



Terms and Conditions

The School

1. St. Joseph's Park Hill School operated by the Board of Governors on behalf of the Institute of Our Lady of Mercy as now or in the future constituted.

The Headteacher

2. The person appointed by the Board of Governors on behalf of the Trustees as the Headmaster or Headmistress of St. Joseph's School.

The Parent/s

3. Within the course of this document, this term denotes those who (whether individually and jointly) have parental or primary care responsibility for the actual or prospective Pupil.
4. Parents are expected to support the aims of the School, to uphold its Catholic ethos and religion and promote its good name, to continue the child's education at home and to ensure that the child maintains appropriate standards of respect, behaviour, diligence, language, presentation, dress, discipline and punctuality.
5. When upon School premises or attending any School organised function or event, Parents are required to comply and act in accordance with the School's standards of behaviour as detailed within the School's Health and Safety and related policies.
6. Where a Parent's conduct has been or is anticipated to be a cause of health and safety or other concern, the School reserves the right to limit their access to and/or use of the School premises and may where necessary, require the exclusion of a pupil from School as part of a necessary management strategy. Any such decision shall be made by the Governors.

Standard Terms and Conditions

7. The following provisions relating to change, notice, fees in lieu of notice are intended to secure and promote stability, facilitate forward planning and the proper resourcing and development of the School.
8. These terms along with the Contract and the fees list constitute the primary terms of the contractual agreement between the Parent and the School. The School reserves the right to review and vary the terms of this agreement upon reasonable notice being given to the Parents. In such event, these terms and conditions shall take effect as varied.

The Aims of the School

9. The School is committed to high standards of teaching and learning, with the care of our children being paramount.
10. The School aims to achieve a balance between academic and practical work, physical education and the social, moral and spiritual development of all pupils. All children are encouraged to pursue leisure, recreational and other developmental activities. The School welcomes parental involvement and seeks to foster a close working relationship with Parents throughout the pupil's time at the School.

Change at the School

11. Successful schools must both initiate and respond to change, and it is very likely that there will be at least some changes during a child's years at the School.
12. The offer and/or provision of a place and its acceptance is made on the basis that the School enjoys the right to effect necessary and reasonable changes made from time to time. In entering into this agreement, the parties agree and acknowledge the right and entitlement of the School to effect such changes as may be considered necessary and/or desirable whether to comply with regulatory requirements or otherwise.

Fees

13. For the purpose of this Agreement:

- 13.1 'Fees' mean school fees at the rate which is set from time to time and current at the start of each term, and includes any parental contribution payable in respect thereof;
- 13.2 'Extras' means items authorised by Parents or reasonably incurred by the School on behalf of a pupil and normally including but not limited to charges in connection with extra tuition, morning and afternoon clubs, after school activities, additional resources required specifically for the benefit or use of the pupil.
- 13.3 Fees are reviewed annually by the Board of Governors, and notification of such review and any increase is provided by letter during the spring term. In the event the Governors have resolved to increase fees or extras such letter shall indicate the nature and level of increase and confirm the same shall take effect at the start of the following academic year.
- 13.4 Fees shall be paid quarterly in advance or by monthly standing order. All other sums shall be payable upon demand.
- 13.5 Fees will not be refunded or waived for absence through sickness, holidays taken or extended or if a term is shortened.
- 13.6 Where School fees and/or extras are unpaid notwithstanding previous demand for payment, the School reserves the right to:
- 13.7.1 Withhold participation in any school activity by the Pupil;
- 13.7.2 Exclude the Pupil from School premises and/or activities until such Fees and/or Expenses have been received by means of cleared funds;
- 13.8 Sums received from parents for one pupil may be applied to any other account in respects of sums owed by the same parent. The School may withhold information and property whenever fees or extras are overdue.
- 13.9 Whether or not the pupil has been excluded the right is reserved to charge interest at 1.5% per month on a daily basis on unpaid fees and extras. Interest will start to run on the second day of default.
- 13.10 The School may add to the account of the pupil and be entitled to recover from the Parents the reasonable costs of all and any professional advice obtained by the School in relation to any matter arising out of or in connection with exclusion of a pupil and/or the costs of and incidental to any step taken by way of recovering of fees and extras including legal costs.
- 13.11 All and any fees and extras otherwise payable to the School shall be and remain so payable without deduction, set off or cross-claim.

Entry to the School

14. When a child enters the School as a pupil it is assumed that he/she will progress throughout the school and complete his/her primary education unless the contract for his/her education is terminated in accordance with these terms and conditions.

Withdrawal from the School (Reception through to Year 6)

15. Parents must give a FULL TERM'S NOTICE IN WRITING to the Headteacher or pay a full term's fees in lieu of notice. Such notice will not be accepted after the end of the first week at the beginning of each term.
16. Upon receipt of such notice written acknowledgement shall be issued by the Bursar. In the absence of any written acknowledgement from the Bursar, such notice shall be deemed not to have been provided.

Concerns/complaints

17. The School operates a Complaints Policy which is on the School website or is available in hard copy from the Bursar.

Attendance and Health

18. Unless prevented by illness or agreed in advance by the Headteacher each pupil is required to attend school daily and take part in all activities of the school.

Confidentiality and Data Protection

19. In entering into this Agreement, the parties agree and acknowledge it is necessary for the School to process and retain data and information in relation to the pupil and Parents. Such data is retained and shall be processed for the purposes of monitoring the education and welfare of the pupil and may be shared with other statutory agencies as and when circumstances require. All data collected by us is held in accordance with the Data Protection Act.