SEVENOAKS SCHOOL
SUMMER PROGRAMMES

Terms and Conditions

1. Terminology

1.1 IB Holiday Programmes/We: means Sevenoaks School, Sevenoaks, Kent TN13 1HU, trading as Sevenoaks School Summer Programmes (the "IB Holiday Programmes") as now or in the future constituted (and any successor). Sevenoaks School is a registered charity (Charity Number 1101358). Sevenoaks School is VAT registered (479 7428 28).

1.2 The Parent or You: means any person who has signed the Booking Form and/or who has accepted responsibility for a child's attendance at the IB Holiday Programmes.

1.3 Student: means the child named on the Booking Form and/or the child who attends the IB Holiday Programmes.

1.4 Deposit: means the amount payable to the IB Holiday Programmes in order to complete the booking procedure. Once received by the IB Holiday Programmes, the Deposit will be deducted from the balance of fees payable by the Parent.

1.5 The Booking Form: means the Booking Form provided by the IB Holiday Programmes or its agent for the purpose of booking a place for the student on the IB Holiday Programmes.

2. Enrolment

These Terms and Conditions: In all cases, irrespective of whether the Parent completes the IB Holiday Programmes Booking Form or a Booking Form provided by an agent, these Terms and Conditions will apply to the agreement between the IB Holiday Programmes and the Parent and will supersede any Terms and Conditions provided by the agent.

2.1 Places on each course are strictly limited and you are advised to apply as early as possible.

2.2 Full payment must be received by the IB Holiday Programmes within 30 days of enrolment, and no later than 30 days prior to the course start date. If payment is not received by this date, the IB Holiday Programmes reserves the right to cancel the student's place on the course and the deposit payment will be forfeited.

2.3 If an application is made and accepted after 30 days prior to the course starting, full payment must be made at the time of the booking.

2.4 If incorrect information or misinformation is provided at application to the IB Holiday Programmes, the IB Holiday Programmes reserves the right to ask the student(s) to leave the course. In this case, there will be no refund of the course fees.

2.5 Once a student has registered, name changes will not be allowed. Any amendments to the registration process, if possible and subject to availability, will incur an administrative fee of £50.

3. Airport Transfers

3.1 The IB Holiday Programmes will not be responsible for organising transfers to or from the school.

3.2 Arrivals and departure transfers should be organised within the times published on the Transfer Information Form.

3.3 Students must be in possession of a valid return ticket with a time and date. It is not acceptable to arrive with an undated ticket. The IB Holiday Programmes is not responsible for booking return tickets.

3.4 It is essential that the IB Holiday Programmes is kept informed of any changes to the student's travel arrangements.

3.5 Any changes to travel details must be received at least 14 days before the start of the course.

3.6 Students are liable for the cost of excess baggage and Unaccompanied Minor (UM) charges. Please check at the time of booking, the airline's arrangements for the payment of airport departure tax and the maximum luggage allowance.

3.7 If a student is being picked up by an adult who is not the parent or guardian, the IB Holiday Programmes requires written confirmation of the name of the adult picking up the child, from the parent 24 hours in advance. The adult must provide photographic ID to the IB Holiday Programmes staff before the student is released into their care.

3.8 Unexpected and unavoidable delays and complications sometimes occur. The IB Holiday Programmes does not accept responsibility for any loss or expense due to delays or changes in public transport beyond its control.

4. Cancellation

4.1 Please contact us immediately if you need to cancel your course.

4.2 For cancellations before your course start date, the remainder of the course fees less the deposit amount will be proportionally refunded as per the table below:

Period Before Start Date	Total Refunded
120+ days	100%
90-119 days	50%
45-89 days	10%
0-44 days	0%

4.3 Cancellations after the commencement date of the course for any reason will receive no refund of any course fees.

4.4 Where the reason for cancellation is due to a visa refusal, please see Student Visas, as separate conditions apply.

4.5 Please note, we cannot guarantee the transfer of cancelled bookings to the following year.

4.6 Any unused portion of the course fee is non-refundable.

5. Student Visas

5.1 Student visas may be required from some countries, and obtaining a visa is the responsibility of the parent. In cases where the student is required to obtain a visa to study in the UK, a Visa Invitation Letter will be provided by the IB Holiday Programmes.

5.2 If a visa application is refused, the following refund policy applies: If a visa application is refused and the client has followed all the correct procedures, the IB Holiday Programmes shall refund the full fees paid (less a £250 administration fee and any courier fees incurred) upon receipt of a copy of the original documentation issued by the Entry Clearance Officer.

5.3 The IB Holiday Programmes will not refund a client should the reasons for refusal be related to insufficient or incorrect documentation.

5.4 The IB Holiday Programmes will not refund a client should the client not have applied with sufficient time for the visa to be approved.

5.5 With all visa refusals, original documentation issued by the Entry Clearance Officer must be provided to IB Holiday Programmes to qualify for any refund.

5.6 If a student is found to have the wrong type of visa, he/she will not be admitted on to the programme. In this case, the IB Holiday Programmes will not be obliged to offer the Parent a refund of fees.

5.7 If a visa has not arrived in advance of the student's course start date, the IB Holiday Programmes will offer to postpone the course to a later date, subject to availability.

6. Liability

6.1 Force Majeure: An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include, but are not limited to, any worldwide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The IB Holiday Programmes reserves the right to cancel a course or programme in the case of such an event.

6.2 If the IB Holiday Programmes is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event, it shall immediately notify the Parent in writing and shall be excused from performing its obligations while the Force Majeure Event continues.

6.3 The IB Holiday Programmes has public liability insurance. Any liability of the IB Holiday Programmes to the student or parent or guardian, in respect of which the IB Holiday Programmes has insurance cover, shall be limited to the amount of such cover, and any such liability in respect of which the IB Holiday Programmes does not have insurance cover, shall be limited to the aggregate amount of fees paid in respect of the student. Nothing in these terms and conditions, however, shall operate to exclude any liability of the IB Holiday Programmes for personal injury or death caused by negligence of the IB Holiday Programmes or our respective servants and agents.

6.4 It shall be a condition of the contract between the IB Holiday Programmes and the student or his or her parent or guardian, that the IB Holiday Programmes shall not, in any way, be liable to the student or the parent or guardian in the event that any service contracted to be supplied by the IB Holiday Programmes becomes impossible to supply due to reasons outside our control.

6.5 All organised sports, activities, and events have been risk assessed by IB Holiday Programmes staff and are deemed to meet health & safety requirements. The IB Holiday Programmes does not accept responsibility for accidents or sports injuries, except in cases where its staff have been found to be negligent.

6.6 If the Parent does not wish the student to partake in any particular activity, they must inform the IB Holiday Programmes in writing at the time of booking.

6.7 The IB Holiday Programmes can take any fair and reasonable action it considers appropriate should a situation arise which is not covered by these Terms and Conditions.

7. Health and Welfare

7.1 Student's health: The Parent warrants that the student is in good physical and mental health and is not travelling against the advice of any doctor or qualified healthcare professional. The Parent agrees to inform the IB Holiday Programmes, when completing the Booking Form, if the student suffers from any pre-existing medical condition, disability or allergy.

7.2 Medication: The Parent agrees that any medicine brought to the IB Holiday Programmes by the student will be given to the Houseparents on arrival. The IB Holiday Programmes shall only accept responsibility for medicines which are licensed in the UK, prescribed by a doctor and which are accompanied by English translation. Such medication shall be properly stored and administrated by the Houseparents, or by any authorised person who is expressly appointed to administer medicines by the IB Holiday Programmes.

7.3 Illness: In case of illness or injury, the student will see the Houseparent or School Nurse who will assess his/her condition. In cases of minor illness such as a cold, headache or sore throat, the Houseparent or any other person expressly authorised by the IB Holiday Programmes may issue common, non-prescribed medicines such as Paracetamol, throat lozenges or cough syrup.

7.3.1 If the Houseparent considers that a doctor's visit is necessary, an appointment will be made with a local GP.

7.3.2 If the Student requires urgent medical attention, the IB Holiday Programmes staff will take him/her to the nearest local hospital for immediate care or if necessary, will telephone for an ambulance.

7.4 Emergency medical treatment: The Parent authorises the IB Holiday Programmes to consent on their behalf to the student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person, as necessary for the student's welfare, and if the Parent cannot be contacted in time.

7.5 Seeing a doctor: Sevenoaks staff will arrange to see a doctor in case of necessity at the earliest convenience, and will do via a local, private GP. Therefore, parents will have to pay a fee to see a doctor. The Parent agrees that such fees will be paid from the student's pocket money or if necessary will be invoiced to the parents.

7.6 Medical Certificates: The Parent agrees to inform the IB Holiday Programmes and pay the relevant fee in advance if they require the student to be issued with a Medical Certificate following a visit to a doctor or hospital.

7.7 Student's accommodation: The IB Holiday Programmes reserves the right to organise the student's accommodation as it deems appropriate within the Boarding House.

8. Passports and Tickets

8.1 The original passport and travel ticket must be presented at registration on arrival at the School and will be kept secure throughout the course.

8.2 The IB Holiday Programmes shall not be liable for the safety or security of any ID documents or cash, which is brought to the IB Holiday Programmes by students and that is not handed in to the IB Holiday Programmes for safekeeping upon a student's arrival, or which is in the student's possession.

8.3 The student must not bring valuable possessions to the IB Holiday Programmes. If the Student does bring a valuable item with him/her, the student is responsible for the security and safe use of that item.

8.4 The IB Holiday Programmes is not able to accept responsibility for any lost, stolen or damaged personal possessions brought to the IB Holiday Programmes by the student

9. Damage

9.1 The full cost of repairing any damage caused by the student to IB Holiday Programmes property or equipment, or to the personal property of another student, will be charged to the Parent. The Parent agrees that such payments to repair damage caused will be taken from the student's pocket money account. Should funds be insufficient or unavailable, the Parent agrees to make payment in full by credit card or bank transfer.

10.Lost Property

Forgotten belongings and lost items during the Summer Programme are the responsibility of parents/agents to arrange collection of a courier. Due to the number of students on our programmes, we are unable to take responsibility for students' personal possessions, and we expect students to be responsible for remembering and packing all of their belongings when departing.

All lost property items will be destroyed 14 days after the end of the course. Sevenoaks School IB Holiday Programmes is not liable for any belongings left in the school, boarding houses or anywhere on site.

11. Course Rules

11.1 If students participating in the IB Holiday Programmes do not follow the IB Holiday Programmes rules as set out in the Student Handbook, the IB Holiday Programmes reserves the right to discipline them.

11.2 Serious Breaches of Course Rules: A student can be excluded for grave breach of IB Holiday Programmes discipline. The following examples of behaviour, which may lead to the student to be sent home, are not exhaustive and are included for illustrative purpose only:

11.2.1 Abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property and verbal or other abuse on racial, sexual or religious differences.

11.2.2 Students purchasing or drinking alcohol/smoking cigarettes.

11.2.3 Students possessing, using or supplying drugs or any other illegal substances.

11.2.4 Stealing or committing any other criminal offence under UK law.

11.3 Once the decision has been made to exclude a Student from the IB Holiday Programmes, they will be withdrawn from all lessons, activities and excursions and they will be required to pack their suitcase and leave the IB Holiday Programmes.

11.3 If a student has been expelled from the IB Holiday Programmes, the Parent will be responsible for:

11.3.1 Rescheduling, where possible for the same day of the exclusion, and paying for the student's return flight home.

11.3.2 Paying for any additional cost of transferring the student.

11.3.3 If a flight is not available for the same day as the exclusion, alternative accommodation will be arranged by the IB Holiday Programmes at the Parent's expense. Parents will be asked to pay any extra costs in advance of the student's transfer to alternative accommodation.

11.4 The IB Holiday Programmes reserves the right to refuse admission based on previous poor behaviour e.g. official warnings as detailed in course rules.

11.5 During excursions, the IB Holiday Programmes may allow Students to go shopping in small groups without the supervision of the course staff, and with meting points with staff throughout the excursion, unless the parent or guardian writes to tell us their child cannot do this.

12. Visitors to the IB Holiday Programmes

12.1 It is an academic requirement that all students attend their lessons. Any relative or friend, who wants to take a student out during the course, must seek the permission of the Director or his or her delegate 48 hours before the desired time. The parent/guardian of the student must sign an authorisation letter before permission is granted.

13. Marketing

13.1 The IB Holiday Programmes sometimes uses photographs or video footage of the students in promotional material. If the Parent does not wish the student to appear in such material, they must inform the IB Holiday Programmes in writing. We will confirm the receipt of your request.

13.2 Students and the parent or guardian are asked to complete a course evaluation form at the end of the course. Unless the Parent writes to tell us this is not acceptable, we may use any comments in future promotional material.

14. GDPR

14.1 The IB Holiday Programmes complies fully with the latest General Data Protection Regulation (GDPR) guidelines. From time to time, the IB Holiday Programmes will share student details with appropriate third parties as necessary; for example, medical services, horse riding stables (only if horse riding has been selected on making the booking) and agents (only if booking is through an agent). If the Parent does not wish the student's details to be shared with appropriate third parties, they must inform the IB Holiday Programmes in writing.

14.2 For full details on the school's Privacy Statement, please click on the following link: Sevenoaks School Privacy Statement

15. Governing law

15.1 These Terms and Conditions form the basis of any contract between the IB Holiday Programmes and the Parents/Guardian or Agent. The contract is provided in English and is subject exclusively to the laws and courts of England and Wales.