

Woodlands Schools



STANDARD TERMS AND CONDITIONS

Effective from 1st September 2025

Woodlands Schools Limited

THE AIMS AND ETHOS OF WOODLANDS SCHOOLS

Woodlands Schools aim to combine all that is traditionally best, together with progressive and forward-thinking ideas, to enable pupils to become socially responsible citizens and life-long learners.

We seek to foster curiosity, independence and a love of learning in a happy and safe environment, in order that pupils may strive to achieve their full potential in personal, social, spiritual and academic development.

STANDARD 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 Woodlands Schools for your child. These terms tell you who we are and how and on what basis Woodlands Schools 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 Woodlands Schools and our provision of educational services.

Related Documents. Parents have an opportunity, on request, to see any of the documents referred to in these terms and conditions before they accept the offer of a place. All these documents, together with these terms and conditions, may undergo reasonable change from time to time, as circumstances require, so as to ensure that the School, its culture, ethos and resources are properly managed and to promote good order and discipline throughout the School community, and to ensure compliance with the law. The most up-to-date versions of all these documents are available on the Woodlands Schools' website and are otherwise available at any time from the School upon request.

Managing Change. Woodlands Schools, as any other school, is likely to undergo a number of changes during the time a child is a pupil here: for example, there may be changes in the staff, and in the premises and facilities and their use, in the curriculum and the size and composition of classes, and in the length of school terms. Fee levels will be reviewed each year and there will be increases from time to time by such amounts as the Directors of Woodlands Schools deem necessary and reasonable. Whenever practical, parents will be given reasonable notice of a change of policy which would have a significant effect on their child's education or pastoral care.

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 Bursar to discuss.

1. **Definitions**

- (a) **Meanings of some words and phrases we use in these terms and conditions.** In these terms and conditions 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.

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

"child" means the child named on the Acceptance Form;

"**Complaints Procedure**" means Woodlands Schools' 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 does not form part of the contract between you and the School. A copy of the most up-to-date 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(c) below;

"**deposit**" means the amount set out and referred to as the deposit in the Acceptance Form;

"**Directors**" means the Directors of the School who are appointed from time to time under the Board of Directors and who are responsible for governance of the School;

"**fees**" means the termly fees set out in the **Schedule of Fees**. From 1st January 2025 all fees for school age children will be subject to VAT.

"**Head Teacher**" means the person appointed by the Directors of the School to be responsible for (or to share in the responsibility for) the day-to-day running of the School, including anyone to whom such duties have been delegated;

"**Schedule of Fees**" means the published note of the School's prevailing fees as notified to you from time to time, a copy of which is available from the Bursar at any time upon request;

"**School Rules**" means the body of rules of the School 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, and which are set out in the School's Parent Handbook, on the School's website and in the School's Promoting Good Behaviour and Discipline Policy. You are requested to read these documents carefully with your child before you accept the offer of a place;

"**term**" means a term of the School as notified to parents from time to time and published on the School's website;

"**a term's notice**" means **written** notice given not later than the first day of the term *before* the term to which the notice relates¹;

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

"**we**" or the "**School**" means the legal entity carrying on as the School as identified in Clause 1(b) below and comprises Woodlands Schools Great Warley and Woodlands School Hutton Manor; and

"**you**" or the "**parents**" means each person who has signed the Acceptance Form as a parent of 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 separate provisions. These headings are for ease of understanding only.

- (b) Who we are. We are Woodlands Schools Limited t/a Woodlands Schools, a company registered in England and Wales. Our company registration number is 1389757 and our registered office is at 428 Rayleigh Road, Hutton, Brentwood, Essex CM13 1SD.
- (c) Our contract with you. The **letter offering your child a place at the School**, the **Acceptance Form**, the **Schedule of Fees** and these **terms and conditions** (as in each case may be varied from time to time) form the terms of an agreement (the "**contract**") between you and the School.

¹ So if, for example, 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 *spring* term immediately before.

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

- (d) Agency. All requests and authorities by those with parental responsibility are treated as being made on behalf of the pupil.

2. Acceptance and Deposit

- (a) How we make the offer of a place. The School will offer you a place for your child at one of our schools in a formal letter. We offer Taster Days for children from Year 1 upwards, and settling in days for Kindergarten and Reception children once a place has been accepted. Admission to the School will be subject to the availability of a place and to you and your child satisfying the admission requirements at the relevant time.
- (b) How you accept our offer of a place. An offer of a place for your child at the School is accepted when you submit the completed and signed Acceptance Form. A deposit must also be paid by the date set out in the formal letter offering your child a place at the School. (See Clause 2(a) above).
- (c) The non-refundable status of the deposit. Except where clause 3(a) applies, **the deposit is not refundable if your child's place is cancelled and/or they do not take up a place at the School or if you withdraw your child from the School prior to the end of Year 6.**
- (d) How we use the deposit. The deposit will form part of the general funds of the School. It will be returned following the child's last day at the School at the end of Year 6. Except where clause 3(a) applies, **the deposit will not be returned if the child leaves the School prior to the end of Year 6.**

(e) What charges may be deducted from the deposit. The School reserves the right to deduct amounts from the deposit held by it at any time for any particular pupil, the costs or expenses incurred by the School in respect of that particular pupil or other pupils within the same immediate family. Such costs or expenses may include unpaid fees, disbursement and any other charges as defined in Clause 4. **PLEASE READ THIS NEXT SECTION CAREFULLY - it deals with what you need to do if you wish to cancel your acceptance of a place before your child joins the School and what happens if you cancel 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 as it means we are less likely to fill the place. 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. Cancelling your Acceptance of a Place before your child joins the School

- (a) Your 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 of you meeting face to face with a member of the School staff between offer and acceptance, you have the right to cancel this contract at any time within 14 days of the day after we receive your completed and signed Acceptance Form.** In such circumstances the deposit will be refunded together with any fees paid, pro-rated if the School has provided any educational services under this contract. Information about the right to cancel and how to cancel is set out in the School's cancellation notice and form published on the School website.
- (b) The period of notice we require. **If you wish to cancel your acceptance of a place and terminate this contract BEFORE your child starts at the School you must give us written notice before the first day of the term immediately preceding the term in which your child was due to start.** This means that if, for example, your child is due to start at the School in September at the start of an academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (i.e. the final term of the previous academic year).
- (c) If we receive that period of notice. **If you provide that period of notice, you will lose the**

deposit but no further fees will be payable.

- (d) If we do not receive that period of notice. If you do not provide us with notice before the first day of the term immediately preceding the term in which your child was due to start (or if no notice is provided at all) a term's fees will be payable by you and will become due and owing to the School as a debt. The term's fees will be charged at the rate applicable for the term immediately preceding the term when your child was due to start.
- (e) Cancelling a place offered in the term before entry. Except for where clause 3(a) applies, if the offer of a place is made within a term of the child's proposed entry to the School, you may cancel and terminate this contract by notifying the School in writing at any time before entry but you shall pay one term's fees at the rate payable for the proposed term of entry payable as a debt.

4. School Fees, Disbursements and Payment

- (a) What the fees include. All the costs incurred in the usual course of the education by the School of your child, including the provision of a lunch-time meal and most educational materials, shall be met by the fees unless otherwise notified to you by the School at any time (either in the Schedule of Fees or otherwise).
- (b) What the fees do not include: disbursements. We refer to any items charged to you that are supplemental to the tuition fees (that is, items that are payable by you to the School in addition to the fees) as **disbursements**. By way of example, any extra-curricular activities (such as private music lessons, trips and visits) in which you agree in advance your child may participate will be supplemental to items met by the fees and charged for accordingly. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as disbursements where it is lawful to do so.

PLEASE READ THIS NEXT SECTION CAREFULLY - it deals with your responsibility to pay the fees and supplemental charges.

- (c) (i) Who is responsible for ensuring payment. **Each of you who has signed the Acceptance Form is liable for and must ensure that all of the fees and disbursements 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 of you remains liable to the School for all of the fees and disbursements due UNLESS AND UNTIL the School has expressly agreed in writing with each of you to look exclusively to any other person for payment of the fees and/or any supplemental charges. Each person who signs the Acceptance Form has an individual responsibility to ensure that, between them, the fees and supplemental charges owing to the School are paid. In practice this means that if fees or disbursements 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.
- (ii) How can one person remove him/herself from their payment responsibility. A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice but that person **must** obtain the prior written consent of **both** the School and the other person who has signed the Acceptance Form.
- (iii) Payment of Fees by a third party. An agreement with a third party to pay the fees or any other sum due to the School does not release you 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.
- (iv) Identity of Fees payer. From time to time the School may need to obtain satisfactory evidence of the identity of a person who is paying fees, such as sight of a passport, and you agree to provide such information as reasonably requested by the School in this respect.
- (v) Indemnity. You 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 pay all or part of any sum received against fees to a third party or, where it is lawful to do so, to pay any other charges incurred by the School in meeting the School's legal obligations.

- (d) How the fees are charged and payment requirements. The Directors set the fees that are chargeable each year. For convenience the annual fee is divided into three equal instalments, payable prior to the start of the Autumn, Spring and Summer Terms respectively. From 1st January 2025 all fees for school age children are subject to VAT.

Each term's fees are charged separately and the fees payable in respect of each term fall due as follows:

- (i) New Starters. The fees payable for the child's first term at the School fall due for payment by you as follows:
- For entry at the start of the Autumn Term: by no later than 1st August.
 - For entry at the start of the Spring Term: by no later than 1st December.
 - For entry at any other time: by no later than the date specified on the 'request for payment' issued by the Finance Department.
- (ii) Existing Pupils. **The fees payable in respect of each subsequent term fall due for payment by you by no later than the first day of that term.**

Each term's fees will be included in a 'request for payment' sent to you (or such other person(s) the School may have agreed separately shall pay the fees under Clause 4(c)(i) above). The fees must be paid in full by direct bank transfer or credit/debit card on or before the first day of the term to which the 'request for payment' relates. **The School reserves the right to refuse a payment if it is not satisfied with the identity of the payer or the source of the funds or where it has reason to believe that it may be unlawful to accept the payment. We may exclude your child from the School if you do not pay on time (see clause 4(gi) below).**

- (e) Less than full payment. Any sum tendered that is less than the sum due and owing may in any event be accepted by the School on account only.
- (f) Payment of disbursements. All disbursements for each term (and for other unpaid disbursements that were agreed during the previous term) will be included in the School's fees invoice. **All such disbursements must be paid in full by direct bank transfer or credit/debit card on or before the first day of the then forthcoming term.** If an item on the School's fees invoice is under query, the balance of that fees invoice must be paid. Some disbursement will be subject to VAT.

PLEASE READ THIS NEXT SECTION CAREFULLY - it sets out what rights we have, and what action we may take, if fees and/or supplemental charges are not paid in accordance with these terms and conditions.

- (g) (i) Non-payment of fees: refusal to attend school. **We may exclude your child by providing written notice if at any time fees are overdue for payment, including where we have refused to accept a payment under clause 4(d).** If the child is excluded for a period of 28 days or more in such circumstances, they will be deemed withdrawn without the requisite notice and a term's fees in lieu of notice will be payable in accordance with Section 5. **We may withhold any information, character references or property while fees remain unpaid or there is a persistent failure by you to pay the fees on time where it is lawful to do so.**
- (ii) Non-payment of disbursements: refusal to participate in the relevant activity. **We may refuse to allow your child to participate in the relevant extra-curricular activity while the applicable supplemental charge for that activity remains unpaid.**
- (iii) We can make an administrative charge if you pay late. We will make an administrative charge at the rate set by the Directors from time to time and set out in the Schedule of

Fees. This charge shall accrue on a monthly basis from the due date until the date of actual payment of the overdue amount, whether before or after we obtain a court judgment against you. **You must pay the School the administrative charge together with the overdue amount.** Such charges will be recoverable by legal action if necessary.

- (iv) 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 supplemental charges from you (including reasonable legal costs being costs that would be allowable by the courts if judgment was made in the School's favour), regardless of the value of the School's claim.
- (v) We can notify other educational institutions of your outstanding payments. You acknowledge that we may make enquiries of the child's previous schools for confirmation that all sums due and owing to such schools have been paid. You also acknowledge that **we may inform any other school or educational establishment to which you propose to send your child of any outstanding fees or disbursements owed to the School.**

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

- (h) Our ability to increase the fees. **We will review our fees during the course of your child's education (usually annually) and may increase them.** The School will try to provide as much notice as possible of any increase in the fees. However, in an attempt to keep fee increases as low as possible, the Directors may delay a decision until they have all pertinent information at their disposal to assist in setting a revised fee regime.
- (i) Fees and disbursements will not be reduced due to your child's absence. Fees and any agreed disbursements will not normally be reduced, refunded or waived as a result of absence due to illness; or if a term is shortened or a vacation extended; or if your child is released home before or after public examinations or otherwise before the normal end of a term; or if the School is temporarily closed due to adverse weather conditions or other safety related or good reasons; or for any reason other than exceptionally and at the sole discretion of the Head in a case of genuine hardship. You may, therefore, wish to consider the insurance schemes that are available in the marketplace.

PLEASE READ THIS NEXT SECTION CAREFULLY - *it sets out what period of notice we require from you if you wish to withdraw your child from the School or remove your child from participating in an activity for which there is a supplemental charge (disbursement).*

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 to cover the School's losses. In such circumstances we require you to pay us a sum equivalent to the fees and/or disbursements 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

- (a) 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 at the end of Year 6), you must either give us a clear term's notice to that effect or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.** This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (i.e. 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 (i.e. the final term of the preceding academic year).
- (b) When the relevant amount in lieu of notice must be paid. Where the required notice has not

been given under clause 5(a) above, the appropriate sum in lieu of notice will become payable by you to us 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.

- (c) Notice to withdraw your child from participating in an activity covered by a disbursement. If you wish to withdraw your child from an activity charged for as a disbursement, you must 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.
- (d) Withdrawal part-way through a term does not reduce the amount you owe to the School. **The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or disbursements due, or to obtain a refund of fees or disbursements, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.**

6. **School Rules**

- (a) School regime. You accept that the School will be run in accordance with the authorities delegated by the Directors to the Head Teacher. The Head Teacher 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 child is at issue. You accept that the School's policies, procedures and regime may be subject to change at short notice, if in the opinion of the Head Teacher. it is deemed appropriate to do so in the circumstances prevailing at the time.
- (b) Compliance with the School Rules. It is a condition of remaining at the School that your child complies with the School Rules, which are set out in the School's Promoting Good Behaviour and Discipline Policy. In addition, you promise to ensure that your child attends School punctually and that your child conforms to any rules of appearance, dress and behaviour as we may issue (if not already included within the School Rules).
- (c) Confidentiality and monitoring. You authorise the Head Teacher to override your own and (so far as they are entitled to do so) the child's rights to confidentiality, and to impart confidential information on a need to know basis where necessary to safeguard or promote the child's welfare or to avert a perceived risk of serious harm to the child or to another person at the School. In some cases, members of staff may need to be informed of any particular vulnerability the child may have. The School reserves the right to monitor the child's use of email, the internet and any internet based platform and mobile electronic devices. See also the School's Computing Policy and E-Safety Policy.

7. **Discipline, Suspension, Exclusion and Required Removal**

- (a) School discipline. You accept the authority of the Head Teacher and of other members of staff on the Head Teacher's behalf to carry out searches and investigations and take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the child and/or any pupil and/or the School community as a whole, to secure the orderly running of the School and where a pupil's conduct has brought the school into disrepute or might have done so.
- (b) Investigative action. A concern, complaint or rumour of misconduct will be investigated. The child may be questioned and the child and their belongings may be searched in appropriate circumstances. You will be informed of any searches for prohibited items and that the child may face formal disciplinary sanctions, unless the School is prevented from doing so. If considered necessary, the School may make arrangements for legal representation for the child to be funded at your expense. If, under the School's disciplinary policy, a disciplinary meeting with the Head Teacher is required before a decision is taken, the School will make reasonable efforts to notify you so that you can attend. In your absence, the child will be assisted by an adult (usually a teacher) of his / her choice.
- (c) Divulging information. Except as required by law, the School and its staff shall not be required to divulge to you or to others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head Teacher has acquired

during an investigation. Please see the School's Promoting Good Behaviour and Discipline Policy.

- (d) The Head Teacher's discretion to suspend or exclude your child from the School. The Head Teacher may in his or her discretion suspend or, in serious or persistent cases, exclude your child from the School if the Head Teacher 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 or those of your child or other children. A decision to exclude your child will only be made after the Board of Directors have been consulted). Please see the School's behaviour policy] for further details on the School's policies on sanctions and when they will apply.
- (e) The Head Teacher's discretion to require you to remove your child from the School. Instead of expulsion or suspension, the Head Teacher may in his or her discretion require you to remove your child from the School if the Head Teacher considers that:
- (i) **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 any member of the School community; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract;
 - (ii) your child's attendance or progress is unsatisfactory, and, in the reasonable opinion of the Head Teacher, the removal is in the School's best interests and/or those of your child or other children.
- (f) What happens if your child is suspended, excluded or removed from the School.
- (i) Should the Head Teacher exercise his or her right under either Clause 7(d) or Clause 7(e) above you will not be entitled to any refund or remission of fees or disbursements due (whether paid or payable) in or relating to the term in which your child is excluded or suspended and (save in the case of suspension) the deposit will be forfeited meaning that the School will retain the deposit.
 - (ii) If your child is excluded or you are required to remove your child from the School, fees in lieu of notice will **not** be payable and any fees and/or disbursements that have been prepaid for or relating to any term after the expulsion/required removal will be refunded.
- (g) Impact of exclusion or required removal on this contract. Provided you have paid the School's final request for payment, this contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School.
- (h) Your right to have disciplinary matters or decisions reviewed. With the exception of a decision to suspend the child (unless the suspension is for 11 School days or more or would prevent the child taking a public examination), you are entitled to have any decisions taken by the School and/or Head Teacher under this Clause 7 reviewed. Any such review shall be governed by Stage 3 of the School's Complaints Procedure.

8. The School's Obligations

- (a) The period of your child's schooling. Subject to these terms and conditions and you and your child continuing to adhere to the School's criteria and the School being able to continue to meet your child's needs, the School will accept your child as a pupil of the School from the time of joining the School until the end of his or her preparatory schooling.
- (b) Transition through the School: It is assumed that, if your child satisfies the relevant criteria at the time, he/she will progress through the School and will ultimately complete Year 6. The relevant criteria for progression through the School are set out in the School's Admissions Policy. The Parents will usually be consulted before the end of the Spring Term if

there appears to be any reason why their child may be refused a place in the next year at the School.

- (c) *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 or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School. **We cannot accept any responsibility for the welfare of your child while off the School premises unless he or she is taking part in a school activity or otherwise under the supervision of a member of School staff.**
- (d) *Consent to participation in contact sports and similar activities.* Unless you notify us to the contrary, you consent to your child participating, under supervision, in normal sports and activities which may entail some risk of physical injury.
- (e) *Consent for educational visits:* A variety of educational visits will be provided for the child. You will be provided with relevant information in advance of educational visits and, unless you specifically notify the School in writing that you do not wish the child to take part in a specific educational visit, by signing the acceptance form or agreeing to be bound by these terms and conditions, you consent to the child taking part in all educational visits. These include off-site activities involving pupils aged 5 or under; visits (including overnight or residential stays) which take place during the weekends or school holidays; non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; and adventure activities which may take place at any time. You agree that your child shall be subject to School discipline in all respects whilst engaged in an educational visit.
- (f) *The cost of educational visits:* The School will inform you in advance of any additional costs associated with an educational visit, including those referred to in clause 8(e) above. The cost of such a visit may be payable in advance and may also be subject to a separate agreement. All additional costs (such as medical costs, taxis, or professional advice) incurred to protect the child's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The School reserves the right to prevent the child from taking part in an educational visit while overdue fees remain unpaid or where it is not deemed appropriate for them to take part for reasons of discipline or safety.
- (g) *What happens if your child needs urgent medical attention.* If your child requires urgent medical attention while under the School's care, we will, if practicable, try to obtain your prior consent. **However, if it is not possible to contact you or a second emergency contact, we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).**
- (h) *Our right to make changes at the School.* Our prospectus describes 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)).
- (i) *We will give you notice of significant changes.* We will endeavour to give you notice of any 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 where it is practicable to do so. 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(a) above.
- (j) *Monitoring your child's progress at the School.* We will monitor your child's progress at the School and produce written reports. **We will advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other conditions.** A formal assessment can be arranged either by you or by the School at your expense. **You may be asked to withdraw your child without being charged fees in lieu of notice if, in the**

opinion of the Head Teacher, the School cannot provide adequately for your child's special educational needs.(k)Relationships and sex education: The child will receive health and life skills education including relationships and/or sex education appropriate to his/her age in accordance with the curriculum from time to time unless you have given formal notice in writing that you do not wish the child to take part in part or all of the sex education aspect of the curriculum. The child cannot be withdrawn from relationships education.

9. The Parents' Obligations

- (a) We require your co-operation. In order to fulfil our obligations under this contract and to maintain a constructive and good faith relationship with you, we, the Head Teacher and School staff, need your co-operation, including in particular by you fulfilling your own obligations under this contract.
- (b) Examples of the co-operation and assistance we require. You must co-operate with the School and School staff in good faith, including by:
- (i) maintaining a constructive relationship with School staff (including where the School is exercising its rights and performing its obligations under this contract);
 - (ii) encouraging your child in his or her studies, and giving appropriate support at home;
 - (iii) keeping the School up-to-date and informed of 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 supplemental charges for your child);
 - (iv) 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 it) are not withheld;
 - (v) providing cooperation and assistance to the School so that your child can participate in, and benefit from, the School's provision of education (including where the School may wish/need to provide such education remotely); and
 - (vi) attending meetings and keeping in touch with the School where your child's interests so require.
- (c) Expectations concerning parental behaviour. A parent may be excluded from School premises if the Head Teacher, acting in a proper manner, considers such exclusion to be in the best interest of the child or of the School. Serious or persistent misconduct by parents will justify the Head Teacher in requiring the removal of the child in accordance with Clause 7(e)(i).
- (d) 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 information and consent form in respect of your child. You must inform the School of any known health or medical condition, including any infections, or allergy affecting the child; any history of a learning difficulty on the part of the child; any special educational need(s), disability or any behavioural, emotional and/or social difficulty that your child has or subsequently develops, whether long-term or short-term. You must also provide us, whether upon further request by the School or otherwise, any reports or other materials relevant to any of the same.
- (e) 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, you undertake to keep your child at home and not permit him/her to return to the School until such time as the health risk has passed. Where it is considered appropriate in such circumstances we will try to continue providing education to your child remotely during such a period (including, for example, by sending you/your child work assignments electronically or by post).
- (f) 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 for their education or welfare.

- (g) 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, there are any family circumstances or court proceedings which might affect the child's welfare or happiness or if a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's 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: (i) your child's living and/or contact arrangements; (ii) your child's education, welfare and/or upbringing; and/or (iii) the payment of fees and/or supplemental charges. In any such circumstances you must (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them).
- (h) Additional disclosures: You must, as soon as possible, disclose to the School in confidence: any concerns about the child's safety; any significant change in your circumstances; or if it is your intention that the child is to be cared for and accommodated by someone who is not a close relative for a period of 28 days or more.
- (i) We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned, unless there is clear evidence to the contrary. Accordingly, except under Clause 9(j) below, you (and each of you) accept that the School is entitled to treat:
- (i) any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
 - (ii) any communication from the School to one of you as having been given to both of you.

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

- (j) We are entitled to require that notices of withdrawal must be signed by both parents. **A notice of cancellation or withdrawal of your child served under this contract (i.e. under any of Clauses 3(a), 3(b), 4(c)(ii), or 5(a)) must be in writing and signed by each of you. 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 and/or otherwise consented to the cancellation or withdrawal.**
- (k) You must notify us of your child's absence from School. The Head Teacher must be informed as soon as possible 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.
- (l) Parents must notify us if they will be absent for a period of time. If at any time during your child's time at the School you (or either of you) will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than three (3) consecutive school days then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details for the person who will have care of the child for the period of your absence.
- (m) 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. The School does not, unless negligent, accept any responsibility for accidental injury or loss of property. 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.

PLEASE READ THIS NEXT SECTION CAREFULLY

It will not always be necessary or practical for us to obtain consent for every use we make of personal data. The law recognises this but does require that we set out these uses clearly as far as possible. Please also see our 'Data Protection Notice' which is available on the School's website.

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

(a) Providing 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. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be responsible 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.

(b) Using information relating to your child, and to you, for certain purposes connected with the running of the School. We may obtain and use of information relating to your child (including photographs and video recordings) and (where appropriate) relating to you, whilst your child is at the School and after he or she has left, for the purposes of:

- (i) managing relationships between the School and current pupils/parents and fulfilling our obligations under the contract with you;
- (ii) promoting the School to prospective pupils/parents;
- (iii) publicising the School's activities; and
- (iv) communicating with the school community and the body of former pupils.

In respect of (ii), (iii) and (iv), this includes the use of such information by the School in the School's prospectus, on the School's website and, where appropriate, on the School's social media channels. The School may need to share data with third parties for these purposes. Where press coverage is concerned, newspapers invariably insist that they will only use photographs if they are accompanied by the forename and surname of every child in the picture. The School will seek permission from the Parents in the event that their child's information seems likely to appear in any Press Release. Where practicable, the School will try to notify parents in advance when it expects the press to attend an event in which its pupils are participating and will make every effort to ensure that children whose parents and guardians have refused permission for images of their children to be used are not photographed by the press.

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

- (i) 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
- (ii) inform the School of any change to you 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.

(d) We will send information (e.g. school reports) about your child to both of you as a matter of course. You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his or her progress, development and/or

education generally). The School shall therefore disclose such information as a matter of routine to such persons 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).

- (e) **Data Protection Law.** The School will process personal data about you and your child in accordance with data protection law, including the Data Protection Act 2018 (as amended or superseded) and the UK General Data Protection Regulation and other related legislation. We will process such personal data:
- (i) as set out in this Clause 11, and in the School's '*Data Protection Notice*' which is available on the School's website as may be amended from time to time;
 - (ii) in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and
 - (iii) 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 shall recognise any intellectual property rights created, generated or owned by or vested in your child.

13. Changes in Ownership, etc

The circumstances in which we may transfer this contract to someone else. For the purposes of constitutional changes to the School (including changes to the legal entity that owns and runs the School) or amalgamation of the School with another we may transfer the undertaking of the School to another person or organisation. We will notify you if we plan to do this and we will ensure that the transfer will not affect your rights under this contract. We may transfer our rights and obligations under this contract in connection with any such transfer and/or amalgamation.

PLEASE READ THIS 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).

14. Ending this Contract

- (a) **Our rights to end the contract.** 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:
- (i) you do not make a payment to us when it is due and you still do not make payment within twenty-one (21) days of us reminding you that such payment is due;
 - (ii) 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 and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your child is not);
 - (iii) you fail or refuse to complete and submit to the School a medical information and consent form in respect of your child and/or you fail or refuse to complete and submit a parental absence form;
 - (iv) you (or either of you):
 - (aa) are unable, following our request, to demonstrate that you will be able to pay the fees and disbursements due under this contract;
 - (bb) are otherwise unable to pay your debts as they fall due;
 - (cc) are the subject of a bankruptcy petition or order; or
 - (dd) you enter into an individual voluntary arrangement; or

- (v) you otherwise do not comply with (i.e. 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 Head Teacher's reasonable discretion, 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.
- (vi) the School is required to close, other than temporarily, for any reason;
- (vii) at any time either of you is declared bankrupt or is a Designated Person under any UK enactment or convicted of a criminal offence anywhere in the world;
- (viii) notwithstanding the above clauses, the School may terminate the contract:
 - (aa) on one Term's notice in writing sent by ordinary post. The School will not terminate this contract without good cause and full consultation with the you and also the child (if of sufficient maturity and understanding); or
 - (bb) on reasonable notice, if in the professional opinion of the Head Teacher, the School is unable to provide all or a significant proportion of the educational services to the child.
- (b) Your rights to end the contract. You may end this contract at any time by notice in writing to the School if:
 - (i) you have a legal right to end the contract because of something we have done wrong; or
 - (ii) the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.
- (c) 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 on the settlement of the School's final invoice or the end of your child's schooling, whichever is later.
- (d) 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. After this contract ends, you and we will keep any rights we have under general law.
- (e) Siblings. If you withdraw the child from the School to attend another school, a place for a sibling cannot be guaranteed at the School.
- (f) Re-admittance. If you withdraw the child from the School to attend another independent school in the local area, only in exceptional circumstances will that child be re-admitted to the School in the future.
- (g) Rolling Notice. Rolling notices are not accepted. If you change your mind about a notice period, you will need to withdraw the original notice in writing.

15. Events outside of our, or your, control

- (a) What we mean by an "event outside of our/your control". We mean any event beyond either your or our reasonable control including, by way of example and for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation 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".
- (b) What happens if we/you are affected by an event outside of our/your control. If an event beyond our/your control arises which prevents or delays our/your performance of any of our/your obligations under this contract, the party affected shall give the other notice in writing specifying the nature and extent of the circumstances giving rise to the event. Provided that the affected party has acted reasonably and prudently to prevent and/or minimise the effect of the event (and subject to Clause 15(c)), that party will not be responsible for not performing those of its obligations which are prevented or delayed by, and during the continuance of, the event. To the

extent reasonably practicable in the circumstances the affected party shall, during the continuance of the event, try to mitigate the effect of the event on the performance of its obligations and continue to fulfil its obligations (for example, by providing appropriate educational services remotely).

- (c) Events lasting more than 6 months. If we/you are prevented from performing all of our/your obligations as a result of an event for a continuous period of more than six (6) months, the affected party shall notify the other of the steps it plans to take to ensure performance of the contract after such period and the party who has received such notification shall then, following receipt of such notice, be entitled to end this contract on written notice to the other and, for the avoidance of doubt, without giving a term's notice or paying fees in lieu of notice.

16. Communications between you and the School

- (a) 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.
- (b) 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.**
- (c) 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 Head Teacher, and copies to the Bursar, and either:
- (i) sent by email to the School using this email address: bursar@woodlandsschools.co.uk;
 - (ii) delivered by hand to the Head Teacher at the respective School (in term time) or to the School's Head Office (at Hutton Manor) during school holidays;
 - (iii) sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
 - (iv) 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 3, 4(c)(ii), 5(a), or 5(c) of these terms and conditions you telephone the School to confirm receipt if you have not received an acknowledgement from us within 48 hours during term-time and two working weeks during a school holiday period after sending the notice.

- (d) Information for parents. We provide parents of prospective pupils with information about the School and the educational services we provide in good faith. This information may be contained in the School's prospectus, or in statements made by staff or pupils during a visit or an open day. If you intend to take account of the information provided to you when deciding whether to enter into this contract, you should seek specific confirmation from the Head Teacher that the information is accurate before returning a completed acceptance form to the School.

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

- (a) 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.
- (b) 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.