

SEVENOAKS SCHOOL

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 Assistant Bursar to discuss at clerk@sevenoaksschool.org.

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 Acceptance Form attached to 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 parents to complete when accepting a place for their child at the School;

‘child’ means a child of whatever age admitted by the School to be educated and includes any student aged 18 or over;

‘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 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 1.3 below;

‘Data Protection Laws’ means the Data Protection Act 2018 and the European General Data Protection Regulation (2016/679) and The Privacy and Electronic Communications (EC Directive) Regulations 2003.

‘deposit’ means the amount set out and referred to as the deposit in the Acceptance Form (and that is separately set out in the Schedule of Fees);

‘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;

‘Head’ means the person appointed by the Governors of the School to be responsible for (or to share in the responsibility for) the day-to-day management 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 notified to you from time to time and a copy of which is available on the School’s website and from the School at any time upon request;

‘School Rules’ means the body of rules and policies of the School which set out our 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 documents comprising the rules are available on the School’s website and from the School at any time on request.

‘term’ means a term of the School as published on the School’s website and 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, meaning that if you wish to withdraw your child with effect from the start of the Summer term you need to tell us in writing no later than the first day of the spring term immediately before;

‘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 1.2 below; and

‘you’ or the ‘parents’ means each person who has signed the Acceptance Form as a holder of parental responsibility for this child.

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 intended to be 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.

- 1.2. Who we are. We are Sevenoaks School, a company limited by guarantee registered in England and Wales and a registered charity. Our company registration number is 4908949 and our charity registration number is 1101358. Our registered office is at High Street, Sevenoaks, Kent TN13 1HU.
- 1.3. Our contract with you. The Acceptance Form, the Schedule of Fees, the School Rules, 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 the ‘contract’ between you and Sevenoaks School. It is not intended that the terms of this contract shall be enforceable by your child or by any other third party.

2. Acceptance and Deposit

- 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 the duly completed Acceptance Form and paying the deposit.
- 2.2. The non-refundable status of the deposit. The deposit is not refundable if your child does not take up a place at the School.
- 2.3. How we use the deposit. Unless you have indicated that you would like to donate the deposit, then the deposit will form part of the general funds of the School until it is credited without interest to the final bill that is made up following the final term of your child’s schooling and against which will be set any outstanding debts or supplemental charges incurred in the final term.
- 2.4. Changes to the deposit amount where you change your child’s place at the School. If you wish to change your child’s place at the School from a day place to a boarding place or from a boarding place to a day place, you must give us notice in accordance with Clause 5.2 below. If you wish to change your child’s place from a day place to a boarding place: you must pay a further sum equivalent to the difference between the deposit already paid for the day place and then then applicable deposit payable for a boarding place. If you wish to change your child’s place from a boarding place to a day place: we will credit the difference between the deposit already paid for the boarding place and the deposit payable for a current day place, to our invoice for the fees for the term following the term you changed your child’s place at the School.

PLEASE READ THIS 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 as it means we are less likely to fill the place. This is why we require the periods of notice referred to in this section for a withdrawal, and why different consequences follow depending on whether we receive 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. If you wish to withdraw your acceptance of a place BEFORE your child starts at the School 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. Where your child is due to join the School at the start of the Michaelmas term (i.e. at the start of an academic year) then you need to tell us in writing that you wish to withdraw your acceptance of a place by the end of the Lent term (i.e. before the start of the Easter break) or pay the fees in lieu of notice referred to above.
- 3.2. If we receive a term's notice. If you provide the notice as set out in Clause 3.1 above, no further fees will be payable but the deposit will not be refunded.
- 3.3. If we do not receive a term's notice. If you do not provide us with the notice set out in Clause 3.1 above (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 upon demand as a debt. The term's fees will be charged at the rate applicable for the term your child was due to join the School. We will retain and apply any tuition fees you have paid in advance in satisfaction of this debt. Where applicable, such fees will be reduced to take account of any financial assistance awarded to you.

4. School Fees, Supplemental Charges and Payment

- 4.1. What the fees include. The fees include all the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials, which are included in the fees unless otherwise notified to you by the School at any time (either in the Schedule of Fees or otherwise).
- 4.2. What the fees do not include: supplemental charges. Any items or services charged to you in addition to the fees are referred to as supplemental charges. By way of example, any co-curricular activities (such as individual music lessons, trips and visits) in which you agree in advance your child may participate and which need to be paid for will be supplemental to items met by the fees and charged for accordingly. In addition (and by way of further example), all public examination charges shall be charged as supplemental to the fees. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees.
- 4.3. All of the fees and supplemental charges are exclusive of any taxes, which will be added (where applicable).

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

- 4.4. Who is responsible for payment. Each of you who has signed the Acceptance Form is liable for and must ensure that all of the fees and supplemental charges 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 parent who signs the Acceptance Form therefore has an individual responsibility to ensure that, individually or between them, the fees and supplemental charges owing to the School are paid. In practice this means that if fees or supplemental charges have not been paid then in order to recover the outstanding payments, the School can, in its discretion, choose to seek payment of the amount outstanding from either parent or both parents. The only exceptions to this are set out in Clause 4.5 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 supplemental charges due under this contract.
- 4.5. How can an individual remove themselves from their payment responsibility/circumstances where the School may agree to accept payment from a person who has not signed the Acceptance Form and is not a party to this contract. 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 have obtained the prior written consent of both the School and any other person who has signed the Acceptance Form before submitting such notice. 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 we agree otherwise in writing.

- 4.6. How financial assistance and scholarship awards are treated. Awards 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 Head, your child's attendance and progress no longer merit the continuation of the award. Where it appears likely to the Head that an award which includes financial assistance may be withdrawn, you will be notified and, if you choose to withdraw your child from the School within fourteen (14) days of that notification, 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.
- 4.7. 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 each term. Each term's fees fall due for payment by you on or before 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 4.5 above). The fees must be paid in full either by direct debit, by GBP cheque or by direct bank transfer on or before the first day of the term to which the invoice relates. We may not allow your child to attend the School if you do not pay on time. The School may agree that the fees that are or will fall due in relation to any term can be paid in instalments. If we agree to do this, then the School and those liable for those fees will agree separately in writing the anticipated schedule of instalments by which the deferred amount of each term's invoice is to be paid. The agreed amount for each term will need to be paid by direct debit in three equal monthly instalments. The School will issue a separate invoice and schedule of instalments relating to the fees due in respect of each term, which will be evidence of the separate agreement for the payment of that term's fees.
- 4.8. Payment of supplemental charges. All supplemental charges for each term (and for other charges that were agreed during the previous term) will be shown separately on the invoice which will be sent to you before the start of the next term. All such supplemental charges must be paid in full either by direct debit, by GBP cheque or by direct bank transfer on or before the first day of the next term.

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.

- 4.9. Non-payment of fees: refusal to attend school. We may refuse to allow your child to attend the School, to withhold any references and/or withdraw sponsorship of your child's Tier 4/student visa (if applicable) while fees remain unpaid or if there is a persistent failure by you to pay the fees on time. This applies in addition to our right to terminate this contract under Clause 14.
- 4.10. Non-payment of supplemental charges: refusal to participate in the relevant activity. We may refuse to allow your child to participate in the relevant co-curricular activity or receive the relevant service, or sit the relevant public examination(s) while the applicable supplemental charge for that activity or examination(s) remains unpaid.
- 4.11. We can charge interest if you pay late. We may make an interest charge of 3 per cent per annum above the base rate for the time being of the School's bank on any late payments. Unless otherwise notified to you in writing, this interest will accrue on a daily 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 interest together with the overdue amount.
- 4.12. We can recover our costs for recovering late or non-payments. If we reasonably and properly incur any costs (including reasonable legal costs, being costs that would be allowable by the courts if judgment was made in the School's favour) in recovering or attempting to recover any unpaid fees or any supplemental charges

from you (or either of you) that have not been paid in accordance with the terms of this contract, then you will be responsible for paying such costs in addition to the fees and/or supplemental charges (as the case may be) and any interest applied to such amount(s).

- 4.13. 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 supplemental charges.

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

- 4.14. 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. We will always give you notice of any increase not later than the final day of the preceding term.
- 4.15. Fees and supplemental charges will not be reduced due to your child's absence. Fees and any agreed supplemental charges 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 examinations, or stays at home following those examinations, or if a term is shorter than others (or shortened) no reduction of fees will be made in respect of such periods spent at home.
- 4.16. Information on your identity and the source of funds. From time to time we may ask you to provide us with sufficient information so that we can properly and accurately verify to our satisfaction:
- 4.16.1. your identity;
 - 4.16.2. your child's identity;
 - 4.16.3. that you are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority;
 - 4.16.4. your child's right to enter, live and study in the United Kingdom; and
 - 4.16.5. 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. The School reserves the right to terminate this contract if you do not provide the necessary information by the deadline we have set for complying with our request or if there are significant concerns raised which are likely to bring the School into disrepute.

- 4.17. Allocation of payment to your fees account. Except where expressly agreed with you otherwise, the School shall be entitled to allocate payment from you to your account as it sees fit. The School shall 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 (i.e. where you have made a capital payment in respect of all or part of the fees due under this contract) the School will administer that lump sum to meet the fees 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 supplemental charges due in respect of your child each term under this contract. For the avoidance of doubt, the School will provide a termly statement of account in respect of the fees and supplemental charges and the difference shall be payable in accordance with the terms of this contract.

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, change the nature of your child's place at the School, or remove your child from participating in an activity for which there is a supplemental charge.

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 supplemental charges 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), 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 the rate that 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 Michaelmas 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). Alternatively, if you do not provide a clear term's notice then you must pay the term's fees in lieu of notice referred to above upon demand as a debt. The deposit and any other fees or credit we hold on your behalf will be deducted from the amount of the term's fees in lieu of notice that are then owed (without interest) and the balance will be payable upon demand as a debt.

5.2. Notice to change your child's place at the School. It may be possible to change your child's place at the School from a boarding to a day place, subject to student numbers and if the School is able to accommodate the change. If this is possible, it must take place at the end of an academic year and subject to notice in writing being received by the Head by half-term in the Lent term. If such notice is not given you will pay to the School the difference between the boarding and the day fees in lieu of notice, at such rate as would have been charged for the final term of boarding if notice had been given. For the avoidance of doubt, notice in this provision refers to a term and a half. All other boarding related changes, for example changing your child's place from a day place to a boarding place (either temporarily or full time) require the School's written consent.

5.3. The Head's discretion to require you to remove your child from boarding. The Head may in their discretion require you to remove your child from boarding and move them to a day place if the Head considers that:

- 5.3.1. this is in the best interests of your child and/or other children and/or the School; and/or
- 5.3.2. the School is unable to meet your child's needs within the boarding setting (including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required by your child within the boarding setting); and/or
- 5.3.3. your child's conduct or behaviour (including conduct or behaviour outside School) is unsatisfactory such that removing the child from boarding to a day place is considered appropriate.

You will be charged the fees for your child's day place at the School with effect from the day your child is removed from boarding.

5.4. When the relevant amount in lieu of notice must be paid. In cases under 5.1 or 5.2 above, where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt payable upon demand.

5.5. Notice to withdraw your child from participating in an activity covered by a supplemental charge. If you wish to withdraw your child from an activity charged for as supplemental, 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.

- 5.6. 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 supplemental charges due or to obtain a refund of fees or supplemental charges by withdrawing your child or by your child's ceasing to participate in an activity or receive a service part-way through a term.
6. School Rules
- 6.1. Compliance with the School Rules. It is a condition of remaining at the School that you and your child (in each case to the extent applicable) comply with the School Rules. In addition, you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as we may issue (if not already included within the School Rules).
- 6.2. We may undertake drugs and alcohol testing of your child. The School may undertake drug testing of students in accordance with its drug and alcohol policy as set out in the School Rules. The drug and alcohol policy have been adopted with the aim of safeguarding the health and safety of all students.
- 6.3. Monitoring your child's telephone, email and messaging communications, internet and Wi-Fi use, and the 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 Rules, or where it is appropriate 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, Permanent Exclusion and Required Removal
- 7.1. The Head's discretion to suspend or exclude your child from the School. The Head may in their discretion suspend or, in serious or persistent cases, permanently exclude your child from the School if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside school) is unsatisfactory and/or the suspension or permanent 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 permanent exclusion. The School Rules set out examples of offences likely to be punishable by suspension or permanent exclusion. These examples are not exhaustive and the Head may decide that suspension or permanent exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your child's record at the School may be taken into account.
- 7.3. The Head's discretion to require you to remove your child from the School. Instead of permanent exclusion or suspension, the Head may in their discretion require you to remove your child from the School if the Head 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 well-being 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; where we have cancelled this contract under Clause 14 below;
- 7.3.2. your child's attendance or progress is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your child or other children.
- 7.3.3. your child's conduct or behaviour (including conduct or behaviour outside School), is unsatisfactory and/or the required removal is in the School's best interests and/or those of your child and/or of other children; and/or

- 7.3.4. the School is unable to meet your child's needs, including cases where the School cannot reasonably accommodate adjustments or reasonably provide the nature or level of support required by your child.

7.4. What happens if your child is suspended, excluded or removed from the School.

- 7.4.1. Should the Head exercise their right under either Clause 7.1 or Clause 7.3 above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) in or relating to the term in which your child is excluded or 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 permanent exclusions and required removals, fees in lieu of notice will not be payable and any fees and/or supplemental charges that have been prepaid for or relating to any term after the expulsion/required removal will be refunded.

7.5. Impact of permanent exclusion or required removal on this contract. Provided you have paid the School's final invoice, 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 permanently exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or Head to permanently exclude or require the removal of your child under this Clause 7 reviewed. Any such review shall be governed by 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 undertakes to accept your child as a student of the School and register your child on the School's statutory register from the time of joining the School until the end of their secondary schooling.

8.2. However, the School shall not be obliged to permit your child to enter the sixth form unless satisfied that it is appropriate to do so having regard to their academic attainments and all other relevant circumstances. The School may make a decision as to whether your child may join the sixth form after the results of IGCSE, GCSE or equivalent examinations are known, and may make entry to the sixth form conditional upon the results of such examinations. However, except where the School agrees otherwise in writing and even where the School has imposed conditions on entry into the sixth form, if you wish to withdraw your child prior to entering the sixth form, Clause 5.1 applies and you will either need to give us a term's written notice or pay us a term's fees in lieu of notice

8.3. The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a student of the School, we undertake to exercise reasonable skill and care in respect of their 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 they are taking part in a school activity or otherwise under the supervision of a member of School staff. The School shall adhere to and comply with the National Minimum Standards for Boarding Schools (applicable from time to time) published under the Children Act 1989 (as amended or superseded).

8.4. 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 contact sports and in other sports and activities which may entail some risk of physical injury. You also consent to your child participating in trips and visits organised in the normal course of your child's schooling.

8.5. What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care, we will:

- 8.5.1. take action (for example, by contacting the emergency services);
 - 8.5.2. try to contact you and, if we cannot contact you, try to contact any other named emergency contact or 'responsible adult';
 - 8.5.3. share relevant information that we hold about your child with any emergency services or treating medical professional (for example, by notifying them about any allergies which your child has); and
 - 8.5.4. where necessary, deal with decisions about your child's medical treatment in accordance with the advice of the treating medical professional.
- 8.6. Our right to make changes at the School. Our website and prospectus and other related material describe the broad principles on which the School is presently run and is believed to be correct at the time of printing. However, from time to time it may be necessary to make changes to any aspects of the School, including to the curriculum or to 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)).
- 8.7. 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 as soon as possible before the change is to take effect.
- 8.8. 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 serious concern about your child's progress but we do not undertake to diagnose dyslexia, ADHD, or other conditions. A formal assessment in relation to any potential special educational needs or medical conditions may be required to help enable the School to understand the nature and extent of your child's needs and what support it may be appropriate for the School to consider. Such assessments can be arranged either by you or by the School, or be jointly appointed and, depending on the circumstances, at your expense. Given that a purpose of such assessments is to help enable the School to understand what support may be appropriate for the School to consider, the School will be able to nominate (in consultation with you) the expert or specialist who will carry out the assessment, put specific questions to them, input into the scope of their assessment and receive a copy of their assessment (with your consent) and seek clarifications in relation to it. We expect you to engage with the School in a cooperative and transparent manner and provide assistance in relation to matters concerning your child's progress and needs including in relation to obtaining such formal assessments.
- 8.9. 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's policies.
9. The Parents' Obligations
- 9.1. We require your cooperation. In order to fulfil our obligations under this contract and to maintain a constructive and good faith relationship with you, we, the Head and School staff need your cooperation.
- 9.2. Examples of the cooperation and assistance we require. In addition to your other obligations included elsewhere in these terms and conditions (including in the remainder of this Clause 9), you must co-operate with the School and School staff in good faith, including by:
- 9.2.1. maintaining a 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;
 - 9.2.2. encouraging your child in their studies, giving appropriate support at home, and ensuring your child attends school;
 - 9.2.3. keeping the School up-to-date and informed about matters which affect or may affect your child including any family or personal circumstances which may impact the welfare or emotional needs

of your child (including but not limited to separation/divorce of parents, bereavement, mental health or identity changes, circumstances which arise at any time that affect or may affect your ability to pay the fees and supplemental charges, any changes to their immigration status, and information relating to your child's health or special educational needs or medical conditions);

- 9.2.4. 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 (which may include information relating to your child's health or special educational needs or medical conditions), or changes to any of them, are not withheld and are shared in a timely and transparent manner;
 - 9.2.5. 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
 - 9.2.6. attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- 9.3. 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 and update the School of any health (including mental health) or medical condition, and any additional emotional or welfare needs, special educational need(s), disability or allergies that your child has at the time of joining the School or which subsequently changes or develops after joining the School, whether underlying, long-term, or short-term, including any infections. 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 and cooperate with the School in relation to such reports and materials. 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 contract under Clause 14.1.2 below.
- 9.4. 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 undertake to keep your child at home or with a guardian and not permit them to return to the School until such time as the health risk has passed. Where it is considered appropriate in such circumstances we shall 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).
- 9.5. 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.
- 9.6. 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 that somehow relates 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) having obtained the permission of the court if necessary.
- 9.7. We require you to nominate a "responsible adult" for us to contact in your absence. Where we notify you that this is a requirement, (for example for parents who live overseas) it is a condition of your child's joining and remaining at the School that you appoint a 'responsible adult' (or 'educational guardian') for your child who will be delegated the authority by you to make decisions relating to your child including where 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. They must be able to look after your child in an emergency.

- 9.8. We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You (and each of you as the holders of parental responsibility for your child) 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. Accordingly, except under Clause 9.9 below or otherwise according to the circumstances, you (and each of you) accept that the School is entitled to treat:
- 9.8.1. any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
 - 9.8.2. 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.

- 9.9. 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 (i.e. under any of Clauses 3.1, 4.6 or 5.1 or 5.2) 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).
- 9.10. You must notify us of your child's absence from School. The Head must be informed immediately in writing of any reason for your child's absence from School due to illness or any other unanticipated reason. The School's prior consent must be sought for any planned absence from the School.
- 9.11. 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 two 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 of a 'responsible adult' for the period of your absence.
- 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 delay. Complaints should be made in accordance with the School's Complaints Procedure.
10. Insurance
- 10.1. Your responsibility to make your own insurance arrangements. You must make your own insurance arrangements (but see Clause 10.2 below) if you require cover for your child's person or property while at School or for the payment of fees due to the 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. This is a tariff-based scheme that provides benefits in the event of an accident resulting in death or permanent disability; it is not a healthcare scheme.
- 10.2. Private healthcare, as well as insurance for your child's property whilst at School, is available on an 'opt in' basis. Details of all insurance schemes are available on request from the Finance Office.

PLEASE READ THIS NEXT SECTION CAREFULLY – Although there will be circumstances when it is appropriate to seek parental consent, children’s data protection and privacy rights are their own. 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 their own privacy.

For most purposes, it will not always 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.

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

11.1. References 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 (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 their 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.

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 they have left for the purposes of:

- 11.2.1. managing relationships between the School and current students/parents including educational and examination purposes, safeguarding, statutory reporting, health and safety, complaints, administration and processing of fees; and under the contract with you; and
- 11.2.2. promoting the School to prospective students/parents, publicising the School’s activities, fundraising and communicating with the School community and our body of former students and parents, including in conjunction with the Sevenoaks School Foundation, all in accordance with our Privacy Statement (which is available on our website), our other relevant policies and applicable data protection laws.

In respect of 11.2.1, and 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 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.

11.4. We will send information (e.g. 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 core information about your child from the School relating to your child’s progress and attainment. The School shall therefore disclose such information as a matter of routine to each 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).

- 11.5. Data Protection Law. The School will process personal data about you and your child in accordance with data protection law, including the UK General Data Protection regulation and the Data Protection Act 2018 (as it is amended or superseded) and other related legislation. We will process such personal data:
- 11.5.1. 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;
 - 11.5.2. in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and
 - 11.5.3. to perform our obligations under this contract, and where otherwise reasonably necessary for the School's purposes.
- 11.6. As a 'Student Sponsor' school we need 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 in your or your child's circumstances (including where your child is excluded, required to be removed, or this contract is terminated). Occasionally, information regarding your immigration status in the UK may also be required.

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

We may transfer our rights and obligations under this contract to another person, or organisation. We will always tell you in writing if this happens and we will ensure that the transfer will not affect your rights under this contract.

PLEASE READ THIS SECTION CAREFULLY – it sets out the rights we have, and that you have, to terminate this contract early (that is, before the normal leaving date for the end of your child's schooling).

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 a permanent 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, 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 your child is legally entitled to enter or study in the United Kingdom when in fact your child is not);
 - 14.1.3. you fail or refuse to complete and submit to the School a medical questionnaire in respect of your child and/or your child fails to attend the School's medical examination and/or you fail or refuse to complete and submit a parental absence form;
 - 14.1.4. you fail or refuse to provide us at any time with information we require under Clause 4.16 to verify to our satisfaction: your identity; your child's identity; your child's right to enter and study in the United Kingdom; the legitimate source of funds you are using to pay the fees; that you are not subject to any sanctions; or, in light of the information you do provide (if any), we are not satisfied

that it properly and accurately verifies any of the foregoing or we have significant concerns based on this information that the reputation of the School may be brought into disrepute. Instead of ending this contract, we may otherwise refuse to allow your child to attend school until the relevant satisfactory information has been provided

14.1.5. if you (or either of you):

- (a) are unable, following our reasonable request, to demonstrate that you will be able to pay the fees and supplemental charges 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; or
- (e) are the subject of legal sanctions or we have reasons to suspect the legitimacy of the funds received from you;
- (f) you enter into an individual voluntary arrangement; or

14.1.6. 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'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.

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 on the settlement of the School's final invoice or the end of your child's schooling (Year 13), whichever is later. This may be at the end of the Year 11 if your child does not meet the requirements imposed under Clause 8.2 for entry to the sixth form.

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. 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 such events outside of our/your control 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 forthwith 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 wholly and completely 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 cancel 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 4.15, (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 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. you shall, in consultation and cooperation with the School, 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 sub clause 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 Head and either:
- 16.3.1. Sent by email to the School using this email address: hm@sevenoaksschool.org
 - 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 3, 4.6, 5.1, 5.2 or 5.4 of these terms and conditions (i.e. those provisions dealing with withdrawing your child from the School or otherwise changing your child's place at the School or the activities that your child is undertaking at the School) you telephone the School to confirm receipt if you have not received an acknowledgement from us within 48 hours 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 review, 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. Updated contracts will be published on the School's website. You should refer to the School website for the most up-to-date version of contractual terms as these will not be sent out to you.

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