



**RADLEY**

**Parent Contract**

**December 2023**

## TERMS AND CONDITIONS

**What these terms cover.** These are the terms and conditions on which we provide educational services.

**Why you should read them.** Please read these terms carefully before you accept our offer of a place at the School for your child. These terms tell you who we are and how and on what basis the School will provide educational services.

In these terms you will see some parts written in bold or highlighted to stand out. This is in an effort to draw certain provisions to your specific attention because they are important to the good management and operation of the School and our provision of educational services.

If you think there is a mistake in these terms, or if anything in these terms is unclear or you would like to have further explained to you, then please contact The Director of Admissions and Communications ([Admissions@radley.org.uk](mailto:Admissions@radley.org.uk)) to discuss.

## 1. Definitions

1.1 Meanings of some words and phrases we use in these Terms and Conditions. In these Terms and Conditions (and in the Final Acceptance Form to which these Terms and Conditions are attached) some words and phrases have particular meanings and it is helpful to ensure certainty and consistency to have them defined. Such defined terms are set out below and when used in these Terms and Conditions they shall have the meaning given to them here.

"**Bursar**" means the person appointed to such position by the Warden or Council to administer financial and administration matters of the School;

"**child**" means a boy of whatever age admitted by the School to be educated, and includes any pupil aged 18 or over. Please note the School is a full-boarding single sex environment;

"**Complaints Procedure**" means the School's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School. It is not intended to form part of the Contract between you and the School. A copy of the most up-to-date Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request;

"**Contract**" has the meaning given in Clause 1.3 below;

"**Council**" means the body established by the constitution of the School with responsibility for the governance of the School;

"**Deposit**" means the amount set out and referred to as the Deposit in the Final Acceptance Form, and that is separately set out in the Schedule of Fees, as further described in Clause 2.2.2 below;

"**Extras**" means supplemental charges incurred in relation to your child that are not otherwise included in or met by the Fees, as further described in Clause 4.2;

"**Fees**" means the termly fees set out in the Schedule of Fees;

"**FIA Terms and Conditions**" means the supplemental terms and conditions relating to the School's *Fees In Advance* scheme;

"**Final Acceptance Fee**" means the amount set out and referred to as the Final Acceptance Fee in the Final Acceptance Form (which is payable in order to accept the offer of a place for your child) and which is further described in Clause 2 of the Terms and Conditions;

"**Final Acceptance Form**" means the form provided by the School for parents to complete when accepting the offer of a place for their child at the School;

"**Late Offer**" has the meaning given in Clause 3.2 below;

"**Late Payment Charge**" means the additional charge levied on any late payment of Fees and/or Extras, as set out in the Schedule of Fees from time to time;

"**Letter of Offer**" means the letter from the Warden confirming that your child has satisfied the School's academic and other requirements for entry to the School;

"**Offer Acceptance Fee**" has the meaning given in Clause 2.2.1 below;

"**Schedule of Fees**" means the published note of the School's prevailing Fees (and some of the more common Extras, but not all of them) notified to you from time to time, a copy of which remains available on the School's website and which is otherwise available from the School at any time upon request;

"**School Policies**" means the body of rules, policies and procedures of the School, including the *School Rules* and the Statutes (as defined below), which set out the School's expectations concerning conduct and behaviour, as may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. The School Policies are also available on the School's website and are otherwise available from the School at any time upon request;

"**Statutes**" means relevant applicable extracts from the statutes and rules of governance of the School as established, updated and published by the Council from time to time, which are available on the School's website and are otherwise available from the School at any time upon request;

"**term**" means a term of the School as notified to parents from time to time;

"**a term's notice**" means **written** notice given not later than the first day of the term before the term to which the notice relates. For example, a term's notice is required to withdraw your child from the School, so this means that if you wish to withdraw your child with effect from the start of the Summer term (which is the term to which the notice relates) then a term's notice means you need to tell us in writing about the withdrawal, at the latest, on the first day of the Lent term immediately before;

"**Terms and Conditions**" means these terms and conditions as may be amended from time to time;

"**Warden**" means the person appointed by the Council to be responsible for the day-to-day management of the School, including anyone to whom such duties have been delegated;

"**we**" or the "**School**" means the legal entity carrying on as the School as identified in Clause 1.2 below; and

"**you**" or the "**parents**" means each person who has signed the Final Acceptance Form as a holder of parental responsibility for the child or a person who, with the School's express written consent, replaces a person who has signed the Acceptance Form.

In these Terms and Conditions we sometimes provide illustrative examples to try and provide you with a better understanding of what we are referring to. We do this by using the words "**for example**", "**includes**" or "**including**". When we do use these words, it means that the examples that are given are not exclusive or limiting examples of the matter in question.

We also use headings to introduce the separate provisions. These headings are for ease of understanding only.

1.2 *Who we are.* We are St Peter's College, Radley (known as Radley College) a company incorporated in England and Wales by Royal Charter. Our company registration number is RC000611, and our charity registration number is 309243. Our registered VAT number is 945706892.

1.3 *Our contract with you.* The **Final Acceptance Form**, the **Schedule of Fees**, the **FIA Terms and Conditions** and these **Terms and Conditions** (as in each case may be amended from time to time) form the terms of an agreement (the "**Contract**") between you and

the School. It is not intended that the terms of the Contract shall be enforceable by your child or by any other third party.

## 2. Acceptance and Final Acceptance Fee

2.1 *How you accept our offer of a place.* An offer of a place for your child at the School is accepted by your submitting a completed Final Acceptance Form and paying the Final Acceptance Fee.

2.2 *The non-refundable status of the Final Acceptance Fee.* The Final Acceptance Fee comprises two separate elements, as shown in the Final Acceptance Form, being:

2.2.1 an offer acceptance fee, which covers the costs of processing and administering your child's admission (including entrance examinations and interviews) to the School in the run up to the offer of a place (the "**Offer Acceptance Fee**"); and

2.2.2 a deposit on account of future Fees and Extras (the "**Deposit**").

**The Offer Acceptance Fee and the Deposit are not refundable if your child does not take up his place at the School.** The limited exception to this is where notice is given in accordance with Clause 3.1 or Clause 3.2 below (as applicable) and the School actually fills the specific vacancy created by your child's withdrawal, in which case the School shall refund the Offer Acceptance Fee and the Deposit to you less its reasonable costs in administering your dealings with the School or a reasonable estimate of those costs. You should be aware that in the event of a late withdrawal it is unlikely that the School would be able to fill the vacancy created by your child's withdrawal.

2.3 *How we use the Deposit.* Unless you have indicated that you would like to donate the Deposit to the *Radley Foundation*, the Deposit will form part of the general funds of the School until it is credited without interest to the final payment of the Fees or other sums due to the School on your child's leaving (unless otherwise stated in these Terms and Conditions).

**PLEASE READ THE NEXT SECTION CAREFULLY** - it deals with what you need to do if you wish to withdraw your acceptance of a place **before** your child joins the School and what happens if you withdraw at that stage.

The cancellation of a place which has been accepted can cause losses to the School, especially if it occurs after other families have taken their decisions about schooling for their children. This is why we require the period of notice referred to in this section for a withdrawal, and why different consequences follow depending on whether we get that period of notice or not.

## 3. Withdrawing your Acceptance of a Place before your child joins the School

3.1 *The period of notice we require (excluding Late Offers).* **If you wish to withdraw your acceptance of a place BEFORE your child starts at the School you must give the School written notice to that effect.** Whether the Offer Acceptance Fee and/or the Deposit is refundable and/or whether further Fees are payable by you will depend on both (a) when you accepted the place and (b) when the notice of withdrawal you give (if any) is received by the School. The following table shows the provisions which apply to offers accepted before 1 January in the calendar year before your child is due to start at the School; please see Clause 3.2 for the rules concerning Late Offers, including entry to the Sixth Form and scholarship entry, where offers are made closer to the date your child starts at the School.

The period of notice we require (excluding Late Offers) – Financial Consequences		
Scenario	Date we receive your notice of withdrawal	Financial consequences
<b>A</b>	On or before 1 January in the calendar year before the year in which your child is due to start at the School	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Refunded</li> <li>• <u>Deposit</u> – Refunded</li> <li>• <u>Fees in lieu of notice</u> – None</li> </ul>
<b>B</b>	After 1 January in the calendar year before the year in which your child is due to start at the School, but before the first day of the term immediately preceding the term in which your child is due to start at the School	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Not refunded</li> <li>• <u>Deposit</u> – Refunded</li> <li>• <u>Fees in lieu of notice</u> – None</li> </ul>
<b>C</b>	On or after the first day of the term immediately preceding the term in which your child is due to start at the School (or if we receive no notice at all)	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Not refunded</li> <li>• <u>Deposit</u> – Credited to Fees in lieu of notice (without interest or any entitlement to repayment under Clause 2.2 above)</li> <li>• <u>Fees in lieu of notice</u> – A term's Fees will be payable by you and will become due and owing to the School upon demand as a debt. The term's Fees will be charged at the prevailing rate. Where applicable, the Fees will be reduced to take account of any financial assistance (eg, a scholarship or bursary award, or both) awarded to you by the School.</li> </ul>

3.2 *The period of notice we require if we make a Late Offer.* We may offer your child a place at the School later in the admissions process, including entry to the Sixth Form and scholarship entry where offers are made closer to the date your child is due to start at the School. In these circumstances, we may make offers after 1 January in the year before the calendar year in which your child is due to start at the School (a "**Late Offer**"). If you wish to withdraw your child after accepting a Late Offer but before your child starts at the School, you must give the School written notice to that effect. Because of the timing of the Late Offer your notice will be received after 1 January in the year before your child was due to start at the School and so the following rules (instead of those set out in Clause 3.1 above) will apply. Whether the Offer Acceptance Fee and/or the Deposit is refundable to you and/or whether further Fees are payable by you will depend on both (a) when you accepted the place and (b) when the notice of withdrawal you give (if any) is received by the School.

The period of notice we require for Late Offers – Financial Consequences		
Scenario	Date we receive your notice of withdrawal	Financial consequences
A	Within 14 days of the date on which you accepted the place and paid the Final Acceptance Fee	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Refunded</li> <li>• <u>Deposit</u> – Refunded</li> <li>• <u>Fees in lieu of notice</u> – None</li> </ul>
B	After 14 days of the date on which you accepted the place and paid the Final Acceptance Fee, but before the first day of the term immediately preceding the term in which your child is due to start at the School	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Not refunded</li> <li>• <u>Deposit</u> – Refunded</li> <li>• <u>Fees in lieu of notice</u> – None</li> </ul>
C	On or after the first day of the term immediately preceding the term in which your child was due to start at the School (or if we receive no notice at all)	<ul style="list-style-type: none"> <li>• <u>Offer Acceptance Fee</u> – Not refunded</li> <li>• <u>Deposit</u> – Credited to Fees in lieu of notice (without interest or any entitlement to repayment under Clause 2.2 above)</li> <li>• <u>Fees in lieu of notice</u> – A term’s Fees will be payable by you and will become due and owing to the School upon demand as a debt. The term’s Fees will be charged at the prevailing rate. Where applicable, the Fees will be reduced to take account of any financial assistance (eg, a scholarship or bursary award, or both) awarded to you by the School.</li> </ul>

#### 4. School Fees, Extras and Payment

4.1 *What the Fees include.* Unless set out in the Schedule of Fees or notified to you at any time, the Fees include the costs we incur in the usual course of educating your child and facilitating our boarding provision.

4.2 *What the Fees do not include: Extras.* We refer to any items charged to you in addition to the Fees as **Extras**. By way of example, any extra-curricular activities which need to be paid for (such as private lessons, music lessons, trips and visits), will be supplemental to items met by the Fees and charged for accordingly as Extras. Extras will also include other charges incurred by you and/or your child (including, again by way of example: *Social* (house) and shop charges; boat club charges; books and stationery; items ordered by you and/or your child; charges for any damage caused; and other similar items (whether referred to in the Schedule of Fees or otherwise)). Charges relating to insurance will be charged as Extras – you **must** notify us if you wish to be included in the School’s Fees

*Refund Scheme* (further details of which are included in the Schedule of Fees). In addition, all public examination fees shall be charged for as Extras. Additional charges incurred by the School in providing for the special educational needs of your child or for English as an additional language may also be charged as Extras.

**PLEASE READ THE NEXT SECTION CAREFULLY** - *it deals with your responsibility to pay the Fees and Extras.*

- 4.3 *Who is responsible for payment.* **Each of you who has signed the Final Acceptance Form is liable for and must ensure that all of the Fees and Extras due are paid to the School. This is because our Contract applies to both of you together and each of you on your own.** Each person who signs the Final Acceptance Form has an individual responsibility to ensure that, between them, the Fees and Extras owing to the School are paid. In practice this means that if Fees or Extras have not been paid to the School then in order to recover the outstanding payments, the School can seek payment of the full amount outstanding from either parent or both parents. The only exceptions to this are set out in Clause 4.4 immediately below. Court orders (for example, where parents are separated or divorced) and other arrangements between parents or third parties relating to Fees do not normally bind or apply to the School, and do not extinguish either parent's liability for the Fees and Extras due under this Contract.
- 4.4 *How can one person remove him/herself from their payment responsibility and circumstances where the School may agree to accept payment from a person who has not signed the Final Acceptance Form and is not a party to this Contract.* A person who has signed the Final Acceptance Form may be removed from their payment responsibility under this Contract by submitting a term's notice but that person **must** have obtained the prior written consent of **both** the School **and** the other person who has signed the Final Acceptance Form before submitting such notice. Separately, the School may (without obligation to do so) agree in writing with each of you to accept payment from a third party (for example, a grandparent or employer), but this will not discharge your payment responsibility under this Contract, unless and until we agree otherwise in writing.
- 4.5 *How bursary and scholarship awards are treated.* If your child has been awarded a bursary / scholarship or other award which includes financial assistance (by way of fee remission), your responsibility will be to pay the amount of Fees due after taking account of that award. **A bursary / scholarship or other award of financial assistance may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and/or if, in the opinion of the Warden, your child's attendance, progress and/or behaviour (and/or your behaviour or conduct (or the behaviour or conduct of one of you)) no longer merit the continuation of the award.** Any such withdrawal of an award will not operate so as to increase the Fees due in respect of a term which has already commenced. Where it appears likely to the Warden that an award which includes financial assistance may be withdrawn, you will be notified in advance. If within fourteen (14) days of that notification your child is withdrawn from the School, no Fees in lieu of notice will be payable by you. This will give you enough time to decide whether you want to continue to educate your child at the School without the benefit of the financial assistance.
- 4.6 *Information on your identity and the source of funds.* We will always comply with legal requirements relating to confirming your identity and status, or detecting/preventing money laundering, terrorist financing, breaching sanctions and other illegal activities. The School may from time to time ask you to provide us with information that we consider to be satisfactory so that we can verify:



- 4.6.1 your identity and/or place of residence;
- 4.6.2 your child's identity;
- 4.6.3 your child's right to enter, live and study in the United Kingdom;
- 4.6.4 that you are not subject to, or within the purview of, any national or international financial, economic, trade or other similar sanctions imposed by the UK or other competent authority; and
- 4.6.5 the legitimate source of funds you are using to pay the Fees.

You must provide the School with the information and documentation we ask for and we may share such information with third parties (including regulatory and law enforcement authorities).

- 4.7 *How the Fees are charged and payment requirements.* The annual Fees are divided into three equal parts and are charged separately on a termly basis, regardless of the length of any term. **Each term's Fees fall due for payment by you on the first day of that term.** Each term's Fees will be included in an invoice sent to you (or such other person(s) the School may have agreed separately shall pay the Fees under Clause 4.4 above) in advance of the term to which they relate. The Fees must be paid in full by direct debit on or before the first day of term to which the invoice relates. **We may not allow your child to attend the School if you do not pay on time.**
- 4.8 *Payment of Extras.* All Extras for each term (and other unpaid Extras that were agreed during the previous term) will be itemised separately and included in the School's Fees invoice. **All Extras must be paid in full by direct debit on or before the first day of the next term.**
- 4.9 *Method of Payment.* The Fees and Extras must be paid in full by direct debit unless the Bursar has agreed separately to accept payment by direct bank transfer or some other payment method.

**PLEASE READ THE NEXT SECTION CAREFULLY** - it sets out what rights we have, and what action we may take, if Fees and/or Extras are not paid in accordance with these Terms and Conditions.

- 4.10 *Non-payment of Fees: refusal to attend school.* We may refuse to allow your child to attend the School, withhold any references, and/or withdraw sponsorship of your child's Student Visa (if applicable) while Fees remain unpaid or if there is a persistent failure by you to pay the Fees on time.
- 4.11 *Non-payment of Extras: refusal to participate in the relevant activity.* We may refuse to allow your child to participate in the relevant extra-curricular activity, or sit the relevant public examination(s), while the applicable Extra for that activity or examination(s) remains unpaid.
- 4.12 *We can charge a Late Payment Charge if you pay late.* If you do not make any payment to the School by the due date for payment (see Clauses 4.7 and 4.8 above), we may require you to pay a Late Payment Charge. **If required, you must pay the School the Late Payment Charge together with the overdue amount.**
- 4.13 *We can recover our costs for recovering late or non-payments.* You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid Fees or Extras from you (including reasonable legal costs).
- 4.14 *We can notify other educational institutions of your outstanding payments.* We may inform any other school or educational establishment to which you propose to send your child of any outstanding Fees or Extras.

**PLEASE READ THE NEXT SECTION CAREFULLY** - it sets our right to increase the Fees during the course of your child's time at the School.

- 4.15 *Our ability to increase the Fees.* We will review the Fees during the course of your child's education and may increase them. We will give you notice of any increase in the Fees due for a particular term not later than the final day of the preceding term. If as a result of the proposed increase you will no longer feel able to pay the Fees in accordance with the terms of this Contract then you will be entitled to withdraw your child from the start of the following term without giving a term's notice or paying fees in lieu. **However, if you wish to do this, you must give the School notice in writing of the withdrawal within twenty-one (21) days from the date when notice of the increase in Fees is given.** If you provide this notice, you will be able to withdraw your child without being responsible for Fees for the next term. We recommend and encourage you to follow the following procedure:
- (a) within seven (7) days of the date of the notice of the increase in Fees, notify the Bursar in writing of your inability to feel able to continue to pay the Fees after the proposed increase is due to take effect and request a meeting with the Bursar to discuss; and
  - (b) within fourteen (14) days of the date of the notice of the increase in Fees meet with the Bursar to discuss the matter in full (in person ideally, but over the telephone if necessary); and
  - (c) if you still wish to withdraw your child from the School from the start of the following term after your meeting with the Bursar, give the School notice in

writing confirming the withdrawal within seven (7) days from the date of your meeting with the Bursar.

- 4.16 Fees and Extras will not be reduced due to your child's absence. Fees and any agreed Extras will not be reduced or refunded as a result of absence due to illness or otherwise, or as a result of your child being required to study from home as a result of us providing educational services remotely for whatever reason. If your child takes study leave at home before or during public examinations, or stays at home following those examinations, or is otherwise permitted to leave before the end of a term, or if a term is shorter than others (or shortened), no reduction of Fees or Extras will be made in respect of any such periods spent at home.
- 4.17 Allocation of payments to your Fees account. Except where expressly agreed with you otherwise, the School will be entitled to allocate payments from you to your account as it sees fit. For example, the School will be entitled to allocate a payment made in respect of one child to the unpaid account of any other child of yours at the School.
- 4.18 How Fees are discharged under our 'Fees In Advance' scheme, and your continued responsibility to pay any outstanding or additional amounts still owed to the School. Where you and the School have entered into an agreement incorporating the FIA Terms and Conditions (ie, where you have made a 'lump sum' capital payment in respect of all or part of the Fees and Extras due under this Contract) the School will administer that lump sum to meet the Fees and Extras pursuant to the FIA Terms and Conditions but you will still need to meet the difference (if any) between the amount per term applied by the School under the FIA Terms and Conditions and the total Fees and Extras due in respect of your child each term under this Contract. The School will provide a termly statement of account in respect of the Fees and Extras and the difference will be payable in accordance with the terms of this Contract.

**PLEASE READ THE NEXT SECTION CAREFULLY** - it sets out what period of notice we require from you if you wish to (i) withdraw your child from the School, or (ii) remove your child from participating in an activity which is charged as an Extra.

Due to the termly organisation and allocation of resources we will charge you if you do not provide us with the required period of notice. In such circumstances, we require you to pay us a sum equivalent to the Fees and/or Extras you would have paid had the required period of notice been given – we refer to the relevant sum as “**Fees in lieu of notice**”

## 5. Notice Requirements

- 5.1 Notice to withdraw your child from the School. **If you wish to withdraw your child from the School (other than at the normal leaving date which is at the end of year 13 (6.2)), you must either give a term's notice to that effect or pay to the School a term's Fees in lieu of notice, at the rate that would have been charged for the final term of provision if a term's notice had been given.** The School will credit the Deposit you have paid (without interest or any entitlement to repayment under Clause 2.2 above) to the payment of such Fees in lieu of notice. This means that if, for example, you wish to withdraw your child with effect from the start of the Michaelmas term (ie, at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding Summer term (ie, the final term of the preceding academic year) or pay the Fees in lieu of notice referred to above.
- 5.2 When the relevant amount of Fees in lieu of notice must be paid. In cases under Clause 5.1 above, the appropriate amount of Fees in lieu of notice will become payable by you upon demand as a debt.

5.3 Notice to withdraw your child from participating in an activity covered by an Extra. If you wish to withdraw your child from an activity charged for as an Extra, you must either give a term's notice to that effect or pay to the School as a debt a term's charges for the activity in which your child has ceased to participate.

5.4 Withdrawal part-way through a term does not reduce the amount you owe to the School. It is not possible for you to reduce the amount of Fees or Extras due, or to obtain a refund of Fees or Extras, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

## 6. School Policies

6.1 Compliance with the School Policies. It is a condition of remaining at the School that you and your child comply with the School Policies. In addition, you must ensure that your child attends School punctually and that your child conforms to any rules of appearance, dress and behaviour we may issue from time to time (if not already included within the School Policies).

6.2 We may undertake drugs and alcohol testing of your child. The School may undertake drugs and alcohol testing of pupils in accordance with its *Healthy Living Policy*. The *Healthy Living Policy* has been adopted for disciplinary purposes and with the aim of safeguarding the health and safety of all pupils.

6.3 Monitoring your child's telephone, email and messaging communications, internet and Wi-Fi use, and use of social media. **The School may, subject to applicable data protection legislation, monitor your child's telephone, email and messaging communication, internet and Wi-Fi use, and use of social media.** We may do this for various reasons, including ensuring compliance with the School Policies or where it is appropriate or necessary for the School to do so in connection with the School's legal and/or other duties and responsibilities or other legitimate purposes or good practice requirements.

## 7. Suspension, Exclusion and Required Removal

7.1 The Warden's discretion to suspend or exclude your child from the School. The Warden may in his discretion suspend or, in serious or persistent cases, exclude your child from the School if the Warden considers that your child's conduct or behaviour (including behaviour or conduct outside School) is unsatisfactory and the suspension or exclusion is in the School's best interests and/or those of your child or other children.

7.2 Where you can find examples of offences punishable by suspension or exclusion. The School Policies set out examples of offences likely to be punishable by suspension or exclusion. These examples are not exhaustive and the Warden may decide that suspension or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your son's record at the School may be taken into account.

7.3 The Warden's discretion to require you to remove your child from the School. Instead of suspension or exclusion, the Warden may in his discretion require you to remove your child from the School if the Warden considers that:

7.3.1 **your** behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this Contract; or

7.3.2 your child's attendance or progress is unsatisfactory and, in the reasonable opinion of the Warden, the removal is in the School's best interests and/or those of your child or other children.

- 7.4 What happens if your child is suspended, excluded or removed from the School. Should the Warden exercise his right under either Clause 7.1 or Clause 7.3 above:
- 7.4.1 you will not be entitled to any refund or remission of Fees or Extras due (whether paid or payable) in or relating to the term in which your child is excluded, suspended or removed;
  - 7.4.2 the Deposit will be forfeited and retained by the School (except in cases of required removal under Clause 7.3.2); and.
  - 7.4.3 in respect of exclusions and required removals, Fees in lieu of notice will not be payable and any Fees and/or Extras that have been prepaid for or relating to any term after the term in which the exclusion or required removal occurred will be refunded.
- 7.5 Impact of exclusion or required removal on this Contract. This Contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School.
- 7.6 Your right to have decisions to exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or the Warden to exclude or require the removal of your child under this Clause 7 reviewed. Any such review shall be governed by the final stage of the Complaints Procedure.
- 8. The School's Obligations**
- 8.1 The period of your child's schooling. Subject to these Terms and Conditions, the School will accept your child as a pupil of the School and register your child on the School's statutory register from the time of joining the School until the end of his secondary schooling (ie to the end of year 13 (6.2)). For the avoidance of doubt, if you do not wish for your child to continue to the Sixth Form, you must provide a term's notice of withdrawal under Clause 5.1 above (ie, you must provide notice on or before first day of the Summer term in the Fifth Form).
- 8.2 The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his education and welfare. This obligation will apply during each term and when your child is participating in activities outside of term-time organised by the School. **We cannot accept any responsibility for your child while he is off the School premises unless he is taking part in a School activity or is otherwise under the supervision of a member of School staff.** The School shall adhere to and comply with the *Boarding Schools National Minimum Standards* (applicable from time to time) published under the Children Act 1989 (as amended or superseded).
- 8.3 Consent to participation in trips and visits, in contact sports and other sports activities. Unless you notify us to the contrary, you consent to your child participating, under supervision, in contact sports and in other sports and activities which may entail some risk of physical injury. Further information can be found in the School Policies relating to medical treatment. You also consent to your child participating in trips and visits organised in the normal course of your child's schooling.
- 8.4 What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care we will try to contact you and, if practicable, we will share information from your child's medical file with the doctor or other medical practitioner.
- 8.5 Our right to make changes at the School. The School Policies and our website and prospectus describe the broad principles on which the School is presently run. However, from time

to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your child (including by providing such education remotely whilst your child remains at home, for example, where the School is required to close the School premises).

- 8.6 *We will give you notice of significant changes.* Where practicable, we will give you notice of any planned changes that we regard as significant to your child's education prior to the end of the penultimate term before the change is to take effect. For example, if a change is to take effect at the start of the Michaelmas term, we would notify you before the end of the preceding Lent term. This will allow you time to consider the proposed change and, if you wish to withdraw your child from the School before the proposed change is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5.1 above.
- 8.7 *Monitoring your child's progress at the School.* We will monitor your child's progress at the School and produce regular written reports. **We will advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia, ADHD or other conditions.** A formal assessment can be arranged either by you or by the School at your expense.
- 8.8 *Religious observance and relationships and sex education (RSE) and health education.* Religious observance, relationships and sex education (RSE) and health education at the School will be conducted in accordance with the School Policies.

## 9. The Parents' Obligations

- 9.1 *Attendance.* You must ensure that your child attends School during each term, and you must not take your child out of School during term-time; nor allow him to leave School early (at the end of a term, or before leave-away begins) nor return him to School late (at the beginning of a term, or when leave-away ends) unless with the express prior written approval of the Warden. In any event, the Warden must be informed in writing of any reason for your child's absence from School.
- 9.2 *We require your co-operation.* In order to fulfil our obligations under this Contract and to maintain a constructive relationship with you, we, the Warden and School staff need your co-operation, including in particular by you fulfilling your own obligations under this Contract.
- 9.3 *Examples of the co-operation and assistance we require.* You must co-operate with the School and School staff in good faith, and including in particular by:
- 9.3.1 maintaining a courteous and constructive relationship with School staff, acting reasonably, and ensuring the tone, content, volume and/or nature of your communications with the School are reasonable and appropriate;
  - 9.3.2 supporting your child's adherence to the School Policies and encouraging your child in his studies, and giving appropriate support at home;
  - 9.3.3 keeping the School up-to-date and informed about matters which affect or may affect your child (including circumstances which arise at any time that affect or may affect your ability to pay the Fees and Extras for your child, as well as any changes to their immigration status);
  - 9.3.4 ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to them) are not withheld;

- 9.3.5 providing cooperation and assistance to the School so that your child can participate and benefit from the School's provision of education (including where the School may wish/need to provide such education remotely);
- 9.3.6 attending meetings and otherwise keeping in touch with the School where your child's interests so require; and
- 9.3.7 where your child has been diagnosed with specific learning difficulties before he joins as a pupil of the School (and such diagnosis has not been disclosed to the School via the Online Entry Form or otherwise prior to or at the time when you signed the Final Acceptance Form), you must provide us with details as soon as reasonably possible.
- 9.4 *You must notify us of your child's health/medical conditions or special educational needs.* **It is a condition of your child's joining and remaining at the School that you complete and submit to the School a medical questionnaire in respect of your child.** You must inform the School of any allergy, health or medical condition, special educational need(s) or disability that your child has or subsequently develops, whether underlying, long-term or short-term, including any viruses or infections. You must also provide us, whether upon further request by the School or otherwise, with any reports or other materials relevant to any of the same. **If you withhold from us or otherwise misrepresent to us information of this nature in particular, please be aware that this may result in us exercising our right to end this Contact under Clause 14.1.2 below.**
- 9.5 *Circumstances where we may require you to keep your child away from School.* If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you may be required to keep your child at home and not permit him to return to the School until such time as the health risk has passed. Where it is considered appropriate, we will try to continue providing education to your child remotely during such period (including, for example, by sending you/your child work assignments electronically or by post).
- 9.6 *You must notify us of any special arrangements needed for your child.* You must inform the School of any situations where special arrangements may be needed for your child, including in relation to their education or welfare.
- 9.7 *You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them.* You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) his attendance at the School (including its premises) and/or the School's provision of education to your child. These would include any court order or undertaking given to a court which may deal with or impact upon in any way:
- 9.7.1 your child's living and/or contact arrangements;
- 9.7.2 your child's education, welfare and/or upbringing;
- 9.7.3 the payment of Fees and/or Extras; and/or
- 9.7.4 your exercise of parental responsibility in respect of your child.

In any such circumstances you must (whether upon request or otherwise) promptly provide the School with relevant information, including copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them) having obtained the permission of the court if necessary.

9.8 We require you to nominate a 'responsible adult' for us to contact in your absence. It is a condition of your child's joining and remaining at the School that you nominate a 'responsible adult' (or 'educational guardian' for pupils living overseas) based in UK for your child who, amongst other things, can be contacted if the School is not able to contact you (in order to make decisions relating to your child) and who can look after your child in your absence. If your child's visa is sponsored by the School as a *Child Student* this is a requirement of their visa.

9.9 We are entitled to expect that parents have consulted with each other regarding decisions relating to their child. You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that the School is entitled to assume that you have consulted with each other so far as significant decisions regarding your child are concerned. Accordingly, except under Clause 9.10 below, you (and each of you) accept that the School is entitled to treat:

9.9.1 any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and

9.9.2 any communication from the School to one of you as having been given to both of you.



**PLEASE READ THE NEXT SECTION CAREFULLY** – it sets out who needs to sign a notice of withdrawal of your child.

- 9.10 *We are entitled to require that notices of withdrawal must be signed by both parents.* **A notice of withdrawal of your child served under this Contract (ie, under any of Clauses 3.1, 3.2, 4.5, 4.15, or 5.1) must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).**
- 9.11 *You must notify us if you will be absent from the UK for a period of time.* If you (or either of you) are not normally resident in the United Kingdom, or are abroad for more than forty-eight (48) hours during term-time, you must inform the Warden and/or *Social Tutor* in writing and provide the name, address, telephone number and other contact details of a person who is resident in the United Kingdom and who will act as a responsible adult for your child.
- 9.12 *Raising concerns with the School and making formal complaints.* If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without undue delay. Complaints should be made in accordance with the Complaints Procedure. A copy of the most up-to-date version of the Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request.

## **10. Insurance**

*Your responsibility to make your own insurance arrangements.* You must make your own insurance arrangements if you require cover for your child or their property while at School or for the payment of Fees due to absence of your child or closure of the School premises. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the Fees.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - Although there will be circumstances when it is appropriate to seek a parental consent, children's data protection and privacy rights are their own. The law considers that children of average maturity will, from the age of around 12, have sufficient awareness of their own privacy to make certain choices relating to their personal data themselves. Parents' views remain important, but sometimes the law will require us to give more weight to the decision the child makes about his or her own privacy.

For most purposes, it will not in fact be necessary or practical for us to obtain consent from you (or your child) for the use we make of your (or your child's) personal data. The law recognises this but also requires that, as far as possible, we set out clearly what these uses will be. Please also see our Privacy Statement which is available on the School's website or otherwise upon request.

## **11. How we may use Personal Information: References, Confidentiality and Data Protection**

11.1 *We may provide a reference for your child.* We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend or, where applicable, to any prospective employer. Any reference supplied by us (or received by us) will be confidential. We will take care to ensure that all information that is supplied by us relating to your child is accurate and any opinion given on his ability, aptitude for certain courses and character is fair. However, we cannot be responsible for any loss you are, or your child is, alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

11.2 *We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School.* This will include name, contact details, School records, photographs and audio-visual recordings (including recordings of lessons), both whilst your child is at the School and after he has left, for the purposes of:

11.2.1 managing relationships between the School and current pupils/parents and fulfilling our obligations to you, including educational and examination purposes, safeguarding, statutory reporting, health and safety, complaints, administration and processing of Fees;

11.2.2 promoting the School to prospective pupils/parents, publicising the School's activities, and communicating with the School community and the body of former pupils; and

11.2.3 managing the effective transitioning of pupils between the relevant educational institutions.

In respect of 11.2.2, this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website(s) and (where appropriate) the School's social media channels.

11.3 *You are required to update us of changes to information held, or in circumstances relating to, you and/or your child.* You must:

11.3.1 confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your child that is held by the School; and

11.3.2 inform the School of any change to your or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.

11.4 As a 'Student Sponsor' school we are required to provide certain information to the Home Office. In order to comply with our responsibilities as a licensed *Student Sponsor* for immigration purposes, we may need to provide information relating to you and/or your child's right to enter, reside and/or study in the United Kingdom to the Home Office (and to do so whether we actually sponsor your child or not). Such information may include information about your child's immigration status, attendance records, and any changes to your or your child's circumstances (including where your child is excluded, required to be removed, or this Contract is terminated).

11.5 We will send information (eg. school reports) about your child to both of you as a matter of course. Any person who has parental responsibility for your child is entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his progress, development and/or education generally). The School will therefore disclose such information as a matter of routine to each such person unless the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under data protection law).

11.6 Data Protection Law. The School will process personal data about you and your child in accordance with data protection law, including the UK's General Data Protection Regulation, the Data Protection Act 2018 (as it is amended or superseded) and other related legislation. We will process such personal data:

11.6.1 as set out in this Clause 11, and in the School's *Privacy Statement* which is available on the School's website as may be amended from time to time;

11.6.2 in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and

11.6.3 to perform our obligations under this Contract, and where otherwise reasonably necessary for the School's purposes.

## 12. Intellectual Property Rights

Recognising these rights. We will recognise any intellectual property rights created, generated or owned by or vested in your child.

## 13. Changes in Ownership

The circumstances in which we may transfer this Contract to someone else. We may transfer our rights and obligations under this Contract to another person or organisation. We will tell you in writing if this happens and we will ensure that the transfer will not affect your rights under this Contract.

**PLEASE READ THE NEXT SECTION CAREFULLY** – it sets out the rights we have, and that you have, to cancel this Contract early (that is, before the normal leaving date for the end of your child's schooling, which is at the end of year 13 (6.2))

#### **14. Ending this Contract**

14.1 *Our rights to end the Contract.* In addition to where this Contract is terminated automatically as a result of an exclusion or required removal under Clause 7, the School may end this Contract at any time by notice in writing to you, without any obligation to return any deposit or Fees paid to you, if:

14.1.1 you do not make a payment to us when it is due and you still do not make payment within fourteen (14) days of us reminding you that such payment is due;

14.1.2 you (or either of you) make a serious misrepresentation of facts or circumstances to us, or you (or either of you) withhold important information from us, about you and/or your child or that is relevant to the provision of education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you are and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you are/your child is not, or any information about your child's health, medical condition, special educational needs, disability or allergies);

14.1.3 you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and/or you fail or refuse to complete and submit a parental absence form;

14.1.4 you fail or refuse to provide us with information we require under Clause 4.6 to verify to our satisfaction: your identity; your child's identity; your child's right to enter, live and study in the United Kingdom; the legitimate source of funds you are using to pay the Fees; or that you are not subject to any sanctions; or, if in light of the information you do provide (if any), we are not satisfied (acting reasonably) that it properly and accurately verifies any of the foregoing. Instead of ending this Contract, we may otherwise refuse to allow your child to attend school until the relevant satisfactory information has been provided. For example, your child may not be permitted to attend school unless and until they have a valid visa;

14.1.5 you (or either of you):

(a) are unable, following our request, to demonstrate that you will be able to pay the Fees and Extras due under this Contract;

(b) repeatedly or persistently fail to pay the Fees on time;

(c) are otherwise unable to pay your debts as they fall due;

(d) are the subject of a bankruptcy petition or order;

(e) enter into an individual voluntary arrangement; or

- 14.1.6 you otherwise do not comply with (ie, you breach) your obligations under this Contract such that we have a legal right to end the Contract because of something you have done wrong or, in the Warden's reasonable opinion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this Contract.
- 14.2 *Your rights to end the Contract.* You may end this Contract at any time by notice in writing to the School if:
- 14.2.1 you have a legal right to end the Contract because of something we have done wrong; or
- 14.2.2 the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.
- 14.3 *When this Contract will end if not terminated early.* For the avoidance of doubt and without us having to provide you with notice, this Contract shall end at the end of your child's schooling (at the end of year 13 (6.2)).
- 14.4 *Ending the Contract will not affect any accrued rights.* Once this Contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen, for example your obligation to pay any outstanding invoices, Fees, or Extras. After this Contract ends, you and the School will keep any rights each has under, or as a matter of, general law.
- 15. Events outside of our, or your, control**
- 15.1 *What we mean by an "event outside of our/your control".* We mean any event beyond either your or our reasonable control including, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation, guidance or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination. In the remainder of this Clause 15 we shall refer to these as an "event".
- 15.2 *What happens if we are affected by an event outside of our control.* If an event arises which prevents or delays the School's performance of any of its obligations under this Contract, the School shall give you notice in writing specifying the nature and extent of the circumstances giving rise to the event. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the event, the School will not be responsible for not performing those of our obligations which are prevented or delayed by, and during the continuance of, the event. To the extent reasonably practicable in the circumstances the School shall try during the continuance of the event to continue to provide educational services (including by providing appropriate educational services remotely).
- 15.3 *Events lasting more than 6 months.* If the School is prevented from performing all of its obligations as a result of an event (and is unable to provide educational services remotely) for a continuous period of more than six (6) months, the School shall notify you of the steps it plans to take to ensure performance of the Contract after such period and you shall then, following receipt of such notice, be entitled to end this Contract on written notice to the School and without giving a term's notice or paying Fees in lieu of notice.
- 15.4 *What happens if your child is affected by an event outside of your control.* Subject to Clause 4.16 (which means that you are not entitled to a refund or reduction in Fees in cases of illness or absence), if your child is wholly and completely unable to participate in the provision of any education at the School or remotely due to reasons caused by an event you shall give the School notice in writing of such circumstances and the following provisions shall apply:

- 15.4.1 in consultation and cooperation with the School you shall do everything you reasonably can to minimise the impact of the event in order to continue to perform your obligations under this Contract in any way that is reasonably practicable in the circumstances; and resume the performance of the obligations as soon as reasonably possible;
- 15.4.2 in circumstances where, following the efforts made and steps taken under 15.4.1 above, your child is not able to participate and benefit from any level of provision of education by the School (whether at School or remotely) then you shall not be responsible for failing to perform your obligations (including the obligation to pay Fees, pro-rated accordingly) during the continuance of the event; and
- 15.4.3 if the event continues to prevent your child wholly and completely from attending the School or being able to participate and benefit from any level of provision of education by the School (whether at School or remotely) for more than six (6) months you shall discuss with the School a solution by which this Contract may be performed and, following such discussions, you or the School shall be entitled to cancel the Contract on written notice and without you being required to give a term's notice or to pay a term's Fees in lieu of notice.

## 16. Communications between you and the School

- 16.1 Notices must be in writing. When this Contract requires you or the School to give notice of something to the other then, unless we agree otherwise, this should be done in writing.
- 16.2 We will use the contact details held by the School to contact you. Communications (including notices) will be sent by the School to you at the address(es) shown in our records, or using your other contact details included in our records. **You must notify the School of any change of address(es) or other contact details.**
- 16.3 How to provide written notice to the School. Notices that you are required to give under these Terms and Conditions must be **in writing** addressed to the Warden and either:
  - 16.3.1 sent by email to the School using this email address [warden@radley.org.uk](mailto:warden@radley.org.uk);
  - 16.3.2 delivered by hand to the School;
  - 16.3.3 sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
  - 16.3.4 otherwise sent to the School's address by first or second class post.

**In light of the importance under this Contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that if you provide notice under any of Clauses 0, 4.5, 4.15, 5.1 and 5.3, of these Terms and Conditions (which are the provisions dealing with withdrawing your child from the School) you telephone us to confirm safe receipt if you have not received an acknowledgement from us forty-eight (48) hours (during term-time) and seven (7) days (during a School holiday period) after sending the notice.**

## 17. The Law that applies to this Contract and where legal proceedings may be brought

- 17.1 The law that applies to this Contract. The Contract between you and the School is governed by English Law and either you or the School must bring legal proceedings in respect of this Contract in the English courts.

17.2 Rights in relation to the enforcement of this Contract. If we choose not to enforce any part of this Contract, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this Contract. And, if we cannot enforce any part of this Contract, this will not affect our right to enforce the rest of this Contract.

**18. Changes to these Terms and Conditions**

Reserving the right to change these Terms and Conditions. We reserve the right to change or add to these Terms and Conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect. For example, if the updated Terms and Conditions are to take effect at the start of the Michaelmas term, we will notify you before the end of the preceding Lent term.

