

Terms and Conditions

Definitions

In these Terms and Conditions:

“**Acceptance Letter**” means a letter provided by the school to confirm a child/children’s place at Kings Kids Christian School.

“**Child**” means a child of whatsoever age admitted by the school to be educated

“**The Complaints Procedure**” is the school’s procedure for the review of the treatment of serious disciplinary matters and related decisions, a copy of which is available on request from the school; for legal or other substantive reasons or in order to assist the proper administration of the school this procedure will be amended from time to time;

“**Deposit**” or “**acceptance deposit**” means the sum set out in the schedule of fees to be paid at the beginning of a child’s admittance into the school.

“**Fees**” means the fees set out in the Fee Policy, which can be amended from time to time.

“**Head**” means the person appointed by the Board of Directors of the school to be responsible for the day to day management of the school, including anyone to whom such duties have been duly delegated.

“**School Rules**” means the rules of the school, a copy of the current version of which is sent to parents via email or post offering a place at the school, including anyone to whom such duties have been duly delegated.

“**Term**” means a term of the school year, as notified to parents.

“**A term’s notice**” means notice given not later than the first day of the term preceding the term to which the notice relates;

“**Terms and conditions**” means the terms and conditions of KKCS pertaining to the guidelines and policies meted out by the school. This is amended from time to time.

“**we**” or the “**school**” means the legal entity carrying on as the school as identified in clause 1.2 below, or its duly authorised representative, as the context requires;

“**You**” or the “**parents**” means each person who has signed the Acceptance Form as parent or guardian of a child or who with the school’s written consent has subsequently assumed parental responsibility for such a child.

The Acceptance Form, the Fees Policy, the School Rules, the Parent’s Complaints Procedure and these Terms and Conditions constitute a contract between you and Kings Kids Christian School. It is not intended that the terms of the contract should be enforced by your child or by any other third party.

1. Acceptance and Acceptance Deposit

An offer of a place for your child at the school is accepted by you completing all the necessary forms and paying the registration and acceptance deposit fees.

2. School Fees

All the costs incurred in the usual course of the education by the school of your child, including the provision of many of the usual educational materials shall be met by the fees unless notified by the school. No rebate for any inclusive item will be given if these are missed or not required for any reason including rebate for starting after the first day of the school term.

Each invoice must be paid in full on or before the first day of term, by cheque or BACS payments, if prior arrangement has not been made to pay the fees by direct debit. We reserve the right to refuse to allow your child to attend the school while fees or supplemental charges remain unpaid. We may make an interest charge of 5% above the base rate on late payment. We reserve the right to inform any other school or educational establishment to which you propose to send your child to of any outstanding fees.

The fees will be reviewed from time to time and may be increased by such amount as the school considers reasonable. In all cases we aim to give you a full term's notice but guarantee to give you a minimum of one half term's notice of any increase in the fees due, before the fee increase takes effect.

3. Notice Requirements

If you wish to withdraw your child from the school (other than when your child reaches the end of year 6 when all pupils must leave the school), you will need to either give a term's written notice to that effect or pay to the school a term's fees in lieu of notice, at such a rate as would have been charged had your child remained in the school. In cases where notice is not given, a term's fees in lieu of notice will become due and owing to the school as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given. We may choose to employ a debt collector or use legal action to recoup the remaining sum. Note that if a debt collector is employed or action through the court is pursued, legal fees, recovery charges and interest on the debt will be charged in addition to the debt and this interest may accumulate over time if the debt is not settled.

The school's affairs are organised on a term basis and it is not possible for you to reduce the amount of fees due or to obtain a refund by withdrawing your child partway through a term.

4. School Rules

It is a condition whilst at the school, that your child complies with the school rules as amended from time to time. In particular, you will need to ensure that your child attends school during term time, and in holiday time as requested or required. As well as this, punctually and your child's conformity to such rules of appearance, dress and behaviour as shall be issued by the school from time to time is required at all times.

5. Disciplinary Procedures

The Head Teacher may in her discretion remove, suspend or expel your child from the school if he/she considers that your child's attendance, progress or behaviour (including behaviour outside school), is seriously unsatisfactory or is bringing the school into disrepute. The removal of a child will be deemed in the school's best interest or in the interest of other children in the school.

The Head Teacher may in her discretion, require a parent to be removed or may suspend or expel a child if the behaviour of the parent or the child, is in the opinion of the Head Teacher unreasonable and affects or is likely to affect adversely the child or other children's progress at the school. This includes adversely affecting the well-being of the school staff, or if these actions could bring the school into disrepute.

Should the Head Teacher exercise this right, you will not be entitled to any refund or remission of fees or supplemental charges paid or due and the deposit will be forfeited. However in such circumstances fees in lieu of notice will not be payable and prepaid fees for subsequent terms will be refunded.

The school policies on suspension and expulsion set out examples of offences likely to be punishable by these means. The examples are not exhaustive, however, and the Head Teacher may decide that suspension or expulsion for a lesser offence is justified where there have been previous misbehaviour i.e. cumulative reasons. All aspects of a pupil's record at school may be taken into account in these cases.

6. The School's Obligations

Subject to these terms and conditions, the school undertakes to accept your child as a pupil of the school from the time of joining the school until the end of his or her statutory primary schooling provided that you child's academic progress and behaviour are, in the opinion of the Head Teacher, satisfactory.

While your child remains a pupil of the school, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on the school premises, or is participating in activities organised by the school.

In order to fulfil our obligations, we need your cooperation to:

- Fulfil your own obligation under these Terms and Conditions;
- Encourage your child in his or her studies, and giving appropriate support at home;
- Keeping the school informed of matters which affect your child
- Maintaining a courteous and constructive relationship with the school staff
- Attending meetings and otherwise keeping in touch with the school where your child's interests require it.

In accordance with our policy on restraint, we undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.

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

Although our prospectus describes the broad principles on which the school is presently run and is believed to be correct at the time of printing, it does not form part of the contract between you and the school. We reserve the right to make changes to any aspect of the school; including the curriculum and will only give parents a term's notice if these changes are deemed significant by the school.

We shall monitor your child's progress at the school and produce regular written reports. We shall advise you if we have any concern about your child's progress.

We do not undertake to diagnose dyslexia or other specific learning conditions on entry to the school, or during your child's time with us at the school. However, if agreed, a formal assessment for learning difficulties can be arranged either by you or by the school at your expense. If, having accepted your child into the school, and after reasonable efforts on our part, we find that we cannot adequately provide for your child's special educational needs, in the opinion of the Head Teacher, you may be asked to withdraw your child. In these circumstances you would not be charged fees in lieu of notice.

Parents should note that Kings Kids Christian School and that teaching and religious observance are conducted in accordance with the Christian tradition. Parents are therefore required to support the Christian ethos of the school.

7. The Parent's Obligations

It is a condition of your child's joining the school that you complete and submit to the school a medical questionnaire in respect of your child. You undertake to inform the school of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long term or short term, including any infections.

You undertake to inform the school of any situation where special arrangements may be needed in relation to your child

The school will be entitled, (unless notified otherwise), to treat any communication from any person who has signed the Pupil Acceptance Form as having been given on behalf of each person. Unless other arrangements are agreed between you and the school, we shall be entitled to treat any communication from the school to any such person as having been made to each/both of them.

The Head Teacher, or other teachers to whom she has delegated this authority, must be informed in writing of any reason for your child's absence from school. Wherever possible the school's prior consent should be sought for absence from the school. In particular, parents must ensure good attendance by not booking holidays during term time.

We cannot accept responsibility for the welfare of your child while off the school's premises unless he or she is taking part in a school activity or otherwise under the supervision of a member of the school staff.

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 delay. Complaints should be made in accordance with the Parent's Complaints Procedure.

8. Insurance

You must make your own insurance arrangements if you require cover for your child's person or property while at school. However your child is included in an obligatory personal accident scheme, the charge for which is included in the fees.

9. Confidentiality and References

You consent to our supplying information and a reference in respect of your child to any education institution which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all reports given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you 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.

You consent to us making use of information relating to your child whilst he or she is at the school, for the purposes of communicating and managing relationships with the school and current pupils, and former pupils of the school, providing references and communicating with the body of former pupils.

10. Communications

All notices required to be given under these Terms and Conditions must be given in writing, or an email message. You undertake to notify the school of any changes of address of any persons who has signed the Pupil Acceptance Form. Communications (including notices), will be sent by the school to the address shown in its records, or by email. Notices that you are required to give under these Terms and Conditions must be addressed to the Head Teacher and sent to the school's address. If sent by first class post, or email, notice shall be deemed to have been given on the second day after posting, or on the date of the Administrator acknowledging receipt of these instructions.

From time to time, the school may choose to use images of your child, or their names, for educational or publicity purposes, or permit others to do so. The acceptance of a place at Kings Kids Christian School implies that you consent to the school using images or the name of your child in this manner, unless you write to the Head Teacher formally before the event.

11. Jurisdiction and Governing Law

The contract between you and the school is governed by English law. For the benefit of the school you agree to the jurisdiction of the English courts.

12. Modifications

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 give you at least one term's notice of any such modifications.