nominated by the College and approved by the Parents, such approval not to be unreasonably withheld.

7.17 **Review procedure:** The Headmaster will advise the Parents of the procedure (current at that time) under which a Governors' Review shall be conducted by a panel of three Governors (including an independent member if requested). If the Parents request a Governors' Review, the Pupil will be suspended from College until the review procedure has been completed. While suspended, the Pupil shall remain away from College and will have no right to enter College premises during that time without written permission from the Headmaster. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

7.18 **Complaints procedures:** A complaint about any matter of College policy or administration not involving an Expulsion or Removal of the Pupil must be made in accordance with the College'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.

8 Provisions about notice

8.1 **Term:** means the period between and including the first and last days of the relevant College term.

8.2 **Notice:** means (unless the contrary is stated in these terms and conditions) a term's written notice given by all who have signed the Acceptance Form before the first day of term addressed to and received by the Headmaster personally 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.

- 8.3 **A term's written notice:** means Notice given before the first day of a term and expiring at the end of that term. A Term's Written Notice must be given if the Parents wish to cancel a place after acceptance, or if the Parents wish to withdraw the Pupil who has entered the College; or if, following the GCSE year or AS Level year, the Pupil will not return for the following year even if he / she has achieved the required grades; or the Pupil wishes to discontinue extra tuition.
- 8.4 **Provisional notice:** is valid only for the term in which it is given and only when written and accepted in writing by the Headmaster personally or the Bursar on the Headmaster's behalf.
- 8.5 **Fees in lieu of notice:** in circumstances where the Parents have not given a Term's Written Notice, Fees in lieu of notice means Fees in full at the rate applicable for the next term following withdrawal and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession. One Term's Fees in lieu of notice represents a genuine pre-estimate of the College's loss in these circumstances, and sometimes the actual loss to the College will be much greater. This rule is necessary to promote stability and the College's ability to plan its staffing and other resources.
- 8.6 **Cancellation:** means the cancellation of a place at the College which has been accepted by the Parents and which occurs before the pupil enters the College or where the Pupil does not enter the College. Please see clause 3.1 for details of when entry to the College occurs.
- 8.7 **Cancelling acceptance:** The cancellation of a place after acceptance can cause long-term loss to the College if it occurs after other families have taken their decisions about schooling for their children. A genuine pre-estimate of loss is fees for between one and five years. Nonetheless, the College agrees to limit the Parent's liability to:
- 8.7.1 a full Term's Fees at the rate payable for the term of entry, less the Acceptance Deposit and the Overseas Deposit, payable as a debt if less than a Term's Written Notice of cancellation has been given; or
- 8.7.2 the Acceptance Deposit if more than a Term's Written Notice has been given. For the avoidance of doubt, if a place is accepted but subsequently cancelled, the Acceptance Deposit will be forfeited even if this cancellation occurs more than a term before the child is due to start at the College. Cases of serious illness or genuine hardship may receive special consideration on written request.
- 8.8 **Cancelling a place offered in the term before entry:** If the offer of a place is made in the Term immediately prior to the Term of Entry the Parents may cancel their acceptance in writing at any time up to four weeks from the date of the Acceptance Form. The Acceptance Deposit will be then be retained by the College. If the Parents give notice of cancellation after this date or give no notice of cancellation they will incur a liability to pay one Term's Fees in lieu of notice (less the Acceptance Deposit and the Overseas Deposit if held by the College).
- 8.9 **Withdrawal:** means the withdrawal of the Pupil from the College 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 College. Please see clause 3.1 for details of when Entry to the College occurs. Please see also clause 8.10, clause 8.11 and clause 9.4.

- 8.10 **Withdrawal by the Parents:** If the Pupil is withdrawn on less than a Term's Written Notice, or excluded for more than 28 days for non-payment of Fees as set out in clause 9.4, Fees in lieu of notice less the Acceptance Deposit and the Overseas Deposit will be immediately due and payable as a debt unless the place is filled immediately and without loss to the College.
- 8.11 **Withdrawal by the Pupil:** The Pupil's decision to withdraw from the College shall, for these purposes, be treated as a Withdrawal by the Parents.
- 8.12 **Prior consultation:** It is expected that the Parents, or duly authorised education guardian, will consult personally with the Headmaster or with the Headmaster's authorised deputy before Notice of Withdrawal is given by the Parents.
- 8.13 **Discontinuing extra tuition:** A Term's Written Notice is required to discontinue extra tuition or a Term's Fees for the extra tuition will be immediately payable in lieu as a debt.
- 8.14 **Termination by the College:** The College may terminate this agreement on one full Term's notice in writing sent by ordinary post. The College will not terminate this agreement without good cause and full consultation with the Parents and also the Pupil (if of sufficient maturity and understanding). The Acceptance Deposit and the Overseas Deposit will be refunded without interest less any outstanding balance of Fees.
- 8.15 **Termination by the College for breach of Part A of the Kashrut Policy:** If a parent or parents is/are found to be in breach of Part A of the Kashrut policy, the College will terminate this agreement and require all children of that parent or parents currently at the College to leave the College at the end of the academic year in which the breach occurs. The Headmaster's decision to terminate the contract for breach of Part A of the Kashrut Policy shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time.

9 Fees

- 9.1 **Fees:** may include alone or in combination any of the Registration Fee, the Acceptance Deposit, the Overseas Deposit, tuition fees, fees for extra tuition, other extras such as house charges, clothing and equipment, 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 College property or the property of any other person (fair wear and tear excluded) or late payment charges if incurred.
- 9.2 **Payment of fees:** The Parents undertake to pay the Fees applicable to each Term by Direct Debit directly to the College. Except where a separate agreement has been made between the Parents and the College for the deferment of payment of Fees, Fees for each Term are due and payable as cleared funds before the commencement of the College term to which they relate. If an item on the bill is under query, the balance of the bill must be paid.
- 9.3 **Payment of fees by a third party:** An agreement with a third party (such as an employer, grandparent or step-parent without parental responsibility) to pay the Fees or any other sum due to the College 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 College reserves the right to refuse a payment from a third party.

- 9.4 **Refund or waiver:** Fees will not be refunded or waived if:
- 9.4.1 the Pupil is absent through illness; or
 - 9.4.2 a Term is shortened or a vacation extended; or
 - 9.4.3 the Pupil is released home before or after public examinations or otherwise before the normal end of a Term; or
 - 9.4.4 the College is temporarily closed due to adverse weather conditions; or
 - 9.4.5 for any reason other than exceptionally and at the sole discretion of the Headmaster in a case of genuine hardship; or
 - 9.4.6 there is a legal liability under a court order or under the provisions of this agreement to make a refund.
- See also Section 10 for information about events beyond the control of the parties.
- 9.5 **Exclusion for non-payment:** The College reserves the right to exclude the Pupil on three days' written notice if Fees are overdue for payment. 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 8. Exclusion in these circumstances is not a disciplinary matter and the right to a Governors' Review will not normally arise. The College may withhold any information, character references or property while Fees remain overdue but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil
- 9.6 **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 College, simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 1.5% per month accruing on a daily basis which represents a genuine pre-estimate of the cost to the College of a default. The Parents shall also be liable to pay all costs, fees and charges including legal fees and costs reasonably incurred by the College in the recovery of any unpaid Fees.
- 9.7 **Part payment:** Any sum tendered that is less than the sum due and owing may be accepted by the College on account only. Late payment charges will be applied to any unpaid balance of Fees.
- 9.8 **Appropriation:** The Parents agree that a payment made in respect of one child may be appropriated by the College to the unpaid account of any other child of the Parents.
- 9.9 **Instalment arrangements:** An agreement by the College to accept payment of current and / or past and /or future Fees by instalments is concessionary and will be subject to separate agreement[s] between the Parents and the College. Where there are inconsistencies between these terms and conditions and those of any instalment agreement or invoice issued by the College to the Parents (as applicable), the terms and conditions of the instalment agreement or the invoice shall prevail.
- 9.10 **Composition schemes:** Any arrangement under which a lump sum advance payment of Fees is made by or on behalf of the Parents will be the subject of a separate agreement.

- 9.11 **Scholarships and bursaries:** Every scholarship, exhibition, 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 College and its staff reasonably. The terms on which such awards are offered and accepted will be notified to 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.
- 9.12 **Fees increases:** Fees are reviewed annually and are subject to increase from time to time. If the Parents receive less than a month's notice of a Fees increase they may give to the College written notice of withdrawal of the Pupil within 14 days and will not be liable to pay Fees in Lieu of Notice. The Acceptance Deposit and Overseas Deposit will be refunded without interest less any sums owing to the College.
- 9.13 **Information about fees:** The Parents consent to the College making enquiries of the Pupil's previous Colleges for confirmation that all sums due and owing to such Colleges have been paid. The Parents also consent to the College informing any other College or educational establishment to which the Pupil is to be transferred if any Fees of this College are unpaid.
- 9.14 **Money laundering:** The College may need to obtain satisfactory evidence such as sight of a passport of the identity of a person who is paying Fees.

10 Events beyond the control of the parties

- 10.1 **Force majeure:** An event beyond the reasonable control of the parties to this agreement is a **Force Majeure Event** shall include such events as an act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.
- 10.2 **Notification:** If either party to this agreement is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.
- 10.3 **Continued force majeure:** If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification under clause 10.1 above shall notify the other of the steps to be taken to ensure performance of this agreement.
- 10.4 **Termination:** If the Force Majeure Event continues for a total period greater than 120 days, the party in receipt of notification under clause 10.1 may terminate this agreement by providing at least three working days' notice in writing to the other party.

11 General contractual matters

- 11.1 **Data protection:** By signing the Acceptance Form or by agreeing to be bound by these terms and conditions the Parents on behalf of themselves and so far as they are able on behalf of the Pupil authorise the College to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the College.
- 11.2 **Change:** The College, as any other, is likely to undergo a number of changes during the period of this agreement. 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 College Rules and procedures, the disciplinary framework, and the length of College 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 agreement may be freely assigned to another party at the discretion of the College.

- 11.3 **Consumer protection:** Care has been taken to use plain language in these terms and conditions and to explain its provisions. If any words alone or in combination infringe the Unfair Terms in Consumer Contracts Regulations 1999 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.
- 11.4 **Consultation:** It is not practicable to consult with the Parents and the Pupil over every change that may take place. Whenever practicable, the College will use reasonable endeavours to ensure that the Parents will be consulted and where possible given at least a Term's notice in writing of:
- 11.4.1 a material change of policy; or
- 11.4.2 a change in any physical aspect of the College which would have a significant effect on the Pupil's education or pastoral care; or
- 11.4.3 a change of ownership of the College.
- 11.5 **Representations:** The College's prospectus, website and other promotional materials and presentations describe the broad principles on which the College is operated and give an indication of its history and ethos. Although believed correct at the time of publication, the prospectus and website are not part of any agreement between the Parents and the College. If the Parents wish to place specific reliance on a matter contained in the prospectus, website, or a statement made by a member of staff or a pupil during the course of a visit to the College or during a meeting relating to an application for a place, they should seek written confirmation of that matter before entering into this agreement.
- 11.6 **Third party rights:** Only the College and the Parents are parties to this agreement. Neither the Pupil nor any third party is a party to it. No person other than a party to this agreement shall have any rights to enforce any term of this agreement.
- 11.7 **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.
- 11.8 **Jurisdiction:** This agreement was made at the College and is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

The Charles Kalms, Henry Ronson Immanuel College: a Company Limited by Guarantee
Registered in England No: 02492411
Registered Office: 87/91 Elstree Road, Bushey, Herts, WD23 4EB
Registered Charity No: 803179

Data protection information notes

- 1 The College holds information about you and your child including exam results, parent and guardian contact details and financial information and details of medical conditions. This information is kept electronically on the College's information management system or manually in indexed filing systems.
- 2 These notes refer to the **processing** of information. Processing is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.
- 3 The College processes information about you and your child in order to safeguard and promote the welfare of your child, promote the objects and interests of the College, facilitate the efficient operation of the College and ensure that all relevant legal obligations of the College are complied with. Examples may include: the College keeping details of medical conditions from which your child may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and / or the College processing financial information obtained from you or from third parties such as credit reference agencies.
- 4 The College may process different types of information about your child for the purposes set out above. That information may include:
 - 4.1 medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child;
 - 4.2 personal details such as home address, date of birth and next of kin;
 - 4.3 information concerning your child's performance at College, including discipline record, College reports and examination reports;
 - 4.4 financial information including information about the payment of fees at this College or any other College.
- 5 Where in the professional opinion of the Headmaster it is deemed necessary we may share information with certain third parties.
- 6 If the College enters into a separate arrangement for the payment of fees, we may, in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.

