Nursery, Kindergarten and Reception (EYFS)
PARENTS’ HANDBOOK
INTRODUCTION

The Oratory Pre-Preparatory is characterised by the happiness and success of its pupils and enjoys a well-deserved reputation as a school that offers a wide, up to date and exciting curriculum with a caring, ordered and friendly environment.

The pastoral care of the children is of prime importance to us: we want every child to look forward to coming into school and to regard it as a safe, happy and exciting place to be. The six Golden Rules that underpin school life are understood and respected by the children who all do their utmost to keep them.

There is a strong family ethos in our school and we work together as a team (parents, children and teachers), to ensure that every child has the best possible start.

Our setting allows children to discover the excitement of learning, the rewards of achievement and the ability to acquire life skills through the seven areas of learning in the EYFS. With its bright, colourful, well-planned and busy environment, we also encourage every child in the development of their skills; attitude and understanding that will help them to become confident, active members of a diverse and constantly changing society.

OUR EYFS GOLDEN RULES

Do be gentle – Do not hurt anybody
Do be kind and helpful – Do not hurt people’s feelings
Do work hard – Do not waste your or other people’s time
Do look after property – Do not waste or damage things
Do listen to people – Do not interrupt
Do be honest – Do not cover up the truth
MISSION STATEMENT

❖ To respect each child as an individual and to give each child the confidence and self-esteem to develop his or her talents to the full.

❖ To develop the whole child: intellectually, morally, socially, spiritually, aesthetically and physically.

❖ To develop an effective three-way partnership between children, parents and school.

❖ As a Catholic school, to offer the experience of living in a Christian community and to encourage a personal relationship with God through prayer and participation in worship.
As a Catholic foundation, The Oratory Preparatory School strongly maintains that identity in its approach to the education of every pupil, while welcoming all, whatever their religious background, and encouraging an appreciation and awareness of faith across the spectrum.

At the heart of its regular routine of School Assembly are the best-known prayers of the Church and the spiritual heritage that inspired our Founder John Henry Cardinal Newman. Both in weekly year groups in the Chapel and in larger school groups with parents and teachers in the theatre, on occasions throughout the year, the Chaplain celebrates Mass and seeks to explain the significance of what is taking place both in terms of its history and widespread use, and then of its application to behaviour in daily life. This is particularly important on the major Christian festivals which occur throughout the school year. Children are invited to take part on an entirely voluntary basis in reading and assisting the priest at the altar during the ceremony.

Religious education is always related to the general curriculum. Children are helped to relate standards of behaviour and actions of kindness throughout the day to the shared values of the teaching of Jesus in the Gospel. The children also learn about the principles of different faiths and to respect the beliefs of others, as well as the traditions of respect and consideration that are common to all the major faiths and all people of goodwill. The method is one that encourages the child both to evaluate what is right or wrong in any chosen action and to appreciate that goodness in relation to actions makes for a happier and more mature attitude all round.

Religion in the school is inclusive in that it supports the school’s aim to educate the whole child in the broadest possible sense and not just to view pupils as recipients of information and objects of targets to be met. At the same time it gives priority to the teachings and practice of the universal Church.
Friends of the Oratory Preparatory School (FOPS) was first formed in 1994. Its objectives are to foster and support the interests of The Oratory Preparatory School, in particular:

- By providing periodic social and other functions, to encourage contact, cooperation and good relations between parents, staff, pupils, former pupils, and all others wishing to further the interest of the school
- Assisting in raising funds for the benefit of the school
- Assisting to publicise the school and to make its existence and merits better known

To this end, an enthusiastic committee is needed, which is elected annually at a formal Annual General Meeting. That committee organises a series of functions which fall within its objectives.

On the first day of the Michaelmas term, a coffee morning is held to welcome parents of new pupils to the School, in the hope of providing them with some insight into the school. In addition, the committee will organise, typically, two or three functions per term. Some will be directed purely at the adult audience; some purely for the benefit of the children; some for the benefit of all.

Funds raised are used to provide additional facilities for the school which might not otherwise be affordable, previous purchases have been a Prep playground, lighting in the Theatre, a display board in the Car Park and mobile lights for the astro turf.

Throughout such events, however, runs the common theme of the objectives of FOPS, and the intermingling of parents, staff and pupils for mutual benefit. In this sense, FOPS is not, and is not intended to be, a conventional parent-teacher association. It carries some of the hallmarks of a parent-teacher association, but we believe it has a wider role, and one that helps distinguish the school from others.

During the year, when appropriate, FOPS issues newsletters which will be brought home by your child with the weekly school newsletter. They will tell you what FOPS has achieved, what FOPS is going to do and, hopefully, encourage you to participate fully in FOPS and, by extension, in the life of the school.

FOPS welcomes you and your child or children to the community of the school and hopes that you will have a long and happy association.
## School Hours

<table>
<thead>
<tr>
<th>Class</th>
<th>Morning Session Only</th>
<th>Full Day (including lunch)</th>
<th>Afternoon Session Only (including lunch)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>8.20am to 12 noon</td>
<td>8.20am to 3.30pm</td>
<td>12.00pm to 3.30pm</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>8.20am to 12 noon</td>
<td>8.20am to 3.30pm</td>
<td>12.00pm to 3.30pm</td>
</tr>
<tr>
<td>Reception</td>
<td>8.20am to 3.30pm</td>
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</tbody>
</table>

Access to the classroom is at 8.15am.

**Breakfast Club, After School Club and Activities** are available throughout the academic year. Breakfast Club (for Kindergarten and Reception children only) is from 7.30am to 8.15am in the dining hall. Parents drop children off with the member of staff on duty in the dining hall and sign a register.

After School Club and Activities are from 3.30pm to 5.00pm and 5.00pm to 6.00pm for children in Kindergarten (at the discretion of the Head of Pre Prep) and Reception children only. Little Tea is served from 3.30pm to 4.00pm in the Barn followed by the activity programme from 4.00pm to 5.00pm.

Upon arrival at school, parents or carers should bring the children in good time for registration, which begins at 8.20am. Parents or carers are responsible for bringing the children through the Pre-Prep and Little Oaks gates and into the classrooms. The red gates are secured with a key pad and parents are provided with the pin number. For security reasons this number must not be shared with the children.

Children should not be left unattended outside the classroom block or enter the classroom until 8.15am when the teacher is ready to receive you and start the school day.

Children arriving after registration (8.30am) must be signed in by a parent or carer at the School Office. This applies to all children in Nursery, Kindergarten and Reception classes.

Children in Reception may be taken immediately to the classrooms but registration must be made at the School Office.

Once the gate at Little Oaks is locked a bell can be rung to access the Nursery and Kindergarten classrooms.

At the end of the school day (12 noon or 3.30pm), children should be collected promptly from the classrooms. Pick-up times are supervised by members of staff, with children remaining inside the classrooms until a parent or carer is present. Staff will wait with children for 5 minutes after the scheduled pick-up time. After that children must be collected from the School Office (12 noon) or
Barn (3.30pm) and parents or carers will be called. The class teacher must be informed if your child is being collected by another person and this must be done in writing on the classrooms parents' board, special pick up and drop off forms or via email. Please ask the class teacher where to locate the form which is on display in the classrooms for you to complete and sign.

All children must go home properly dressed in school uniform, except after swimming or unless they have been granted special permission from the Head of Pre Prep, i.e. home clothes day and costume themed days. Parents are asked not to access the classrooms after pick up unless the children have left personal belongings behind. If parents wish to see school books or files permission should be sought by the class teachers and the documents will be made readily available. Learning Journals are all electronic and can be viewed by parents daily.

The School Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.20am</td>
<td>Registration</td>
</tr>
<tr>
<td>8.35am</td>
<td>Assembly with KS1 (Mondays and/or Thursdays) Hymn Practice on Wednesdays</td>
</tr>
<tr>
<td></td>
<td>(Nursery children attend when ready)</td>
</tr>
<tr>
<td>9.00am</td>
<td>Indoor and Outdoor Learning</td>
</tr>
<tr>
<td>10.10am</td>
<td>Outdoor Playtime</td>
</tr>
<tr>
<td>10.40am</td>
<td>Indoor and Outdoor Learning</td>
</tr>
<tr>
<td>12 noon</td>
<td>Lunch time (Kindergarten and Nursery pick up if not staying for afternoon sessions)</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Lunch Playtime (sleep/rest session for Nursery and Kindergarten if needed)</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Indoor and Outdoor Learning</td>
</tr>
<tr>
<td>3.30pm</td>
<td>End of School Day</td>
</tr>
</tbody>
</table>

Staffing and Ratios

There is one Nursery class which provides morning and afternoon sessions as well as offering full day sessions for children aged 2yrs to 3yrs. The class is led by a full and relevant qualified member of staff and is supported by a teaching assistant who also holds a full and relevant qualification. The class has capacity for 12 children with a ratio of 1:4.

The Kindergarten class (3yrs to 4yrs) has the capacity for 32 children. The class is led by the Kindergarten teacher who has Early Years Professional Status and is supported by teaching assistants (key persons). At least half of the staff holds full and relevant qualifications. The ratio is 1:8 at full capacity with 4/5 members of staff.

Should numbers rise beyond 24 the class will be split and two Kindergarten classes of up to 16 children in each class will be made available with a ratio of 1:8.

There are two Reception classes (4yrs to 5yrs) that have the capacity for 16 children in each class. Each class is led by a fully qualified teacher (QTS) and supported by a teaching assistant. At least half of the teaching assistants hold a full and relevant qualification. The ratios are 1:8 at full capacity.
Absence Procedures

Permission for absence for any reason other than illness must be sought in advance by writing to or emailing the Headmaster. In the case of absence through illness, the School Office must be notified on the first day of absence and this is recorded on the school electronic register.

The school must be notified if a child has a contagious or infectious disease to prevent the spread of infection. Once the child is pronounced fit by their own doctor they will be allowed to return to school. If in doubt, parents may consult the School Nurse.

Children must not return to school until 48 hours have elapsed following a case of vomiting, diarrhoea or a stomach bug.

N.B Should two or more children be affected by food poisoning the school will notify Ofsted as soon as is reasonably practicable but within 14 days of the incident.

First Day of the School Year

Children who are completely new to the school will be sent a welcome letter and a time of arrival. Children should go straight to their classrooms where they will be met and welcomed by their new teacher/key person, unless otherwise informed by the Head of Pre Prep.

Coffee will be available for all new parents in the Old Hall, where year-group representatives from FOPS (Friends of The Oratory Preparatory School) will be waiting to meet new parents.

Children who join half way through the academic year should arrive at their classroom at 8.20 am. Parents will be contacted by a FOPS class rep so that they meet other parents at the school

Exeats, Half-term and End of Term

Exeat weekends begin at 3.30pm. There is no after school club or activities.

All term ends, and all half-terms begin at 12.30pm or 12 noon for Nursery children who attend the morning session on that day.

All important dates are recorded in the school calendar which is distributed to the eldest child during the last week of term. Extra copies can be collected from the School Office. It is advisable to record important holidays and events in your own personal diaries. Reminders are posted in the Pre Prep newsletter and via school comms at least a week before the event.

Visitors

All visitors the school must report to the school Office at the main visitor’s entrance. The receptionist will ask the visitor/s to sign the visitor’s book (stating whom they are visiting, time, date and car registration) and will then proceed to hand them a visitor’s badge.

Visitors are then escorted or collected by the person they are visiting. At the end of the visit, all visitors must sign out and hand their badge back to the receptionist. This includes external support teachers such as Speech and Language and Occupational Therapists.
Visitors to the school must never be left unaccompanied in the school building.

Uninvited visitors will be approached immediately to determine their presence and then escorted to the school Office. Further information can be found in the schools’ Safeguarding and Child Protection Policy on the website - www.oratoryprep.co.uk/information/handbooks-and-policies

**School Trips**

Reception participates in a school trip to support their curriculum, once a term. Parents are invited to join the teachers and children to ensure our ratios are met. Please inform your class teacher at the beginning of the school term if you would like to help on one of the three trips throughout the year.

If you do help with a school trip you are required to follow the following procedures to ensure the children remain safe at all times:

1. Arrive promptly for the start of the trip and read the risk assessment which will be provided by the class teacher
2. Supervise your assigned group of children at all times
3. Do not take children to the toilets without a member of staff present
4. Engage with the children throughout the duration of the school visit
5. Remain with their group of children until they return to the classroom

**School Meals**

We have a duty of care to ensure all children receive a balanced and nutritious meal and unless they have particular dietary requirements, all children eat the school lunch provided. There is a wide choice and on most days the children may choose from two hot dishes or an extensive salad bar. There is a selection of puddings, with fresh fruit and yoghurts always on offer. A vegetarian option is always available.

Parents are asked to inform the school of other dietary requirements by completing and returning the Medical and Dietary Information form available from the Registrar.

The children are supervised during lunch, and are served by a member of staff who knows their dietary requirements and who can encourage the children to try new foods rather than dismiss them upon sight. Staff sit with the children during the meal and monitor manners and behaviour. Nursery children remain in their classrooms and lunch is delivered in a sealed serving trolley.

At morning and afternoon break children are provided with a snack of milk, fruit, bread and/or a biscuit.
Example of weekly menu:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoury Mince</td>
<td>Roast Chicken</td>
<td>Ham and Cheese Pasta with Home made Tomato Sauce</td>
</tr>
<tr>
<td>Rice</td>
<td>Roast Potatoes</td>
<td>Mixed Vegetables</td>
</tr>
<tr>
<td>Seasonal Vegetables</td>
<td>Carrots</td>
<td>Carrot Cake</td>
</tr>
<tr>
<td>Home made Apple Crumble &amp; Custard</td>
<td>Banana and Custard</td>
<td>Home made yoghurt pots</td>
</tr>
<tr>
<td>Home made yoghurt pots</td>
<td>Home made yoghurt pots</td>
<td>Fresh fruit</td>
</tr>
<tr>
<td>Fresh Fruit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pie</td>
<td>Breaded Fish Fingers</td>
</tr>
<tr>
<td>New Potatoes</td>
<td>Thick cut chips</td>
</tr>
<tr>
<td>Baton Carrots and Peas</td>
<td>Baked beans</td>
</tr>
<tr>
<td>Rice Pudding with Fruit</td>
<td>Rice Crispy Cakes</td>
</tr>
<tr>
<td>Compote</td>
<td>Home made yoghurt pots</td>
</tr>
<tr>
<td>Home made yoghurt pots</td>
<td>Fresh fruit</td>
</tr>
<tr>
<td>Fresh fruit</td>
<td></td>
</tr>
</tbody>
</table>

**Publicity Permission**

The OPS likes to publicise the achievements of the children and the school through the use of photographs and articles, but understands that some parents may not wish their child to appear or be mentioned in such material. Prior to the first day of school a letter is sent to all new parents by the registrar, requesting that they inform the Headmaster if they DO NOT wish their children to appear in photographs or be mentioned in articles (refer to the school website www.oratoryprep.co.uk/information/handbooks-and-policies for the OPS Policy on the Use of Photographs and Videos.

**Wet Play Policy**

When the weather is inclement, the Head of Pre-Prep decides whether the children will play outdoors or remain indoors. A decision to remain indoors is relayed to all classes prior to the bell ringing.

Should the decision be made to remain indoors the procedure is as follows:
Morning and afternoon break – the children go into the Barn or Kindergarten Classroom and sit in their assembly-time positions to watch a suitable video.

At lunchtimes, the children line up outside their classrooms with their teachers, while the teaching assistants prepare the Barn for the play activities. The teachers then take the children in Reception into the Barn and Nursery and Kindergarten to the Kindergarten classroom for activities. For the last 10 minutes of break time, the children watch a video. At 1.15pm the teachers collect their classes from the Barn or Kindergarten classroom.

Children in the Nursery class who stay at school for a full day may remain with their class teacher or have sleeping time in the Quiet Room.
Being Healthy and Staying Safe

The School Nurse

The school employs a registered school nurse who is in charge of all medical matters and has the responsibility for the provision of health care within the school, for example, organising the dispensary and sick bay arrangements, and dealing with any major injuries that take place in school.

The school nurse liaises closely with the school matrons who work together as a team. In her absence the matrons (who are not medically trained but are qualified paediatric first-aiders) deal with pupils’ medical needs such as first aid and sickness. The Head of Pre Prep and all EYFS staff are all Paediatric First Aid trained.

The school nurse is the main point of contact for parents on medical matters. She is helped enormously if the Medical and Dietary Information form is completed and sent back promptly. Changes in a child’s medical needs that occur after the form has been sent in should be forwarded to the school in writing at the earliest possible convenience.

All medical information about children, both day and boarding pupils, is stored centrally on SIMS as well as being held in the dispensary, the First Aid areas of the Pre-Prep and Little Oaks and the Barn. If a child has a specific problem about which all members of staff should have knowledge (e.g. diabetes, asthma, serious allergies which may result in anaphylactic shock, etc.) that information is kept in a named file at reception, in the staff workroom, the kitchens and in the First Aid area of the Pre Prep and Little Oaks. It is accessible to staff at all times and updated on a regular basis by the School Nurse.

Contagious or Infectious Diseases

The school must be notified if a child has a contagious or infectious disease. In such a case, the children must be pronounced fit by their own doctor before being allowed to return to school. If in doubt, parents may consult the School Nurse.

Holiday Information

We would be grateful if you would let us know if your son or daughter catches any kind of infectious illness during the holidays, especially if transmission has occurred while travelling or staying overseas. A form is available from the School Office.
Medication

Medicines (both prescription and non-prescription) must only be administered to a child where **written** permission for that particular medicine has been obtained from the child’s parent and/or carer. Forms for parental consent are available from the School Office or class teachers. Staff must sign and date the consent form each time they administer the medicine and inform the child’s parents and/or carers on the same day and have them sign the completed forms to confirm they have been informed. Completed forms are held in classroom folders until the end of each term whereupon they are handed to the Head of Pre-Prep for filing.

**(A new form must be completed each time medicine is administered)**

Controlled drugs such as Ritalin require a letter from the child’s doctor with clear instructions concerning dose and administration. The doctor’s letter should be renewed each term or whenever the dose is altered.

All medication must be in their original packaging with the dispensary label attached showing the child’s name and instructions for administration. This includes inhalers and Jext pens.

The only medication that Pre Prep children are permitted to carry on their person is medicine prescribed for a diabetic. Inhalers, such as those used for asthma, and Epipens are kept in a locked, First Aid cupboard and, when leaving the Pre Prep area, they are carried by the class teacher/key person.

A high number of staff are Paediatric First Aid trained’, have defibrillator and Epipen training on a regular basis.

Smoking

The OPS has a no smoking policy anywhere in the school grounds.

Safeguarding and Welfare Requirements

The School fully implements the Children Act and its procedures, especially with regard to child protection. All new staff are given briefings by Mrs Gill Smith or Mr Chris Sexon, who are the Designated Safeguarding (Child Protection Officers). In addition, all staff are reminded of procedures at the start of each academic year. Please refer to the school website for the school’s Safeguarding and Child Protection Policy – ‘Working Together to Safeguard Children 2013’.

The Head of Pre-Prep, Mrs Gill Smith, is the Designated Safeguarding Lead (DSL) in the Early Years. If neither Mrs Smith nor Mr Sexon is available then parents and/or carers must contact the Headmaster.

Ofsted will be notified of any allegations of serious harm or abuse by any person living, working or looking after children at the school. The school will also notify Ofsted of any action taken in respect of the allegations (within 14 days of the allegations being made).
Learning Support

All children in the Early Years Foundation Stage are taught language skills using a multi-sensory approach. Every opportunity is taken to help children to develop their oral skills as well as their reading and writing.

For a variety of reasons children do not always progress as expected or follow a smooth curve of development therefore we closely monitor and regularly assess the children against the Development Matters and through regular observations. Children need time to assimilate and develop the skills they have been taught, and reinforcement and support is given in the classrooms, but if parents wish to support their children outside school with extra lessons we are happy to cooperate with private tutors about our curriculum.

Staff initially report concerns about children with learning difficulties to the Head of Pre Prep and through monitoring and observation a decision will be made as to whether the Head of Learning Support teacher or the Learning Support teacher designated to the Pre Prep is required to intervene or other suitable professionals. A ‘Learning and Development’ form will be completed and shared with parents to enable a two way flow of information. If a child is attending more than one setting this information will be shared with them.

We regard self-esteem to be of paramount importance in the learning process and children are encouraged to feel positive about themselves and their abilities.

School Calendar and Newsletter

At the end of each term, the eldest pupils are given a School Calendar booklet listing school events for the coming term as well as future term dates. Parents may collect extra copies from the School Office at the beginning of term if they wish. The Calendar is an important document and it should be consulted regularly in order to keep abreast of Feast days, school holiday dates, seminars and workshops, parent meetings, special excursion and trip dates.

The Calendar is also provided on the school website (www.oratoryprep.co.uk), and it is here that details of any cancellations are given during the course of the term. Please consult the Calendar pages on the school website regularly for information about cancellations and alterations.

In addition to this, a weekly Newsletter is emailed to all parents and posted on the website (go to ‘News’, then click on ‘Weekly Newsletter’). This provides additional information about forthcoming events, as well as special messages from the Headmaster and his staff. If you prefer to have a paper copy, a limited number is available in the Prep School foyer. The Pre Prep has a half termly newsletter which is sent to all parents in hard copy and is also posted on the website. Parents are invited to contribute to the ‘Pre Prep News’ and should email any information and photographs to g.smith@oratoryprep.co.uk.
Messages

Most letters to parents are sent by email. To make this method effective, it is essential that all contact information is kept up to date. We therefore ask all parents to make sure that they tell the School Office, preferably by email, when such details change.

Email is also used to send urgent information (for example, to say that the school is going to close early because of heavy snow), with details also posted on the website (Latest News).

There is a display unit in Little Oaks and the Pre Prep courtyard where information is displayed about any cancelled events, for example, or any forthcoming FOPS events.

Parents’ Evenings

At all stages, meetings with teachers are actively encouraged in accordance with our belief that education is a three-way process in which the pupil, the school and the parents work fully together.

Nursery, Kindergarten and Reception meetings are held in the Sports Hall. An appointment system is used and a signing up form is made available in classrooms one week prior to the meetings. The Parents’ Evenings are held in October and March.

Parents are welcome to meet with teachers any time for to discuss their child’s progress and development. Times and dates can be organised direct with the teacher at drop off or pick up, via the children’s Home Sharing Book, email or by contacting the School Office.

A social evening is held on the second Friday of the new school year to welcome new parents to the school along with a welcome seminar in the Summer term, and curriculum seminars in the Michaelmas and Lent terms.

Parents’ Appointments

Appointments with the Headmaster may be made by phoning or emailing the Headmaster’s PA, Mrs Kate Saunders, on 01189 766 901 or k.saunders@oratoryprep.co.uk.

Appointments to meet with Mrs Smith, the Head of Pre Prep may be made by phoning direct on 01189 766903 or email g.smith@oratoryprep.co.uk.
After School Club – Kindergarten & Reception

There is an After School Club which operates between 3.30pm and 5.00pm for those children who cannot be collected at 3.30pm. Should children need to be collected later, After School Supervision is available from 5.00pm to 6.00pm (at the discretion of the Head of Pre Prep). Places may be booked in advance for the whole term or on an ad hoc basis by contacting the Head of Pre Prep. Numbers are limited to comply with adult/child ratios and places cannot be guaranteed.

Children are escorted to the Barn at 3.30pm by their class teachers. They sit in their activity groups for registration and are then given Little Tea. At times a movie may be played until 4.00pm to ensure there is a calm atmosphere before activities or after school club begins. In the summer, they play outside for part of the time in the independent outdoor play area.

On days when there are larger numbers of children (who have siblings playing in matches), a film club is held. This is supervised by the After School Club supervisor and additional members of staff to comply with regulations.

There is a daily charge for the after school club. Booking a regular place in the after school club is done at the end of each term by completing a form which is sent via email to all parents. The final confirmation of the after school club and activity lists is emailed to parents the week before the next term commences.

After School Club begins on the first day of the term and ends the penultimate day of term. There is no After School Club on Exeats or Half Terms.

Activities begin the second full week of term and end the penultimate week of the school term.

Children in the Nursery class who turn 3 years of age may have a place in the after school club at the discretion of the Head of Pre Prep and the class teacher/key person.
The School Shop

The school has its own clothes shop which supplies the items of clothing, and the bags and accessories that are needed for school and which are not available from any other supplier. The shop also has a limited stock of good quality pre-owned items of uniform which are for resale.

The shop is open on Wednesdays 8.15am - 9.15am and 3.30pm - 6.00pm. If parents cannot visit at this time, they may phone the shop on 0118 976 6910 and leave their order on the answer phone, or email shop@oratoryprep.co.uk. The items will then be sent home with the child. An invoice will be enclosed with your goods. Please send payment as soon as possible either as cash, or as a cheque made payable to Oratory Trading Ltd.

Special arrangements can also be made for parents to visit the shop at other times. To make an appointment please phone the shop on 0118 976 6910 and leave a message on the answer phone, or email shop@oratoryprep.co.uk.

Please Note

- The uniform list is correct at the time the school handbook went to print however amendments may be made during the school year. An update to date list can be found on the OPS Shop page (http://www.oratoryprep.co.uk/prep/ops-shop/) on the school website.
- All games clothing should be clearly marked on the FRONT left breast/thigh of each garment using 1” labels with child’s initial and surname.
- All day wear is to be clearly named with woven name tapes (sew-on or iron-on).
- The school cannot take responsibility for the loss of articles, but every attempt will be made to return items that have been clearly marked.
SCHOOL UNIFORM

Nursery – Boys and Girls
This list of regulation clothes is required by children attending Little Oaks. All items can be obtained from the School Shop except those marked*.

- Red sweatshirt with school logo
- Red polo shirt with school logo
- PE polo shirt with school logo (Summer term only)
- Sunhat – Legionnaires style (Summer term only)
- Navy Joggers
- Navy PE shorts
- School waterproof dungarees or trousers
- Outdoor coat, navy in colour
- Navy drawstring shoe bag with large name tape on the outside
- *Wellington boots
- *Black plimsolls (preferably slip on or with Velcro fastening)

Kindergarten and Reception Girls’ Uniform

- Lent and autumn – navy roll-neck jumper with red sweatshirt, grey pinafore dress and navy tights
- Summer – light-blue checked summer dress with light-blue cardigan, and either long white socks or gingham-frilled white ankle socks

Uniform Lists

This list of regulation clothes and sundries is required by girls attending Little Oaks. All items are to be obtained from the School Shop except those marked *.

- Red sweatshirt with school logo
- Navy roll-neck top
- Navy weatherproof coat
- Mid-grey box-pleated pinafore dress
- Navy blue tights
- * Plain black, dark brown or navy blue outdoor shoes (no patent leather, heels no higher than 2cm)
- * Wellington boots
- Navy school hoodie with school logo
- School dungarees or trousers (waterproof)
- School book bag
• Hair band, scrunchie and clip in school colours (hair is to be tied back with bands or scrunchies that are navy or red in winter, and white or pale blue in summer)
• Navy beanie hat with school logo – optional
• Knitted scarf in school colours – optional

**Summer Term Only**
• Blue checked dress
• Light blue cardigan
• Long white (school) socks or school gingham-frilled white ankle socks
• * Plain brown or navy blue closed-toe sandals (no patent leather, and heels no higher than 2cm)
• Navy school sun hat (Legionnaries style)

**Games Clothing**

All clothing should be clearly marked on the FRONT left breast or thigh of each garment.
• PE polo shirt with school logo
• Navy PE shorts
• Navy tracksuit bottoms
• * Black plimsolls for indoor PE (preferably slip-on)
• * White trainers
• Navy drawstring shoe bag with large name tape on the outside
• Swimming costume in school colours with school logo
• Swimming hat in school colours with school logo
• Navy swimming towel embroidered with child’s name with loop attached to centre of long side

**Kindergarten and Reception - Boys’ Uniform**

• Lent and autumn – navy roll-neck jumper with red sweatshirt, and grey shorts and socks
• Summer – royal-blue shirt with red sweatshirt, and grey shorts and socks (optional - navy ankle socks with turnover top)

**Uniform Lists**

This list of regulation clothes and sundries is required by boys attending the Pre-Preparatory Department. All items are to be obtained from the School Shop except those marked *.
• Red sweatshirt with school logo
• Navy roll-neck shirt
• Navy weatherproof coat
• Mid-grey shorts
• Grey socks with school colours
• * Plain black outdoor shoes
• * Wellington boots
• Navy school hoodie with school logo
• School dungarees or trousers (waterproof)
• School book bag

**For Summer Term Only**
• Royal-blue shirt
• * Plain brown or navy blue closed toe sandals (optional)
• Navy ankle socks with turnover top (optional)
• Navy school sun hat (Legionnaires style)

**Games Clothing**

All clothing should be clearly marked on the FRONT left breast or thigh of each garment.
• PE polo shirt with school logo
• Navy PE shorts
• Long white PE socks
• Navy tracksuit bottoms
• * Black plimsolls for indoor PE (preferably slip-on)
• *Predominantly white trainers (optional)
• Navy drawstring shoe bag with large name tape on the outside
• Swimming trunks in school colours with school logo
• Swimming hat in school colours with school logo
• Navy swimming towel embroidered with child’s name with loop attached to centre of long side
The Early Years Foundation Stage

In 2012 the Early Years Foundation Stage (EYFS) framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This new framework also has a greater emphasis on your role in helping your child develop. More detailed information can be found on the school’s website - www.oratoryprep.co.uk/information/handbooks-and-policies

The Framework sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals’ engagement with your child’s play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the “Early Learning Goals (ELGs)”

How your child will be learning

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development.

Children should mostly develop the 3 prime areas first. These are:

- Communication and language;
- Physical development; and
- Personal, social and emotional development.

These prime areas are those most essential for your child’s healthy development and future learning.

As children grow, the prime areas will help them to develop skills in 4 specific areas. These are:

- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design.

These 7 areas are used to plan your child’s learning and activities. The professionals teaching and supporting your child will make sure that the activities are suited to your child’s unique needs. This is a little bit like a curriculum in primary and secondary schools, but it's suitable for very young children, and it's designed to be really flexible so that staff can follow your child’s unique needs and interests. Children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside.
ACCESSIBILITY: How can you find out how your child is getting on?

A very important part of the EYFS Profile is your knowledge about your child’s learning and development. Please do let your child’s class teacher know about what your child does with you: such as how confident your child is in writing their name, reading and talking about a favourite book, speaking to people your child is not so familiar with or their understanding of numbers.

Staff are very comfortable about exchanging information and discussing things that will benefit your child. The “key person” (class teacher) is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child’s care, development and learning
- Takes a careful note of your child’s progress, sharing this with you and giving you ideas as to how to help your child at home. Your child’s learning and development will be recorded in their ONLINE LEARNING JOURNAL (Using Tapestry) and you are able to access it daily.
- ‘Guidance to your child’s learning and development in the Early Years Foundation Stage’ booklet.
- Home Sharing Books – these form important communication between home and school and we encourage parents to use them on a weekly basis.

You are able to get information about your child’s development at any time in the following ways:

- Informal chats at drop off and pick up
- Telephone calls
- Emails
- Notes written in your child’s reading record book (also used for communication)
- Communication forms
- Letters
- Informal meetings (arranged with yourself and the teacher)
- Formal meeting (Parent/Teacher meetings – October and March)
- End of term reports (Autumn and Summer)

Progress Check at age two

When your child is aged between 24 and 36 months the class teacher (keyworker) will review their progress in the three prime areas of learning. They will observe and record a baseline assessment upon entry into Little Oaks Nursery and again at the end of each term until they make the transition into Kindergarten. At the end of the Michaelmas and Summer terms parents will be provided with a written summary of their child’s development and attainment. In addition the teacher (key person) will report on their characteristics of learning whilst in the setting and their next steps. Parental contributions are also included in the key persons’ progress check.
For those children who enter the Nursery class before a Progress Check at Two is required will be provided with a settling in letter.

Throughout the academic year teachers (key persons) will discuss with parents how they can support learning at home. Parents/carers are encouraged to share information from the progress check with other relevant professional including their health visitor and the staff of any other setting the child attends or transfers to.

**When your child is 5**

At the end of the EYFS – in the summer term of the reception year in school – teachers complete an assessment which is known as the EYFS Profile. This assessment is carried out by the reception teacher and is based on what they, and other staff caring for your child, have observed over a period of time.

**Others ways of communicating knowledge about your child**

Upon entry we ask parents to complete booklet detailing your child’s likes, dislikes, family information and routines.

If applicable other settings are asked to complete our ‘Transition from another setting’ form to ensure children.

All of the information collected is stored in your child’s Online Learning Journal and/or personal files and is used to *judge* how your child is doing in the 7 areas of learning and development. Finding out at this stage how your child is doing will mean that the teacher your child has in their next academic school year knows what your child really enjoys doing and does well, as well as helping them decide if your child needs a bit of extra support, what that support should be and if they are already receiving any.

At the end of the summer term the Reception class teacher will provide Year 1 teachers with a progress tracker and brief details of your child’s characteristics of learning: forming part of the

Parents receive full school reports in the Michaelmas and Summer terms.

Parent meetings are held in the Michaelmas and Lent terms and all information is recorded, signed and dated and copies provided upon request.

**Explanation of your child’s end of year report**

In the final term of the year in which your child reaches age five, the EYFS Profile will be completed for each child. Each child’s level of development must be assessed against the Early Learning Goals.

Your child’s teacher (key person) will share and explain the results of the Profile with parents and/or carers before the end of the school term or during EYFS seminars which are held twice a year.
The teacher will report on ‘how your child learns’ using observations from three characteristics of learning.

1. Playing and Exploring - engagement
   - Finding out and exploring
   - Playing with what they know
   - Being willing to ‘have a go’

2. Active Learning - motivation
   - Being involved and concentrating
   - Keeping on trying
   - Enjoying achieving what they set out to do

3. Creating and thinking critically – thinking
   - Having their own ideas
   - Making links
   - Choosing ways to do things

Your child’s class teacher will also report on the 17 Early Learning Goals (aspects of learning) and judge them as Emerging, Expected or Exceeding expectations.

**PSED: Aspect = Self Confidence and Self-Awareness (40 – 60 mths)**
- Confident to speak to others about their own needs, wants, interests and options.
- Can describe self in positive terms and talk about their abilities

**Early Learning Goal**

*Children are confident to try new activities, and say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose resources they need for their chosen activities.*

**PSED: Aspect = Managing Feelings and Behaviour (40 – 60 mths)**
- Understands that own actions affect other people, for example, becomes really upset or tries to comfort another child when they realise they have upset them.
- Aware of the boundaries set, and of behavioural expectations in the setting.
- Beginning to be able to negotiate and solve problems without aggression, e.g. when someone has taken their toy.

**Early Learning Goal**

*Children talk about how they and others show their feelings, talk about their own and others’ behaviour, and its consequences, and know that some behaviour is unacceptable. They work as part of a group or class, and understand and follow the rules. They adjust their behaviour to different situations, and take changes of routine in their stride.*
PSED: Aspect = Making relationships (40 – 60 mths)

- Initiates conversations, attends to and takes account of what others say
- Explains own knowledge and understanding, and asks appropriate questions of others
- Takes steps to resolve conflicts with other children, eg. Finding a compromise

**Early Learning Goal**

*Children play co-operatively, taking turns with others. They take account of one another’s ideas about how to organise their activity. They show sensitivity to other’s needs and feelings, and form positive relationships with adults and other children.*

**Assessing the 17 Early Learning Goals (ELGs) at the end of the EYFS**

A child’s learning and development can be judged to be at the expected level at the end of the EYFS if the ELG description and accompanying exemplification best fit the teachers professional knowledge of your child.

Because children do not necessarily achieve uniformly, the class teacher will judge whether the description within the ELG best fits your child’s learning and development, taking into account their strengths and weaknesses. ‘Best fit’ does not mean that your child has equal mastery of all aspects of the ELG. Teachers will look at the whole of each ELG description when making their summative judgement.

Where a child’s learning and development does not yet meet what is expected at the end of the EYFS, then their learning and development is said to be at the emerging level for that ELG.

If a child’s learning and development goes beyond what is expected at the end of the EYFS, then their learning and development is said to be an exceeding level for that ELG.

The 17 Early Learning Goals consist of three Prime areas of learning and four Specific areas of learning:

1. **COMMUNICATION AND LANGUAGE – Prime area of learning**

   **ELG01: Listening and attention:** Children listen attentively in a range of situations. They listen to stories, accurately anticipating key events, and respond to what they hear with relevant comments, questions or actions. They give their attention to what others say and respond appropriately, while engaged in another activity.

   **ELG02: Understanding:** Children follow instructions involving several ideas or actions. They answer ‘how’ and ‘why’ questions about their experiences and in response to stories or events.

   **ELG03: Speaking:** Children express themselves effectively, showing awareness of listener’s needs. They use past, present and future forms accurately when talking about events that have happened or are to happen in the future. They develop their own narratives and explanations by connecting ideas or events.
2. PHYSICAL DEVELOPMENT – prime area of learning

**ELG04: Moving and handling:** Children show good control and coordination in large or small movements. They move confidently in a range of ways, safely negotiating space. They handle equipment and tools effectively, including pencils for writing.

**ELG05: Health and self-care:** Children know the importance for good health of physical exercise and a healthy diet, and talk about ways to keep healthy and safe. They manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

3. PERSONAL, SOCIAL AND EMOTIONAL DEVELOPMENT – prime area of learning

**ELG06: Self-confidence and self-awareness:** Children are confident to try new activities, and to say why they like some activities more than others. They are confident to speak in a familiar group, will talk about their ideas, and will choose the resources they need for their chosen activities. They say when they do or don’t need help.

**ELG07: Managing feelings and behaviour:** Children talk about how they and others show feelings, talk about their own and others’ behaviour, and its consequences, and know that some behaviour is unacceptable. They work as part of a group or class, and understand and follow rules. They adjust their behaviour to different situations, and take changes of routine in their stride.

**ELG08: Making relationships:** Children play cooperatively, taking turns with others. They take account of one another’s ideas about how to organise their activity. They show sensitivity to others’ needs and feelings, and form positive relationships with adults and other children.

4. LITERACY – specific area of learning

**ELG09: Reading:** Children read and understand simple sentences. They use phonic knowledge to decode regular words and read them aloud accurately. They also read some common irregular words. They demonstrate an understanding when talking with others about what they have read.

**ELG10: Writing:** Children use their phonic knowledge to write words in ways which match their spoken sounds. They also write some irregular common words. They write simple sentences which can be read by themselves and others. Some words are spelt correctly and others are phonetically plausible.

5. MATHEMATICS – specific area of learning

**ELG11: Numbers:** Children count reliably with numbers from 1 to 20, place them in order, and say which number is one more or one less than a given number. Using quantities and objects, they add and subtract two single-digit numbers and count on or back to find the answer. They solve problems, including doubling, halving and sharing.

**ELG12: Shape, space and measure:** Children use everyday language to talk about size, weight, capacity, position, distance, time and money to compare quantities and objects and to solve problems. They recognise, create and describe patterns. They explore characteristics of everyday objects and shapes and use mathematical language to describe them.
6. UNDERSTANDING THE WORLD – specific area of learning

**ELG13: People and communities:** Children talk about past and present events in their own lives and in the lives of family members. They know that other children don’t always enjoy the same things, and are sensitive to this. They know about similarities and differences between themselves and others, and among families, communities and traditions.

**ELG14: The world:** Children know about similarities and differences in relation to places, objects, materials and living things. They talk about the features of their own immediate environment and how environments might vary from one to another. They make observations of animals and plants and explain why some things occur, and talk about changes.

**ELG15: Technology:** Children recognise that a range of technology is used in places such as homes and schools. They select and use technology for particular purposes.

7. EXPRESSIVE ARTS AND DESIGN – specific area of learning

**ELG16: Exploring and using media and materials:** Children sing songs, make music and dance, and experiment with ways of changing them. They safely use and explore a variety of materials, tools and techniques, experimenting with colour, design, texture, form and function.

**ELG17: Being imaginative:** Children use what they have learnt about media and materials in original ways, thinking about uses and purposes. They represent their own ideas, thoughts and feelings through design and technology, art, music, dance, role play and stories.

A copy of your child’s end of year report will be provided and discussed with their next teacher to ensure their learning and development continues where they left off.
Parental Involvement at the OPS

Reliable and accurate assessment is based primarily on the teacher’s knowledge of your child, gained predominantly from observation and interaction in a range of daily activities and events.

At the OPS we encourage parents to make contributions of their child’s achievements. Achievements demonstrated at home by parents provide a complete picture of their learning and development.

The following form is provided in the Early Years classrooms for you to complete.

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Class:</th>
</tr>
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<tbody>
<tr>
<td>Information about your child’s achievements at home .....</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/carer signature:</th>
<th>Teacher input only:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSED    PD  CL  L  M  UW  EAD</td>
</tr>
<tr>
<td></td>
<td>P&amp;E    AL  C&amp;TC</td>
</tr>
</tbody>
</table>

OTHER WAYS WE INVOLVE PARENTS AT THE OPS

- Access to your child’s Learning Journey
- Seminars about how your can help your child with their learning and development
- Welcome seminars for new parents
- Child information forms prior to entry
- Views, comments and suggestions forms
- Parent questionnaires
- Parent/teacher evenings
- School events, e.g. Literacy week, parents come into read with the children
- Class visits
- Certificates of achievement
- Newsletters
- Topic days such as International day
- Charity fund raising events
- Open days
- Informal visits prior to registration
- Assemblies and end of term plays/concerts
List of Policies (and Handbooks) Available to Parents on the school website

- Safeguarding and Welfare (child protection)
- Anti-Bullying
- Health and Safety Statement (including adverse weather)
- Curriculum
- Settling In
- Personal Care
- Assessment
- Parent/Carer Partnership
- EAL
- High Ability and Talented
- Supervision of pupils at playtime
- Behaviour Management Policy
- Accessibility Statement
- Admissions
- Telephone/Mobile Phones/Video/Camera Usage
- Complaints Procedure
- First Aid and Health Care
- OPS standard terms and conditions
- EYFS Handbook
- Prep Parents Handbook
- Guide to Planning out of school day trips
APPENDICES
Introduction

These Terms and Conditions reflect the custom and practice of independent Schools for many generations and together with the offer letter, acceptance form and fees list they 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 The Oratory Preparatory School.

Prospectus and website: are not contractual documents. Please see Clause 11.7 below for further information.

Fees & Notice: The rules concerning fees and notice are of particular importance and are set out at Sections 8 and 9 below.

Managing Change: The Oratory Preparatory 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 11 for further details of the changes that may be made and the consultation and notice procedures that will apply.

Documents referred to: Before accepting the offer of a place, parents have an opportunity to see any of the other documents referred to in these Terms and Conditions. The School website contains a number of policies and procedures which can be viewed by parents.

Terminology

The School or We or Us: means The Oratory Preparatory School as now or in the future constituted. The School (and any successor) is constituted as a charitable company limited by guarantee.

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.

The Headmaster: as appointed by the Governing Body. The Headmaster is responsible for the day-to-day running of the School.

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 School. 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 special agreement between the School, the Parents and the third party. Please see Clause 9.3 and Clause 11.9 below)

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

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 Parents satisfying the admission requirements at the time. Entry occurs on the date when the Pupil attends the School for the first time under these terms and Conditions.

Equality: The School is a co-educational day and boarding School for children aged from 2 to 13 years. The School has a Catholic ethos but 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 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 School until the pupil leaves and will be repaid by means of a credit without interest to the final invoice after leaving, unless the Parents wish to donate the Acceptance Deposit to the School's Foundation. Please also see clause 8.8 below.

3.4 Immigration: The School is currently a registered UK Visas and Immigration sponsor. Parents must inform the Headmaster when returning a completed Registration Form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School. Where a child is sponsored by the School for immigration purposes the Parents shall permit the School to take and retain copies of the child's passport and visa. 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 School.

4 Pastoral Care

4.1 The School’s commitment: We shall 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 School 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 School must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be supplied by The Bursar on request. See also Clause 7.17 below.

4.3 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.

4.4 Ethos: The ethos of this School is to foster good relationships between pupils and between members of 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 Parents and we expect the same of the Pupil and Parents in relation to the School or its staff.

4.5 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 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 programme or extra-curricular programme. The Parents acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

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

4.6.1 any known medical condition, health problem or allergy affecting the Pupil;

4.6.2 any history of a learning difficulty on the part of the Pupil or any member of his immediate family;
4.6.3 any disability, special educational need or behavioural, emotional difficulty and/or social difficulty on the part of the Pupil;

4.6.4 any family circumstances or court order which might affect the Pupil's welfare or happiness;

4.6.5 any concerns about the Pupil's safety;

4.6.6 any change in the financial circumstances of the Parent/s in receipt of a bursary by the School.

4.7 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, members of staff may need to be informed of any particular vulnerability the Pupil may have. The School reserves the right to monitor the Pupil's e-mail communications and internet use.

4.8 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 members of the School community.

4.9 Leaving School Premises: With the exception of set exeats, the general rule is that a boarder may go on leave-out on Saturday (by prior arrangement with the School) after he/she has discharged their responsibility at the School and return on either Sunday evening before 6.00pm or Monday morning before 8.15am.

We will do all that is reasonable to ensure that the Pupil remains in the care of the School during School hours but we cannot accept responsibility for the Pupil if they leave School premises in breach of School Rules and Regulations.

4.10 Residence During Term Time: The Pupil, except when boarding, is required during term time and at weekends, exeats (permitted periods of time away from School) and half term, to live with a parent or legal guardian or with an education guardian acceptable to the School. Short-term boarding may be provided during term time for a pupil whose accommodation arrangements have broken down and will be charged as an extra. 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.

4.11 Holidays during Term Time: Term dates are published well in advance and it is therefore expected that all Pupils will be in School during the term. Parents wishing to deviate from the term dates must formally apply in writing to the Headmaster. If confirmed, fees will not be refunded or waived for absence during term time.

4.12 Communication with Parents: Communication from one of the Parents or any person with Parental Responsibility shall be deemed by the School to be received from both Parents. This does not apply to the cancellation of a place or withdrawal of the Pupil from the School. 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 School can apply for authorities when necessary. The School can accept no responsibility for Pupils during exeats, half term or the holidays and the Parents and the education guardian of such pupils must make holiday arrangements, including travel to and from the School, 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 School with up to date contact details for the appointed education guardian.

4.15 **Photographs** or images: It is the custom and practice of most independent Schools, and of this School, to include some photographs or images of Pupils in the School's promotional material such as the prospectus and website. We would not disclose the name or home address of a child without the Parents' consent. If Parents do not want the Pupil's photograph or image to appear in any of the School's promotional material they must make sure the Pupil knows this and must write to the Headmaster, requesting an acknowledgement of their letter.

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 or her personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.

4.18 **Insurance**: All pupils are automatically covered for personal accident (including dental) insurance. In addition parents may opt-in to personal effects and private medical insurance if required (this is particularly recommended for overseas boarders).

4.19 **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 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 infectious or contagious disease.

5.2 **Medical Care**: If a boarder the Pupil must be registered on the list of the School Medical Officer while a Pupil at the School. The Parents must comply with the School Medical Officer's recommendations which may include a reasonable decision to release the Pupil home when he is unwell.

5.3 **Medical Examination**: All new boarding Pupils will have a routine medical examination with the School Medical Officer or another doctor appointed by him, usually during their first term at the School.

5.4 **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 that necessary as a matter of professional judgement in the interests of the Pupil and/or the School 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 School community.

5.5 **Medical Information**: Throughout the Pupil's time as a member of the School,
the School Medical Officer 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.

5.6 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 under the National Health Service or at a private hospital 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 School'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. Transition from Year 2 to Year 3 is not automatic and the school reserves the right not to allow a pupil to move up to Year 3 if it is felt that the pupil will not be able to cope with the demands of the curriculum.

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 School 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 and may take into account management of friendship groups. If Parents have specific requirements or concerns about any aspect of the Pupil's education or progress they 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 serious concern.

6.3 Progress Reports: The School shall monitor the Pupil's progress and shall report regularly to the Parents by means of written reports and Parents meetings as described in the Parents' Handbook.

6.4 Health & Life Skills: The Pupil will receive health and life skills 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 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 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 or her teachers.

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

6.7 Learning Difficulties: The School will do all that is reasonable in the case of each Pupil to detect and deal appropriately with a learning difficulty which is considered to be a "special educational need". The School 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 School at the Parents’ expense or by the Parents themselves.

6.9 Information about Learning Difficulties: The Parents shall notify the Headmaster when completing the School’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 School 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 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.

6.10 School’s Intellectual Property: The School 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 School for a purpose associated with the School. The School will acknowledge and allow to be acknowledged the Pupil’s role in creation/development of intellectual property.

6.11 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 at School 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. Any work released back to the pupil and not collected after the pupil has left will be disposed of as the School sees fit.

6.12 Educational Visits: A variety of educational visits will be provided for the Pupil. The cost of some educational visits will be charged in advance as an extra and only in exceptional circumstances will be added to the bill. The Parents’ prior consent will be sought for all visits costing more than £25. Educational visits abroad or those in the United Kingdom involving an overnight stay will be the subject of a separate agreement with Parents. The cost of the trip will be payable in advance. The Pupil is subject to School discipline in all respects whilst engaged in a School 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, must be settled by the Parents and will only be added to the bill in exceptional circumstances.

7 Behaviour and Discipline

7.1 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.
7.2 **Conduct and Attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. 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.

7.3 **School Rules:** The ethos and rules of the School are set out in the Parents’ Handbook 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.

7.4 **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 disciplinary policy which is current at the time applies to all Pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, and also when boarders are in the company of day pupils at, or away from School premises representing the School, or outside School hours.

7.5 **Investigative Action:** A complaint or rumour of misconduct will be investigated. The Pupil may be questioned and his accommodation or 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 his or her 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 a Parent, 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 a Parent or an education guardian, the Pupil will be assisted by an adult (usually a teacher) of his choice.

7.7 **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to 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 **Sanctions:** The School's current policies on sanctions are available to 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, gating, rustication or suspension, or alternatively being removed or expelled.

7.9 **Definition of Sanctions:** In these Terms and Conditions:

- **Expulsion** means that the Pupil is required to leave the School permanently in circumstances described in clause 7.10.

- **Gating (for boarders):** means that the Pupil is confined to the School premises for a limited period of time (eg during a week-end).

- **Removal:** means that the permanent removal of the Pupil from the School is required in circumstances described in clause 7.12.
Rustication (for boarders): means releasing the Pupil home or to an education guardian for a specified period of time (usually a weekend) but without further disciplinary consequences.

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.

Withdrawal: has the meaning set out in clause 8.10

7.10 Expulsion: The Pupil may be formally expelled 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. 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 Pupil shall be suspended from the School pending the outcome of the Review. See clause 7.15 and clause 7.16.

7.11 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. 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 sum due to the School will be payable.

7.12 Removal in other Circumstances: The Parents may be required to remove the Pupil, temporarily or permanently from the School, or from boarding, if, after consultation with the Parents and if appropriate the Pupil, the Headmaster is of the opinion that

7.12.1 by reason of the Pupil’s conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities offered by the School; or

7.12.2 if the Parents have treated the School or members of its staff unreasonably.

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 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. The Pupil shall be suspended from the School pending the outcome of the Review. See clause 7.15 and clause 7.16.

7.13 Fees Following Removal: If the Pupil is removed or withdrawn in the circumstances described in clause 7.12 above, the provisions relating to Fees shall be as set out in clause 7.11 save that the Acceptance Deposit will be refunded without interest less any sums owing to the School.

7.14 Leaving Status: The School reserves the right to record the leaving status of the Pupil on the Pupil’s file immediately after Expulsion or Removal or Withdrawal.

7.15 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 School (but not a decision to suspend the Pupil unless the Suspension is for 12 School 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 School and approved by the Parents, such approval not to be unreasonably withheld).
7.16 **Review Procedure:** The Headmaster will advise the Parents of the procedure (current at that time) under which such a Review will be conducted by a panel of three Governors or persons appointed by the Chairman of Governors (including an independent member if requested). 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. A Governors’ Review will be conducted under fair procedures in accordance with the requirements of natural justice.

7.17 **Complaints Procedures:** A complaint about any matter of School policy or administration not involving an Expulsion 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.

8 **Provisions about Notice**

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

8.2 **Notice:** means (unless the contrary is stated in these terms and conditions) a term’s written notice given by all who signed the Acceptance Form before the first day of term addressed to and acknowledged 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 School or if, at the end of Year 6, the Pupil will not return for the following years, 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, bursary or other award or concession. One Term’s Fees in lieu of notice represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

8.6 **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 3.1 for details of when entry to the School occurs.

8.7 **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 parent meeting face to face with a member of the School staff during the contractual process the Parents may cancel this agreement at any time within 14 days of the date of the 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 agreement.

8.8 **Cancelling Acceptance:** The cancellation of a place after acceptance can cause long-term loss to the School 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 School agrees to limit the Parent's liability to:

8.8.1 a full term's fees at the rate for the term of entry, less the Acceptance Deposit payable as a debt if less than a Term’s Written Notice of cancellation has been given: or

8.8.2 the Acceptance deposit if more than a Term’s Written Notice has been given. Cases of serious illness or genuine hardship may receive special consideration on written request.

8.9 Cancelling a place offered in the term before entry: Save where clause 8.7 applies, 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 then be retained by the School. 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 if held by the School).

8.10 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 3.1 for details when Entry to the School occurs. Please see also clause 8.10 and clause 8.11.

8.11 Withdrawal by Parents: If the Pupil is withdrawn on less than a Term's Written Notice, or excluded for more than twenty-eight days for non-payment of Fees as set out in clause 9.5, Fees in lieu of notice less the Acceptance Deposit will be immediately due and payable as a debt unless the place is filled immediately and without loss to the School.

8.12 Withdrawal by Pupil: The Pupil's decision to withdraw from the School shall, for these purposes, be treated as a Withdrawal by the Parents.

8.13 Prior Consultation: It is expected that the Parents or duly authorised education guardian will consult personally with the Headmaster before notice of Withdrawal is given by the Parents.

8.14 Change from boarding to day status: The Parents must obtain the express permission of the Headmaster in writing if the Pupil wishes to change from boarding/weekly boarding to day status. Any such place is subject to a term's written notice.

8.15 Discontinuing extras 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.

8.16 Termination by the School: The School may terminate this agreement on one full Term's notice in writing sent by ordinary post. The School will not terminate this agreement without good cause and full consultation with 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.

9 Fees

9.1 Fees: may include alone or in combination any of the Registration Fee, the Acceptance Deposit, Tuition Fees, Boarding Fees, Fees for extra tuition, other extras such as House charges, clothing and equipment, photographs and other items ordered by the Parents or the Pupil and 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) and late payment charges if incurred.

9.2 Payment of fees: The Parents undertake to pay the Fees applicable in
each Term directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of the 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 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 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.

9.4 **Indemnity:** The Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School if the School is required to repay all or part of any sum paid to it by a third party credit provider on behalf of the Parents.

9.5 **Refund or waiver:** Fees will not be refunded or waived if:

9.5.1 the Pupil is absent through illness; or

9.5.2 a term is shortened or a vacation extended; or

9.5.3 the pupil is released home before or after public examinations or otherwise before the normal end of a Term; or

9.5.4 the School is temporarily closed due to adverse weather conditions; or

9.5.5 for any reason other than exceptionally and at the sole discretion of the Headmaster in a case of genuine hardship; or

9.5.6 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 the rules on events beyond the control of the parties.

9.6 **Exclusion for non-payment:** The School reserves 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 School 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.

9.7 **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 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 School 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 School in the recovery of any unpaid Fees.

9.8 **Part Payment:** Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. The School is only legally entitled to accept four payments for basic Fees in any one year. Late payment charges will be applied to any unpaid balance of Fees.

9.9 **Appropriation:** 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 those Parents.

9.10 **Instalment Arrangements:** The School is not licensed to accept monthly payments. However, Parents who wish to pay by such method may do so through a recognised company. Details are available from The Bursar.

9.11 **Advance Fees Payment Scheme** under which a lump sum prepayment for between one and five years is made by or on behalf of the Parents will, if in operation, be the subject of a separate contract which will provide, among other conditions, for a refund of the unused part of the prepayment in the event of the Pupil leaving earlier than expected. Fees in lieu of notice (where applicable) and any other sum due and owing to the School at that time will be deducted from the sum to be refunded.

9.12 **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 Parents at the time of offer.

9.13 **Fee Increases:** Fees are reviewed annually and are subject to increase from time to time. If Parents receive less than a term’s notice of a Fees increase they may give the School written notice of withdrawal of the Pupil within 21 days and will not be liable to pay fees in Lieu of Notice. The Acceptance Deposit will be refunded without interest less any sums owing to the School.

9.14 **Information about fees:** The Parents consent to the School making enquiries of the Pupil’s previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also consent to the School informing any other school or educational establishment to which the Pupil is be transferred if any fees of this School are unpaid.

9.15 **Money Laundering:** The School 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 and 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 the 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 10.2 above shall notify the other of the steps to be taken to ensure performance of this agreement.

10.4 **Termination:** If a Force Majeure Event continues for a period greater than 120 days, the party who has provided notification under clause 10.2 above 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 School to process personal information including financial and
sensitive personal information as is deemed necessary for the legitimate purposes of the School (see Appendix). When a pupil moves from The Oratory Preparatory School to The Oratory School information may be transferred directly from one school database to the other.

11.2 **Mobile phone and other electronic device usage:** The School reserves the right to examine pupils’ mobile phones, laptops, tablets and other electronic devices for inappropriate internet use.

11.3 **Change:** This School, 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 School Rules and procedures, the disciplinary framework, and the length of School Terms. In addition, there may be the need to undertake a corporate reorganizational exercise.

11.4 **Anti-bribery policy:** The Oratory Preparatory School is committed to the highest standards of ethical conduct and integrity in its business activities in the UK and overseas. The School takes a zero-tolerance approach to bribery and corruption and will comply with the Bribery Act 2010 in respect of its dealings with any individual (which includes actual and prospective pupils and parents) that it comes into contact with during the course of its work as outlined in the School’s Anti-Bribery Policy. A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage.

11.5 **Gifts:** Parents buying small gifts for teachers and other staff at Christmas or at the end of the academic year is permissible under the Bribery Act 2010 provided that the gift is genuine, proportionate, justifiable and not intended to secure an improper advantage. However, there are certain gifts that are unacceptable under the terms of the Act and would not be tolerated. Examples (which are not exhaustive) include:

11.5.1 The School accepting donations from Parents of prospective Pupils in return for accepting a place for the Pupil at the School; or

11.5.2 A member of staff accepting an extravagant gift from a Parent to induce them to provide favourable treatment for the Pupil; or

11.5.3 Accepting a donation from a business owned by a Parent who was tendering for a contract with the School.

11.6 **Consumer protection:** Care has been taken to use plain language in these terms and conditions to explain its provisions. If any words alone or in combination infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any 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.

11.7 **Consultation:** It is not practicable to consult with Parents and the Pupil over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that the Parents will be consulted and where possible given a Term’s notice in writing of:

11.7.1 a change of policy; or

11.7.2 a change in any physical aspect of the School which would have a significant effect on the Pupil’s education or pastoral care; or

11.7.3 a change in the ownership of the School.
11.8 **Representations:** The School’s prospectus and website describe the broad principles on which the School is operated and give an indication of its history and ethos. Although believed correct at the time of publication, the prospectus and website and are not part of any agreement between the Parents and the School. If 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 School or during a related meeting, they should seek written confirmation of that matter before entering this agreement.

11.9 **Third Party Rights:** Only the School and the Parents are parties to this agreement. Neither the Pupil nor any third party is party to it. No person other than a party to this agreement shall have any rights to enforce any term of this agreement.

11.10 **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.

11.11 **Jurisdiction:** This agreement was made at the School 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.
Appendix

Data protection information notes

1 The School 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 School'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 School 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 School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School 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 School processing financial information obtained from you or from third parties such as credit reference agencies.

4 The School 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 School, including discipline record, School reports and examination reports;

   4.4 financial information including information about the payment of fees at this School or any other school.

5 Where in the professional opinion of the Head it is deemed necessary we may share information with certain third parties.

6 If the School 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.