



TERMS AND CONDITIONS (PARENT CONTRACT)

What these terms cover. These are the terms and conditions on which we provide the Services (as defined below).

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

If you think there is a mistake in these terms and conditions, or if anything is unclear or you would like to have something further explained to you, then please contact the bursar at bursar@kcs.org.uk to discuss.

I. **Definitions**

I.1 Meanings of some words and phrases we use in these terms and conditions. In these terms and conditions:

"**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 pupil aged 18 or over;

"**Complaints Policy**" means the School's procedure for handling complaints from parents, as amended from time to time. It is not intended to form part of the contract between you and the School. A copy of the most up-to-date complaints policy is on the School's [website](#) and is otherwise available from the School at any time upon request;

"**Conditional Offer**" means an offer of a place made on condition of your child fulfilling a specific requirement prior to their joining the School, for example, meeting the required standard in the entrance assessment. The terms of any Conditional Offer form part of the contract with the school as set out in [Clause 1.3](#) below;

"**contract**" has the meaning given in [Clause 1.3](#) below;

"**deposit**" means the amount set out and referred to as the deposit in the Acceptance Form (and that is separately set out in the Fees section of the School's website);

"**Education Services**" means the School's provision of classes and lessons to your child;

"**Fees**" means the School Tuition Fees plus any and all Specified Extra Charges, being the total amount payable by you to the School for the Services each term as set out in the Schedule of Fees;

"**fees in lieu of notice**" means a term's School Tuition Fees plus any non-optional Specified Extra Charges, calculated in accordance with (as applicable) [Clause 3.3](#) or [Clause 5.1](#). Financial assistance awards and scholarship awards do not apply to any term for which the School has required fees in lieu of notice. Accordingly, any fees in lieu of notice will not be reduced as a result of any scholarship or financial assistance award made to you or your child;

“Advanced Fee Payment Scheme Terms and Conditions” means the supplemental terms and conditions relating to the School’s Advanced Fee Payment Scheme;

"Head" means the person appointed by the Governors of the School to be responsible for the day-to-day running of the School, including anyone to whom such duties have been delegated;

"Schedule of Fees" means the list setting out the price for each of the Services as notified to you from time to time or available on the School's website or in fee bills or 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. A copy of the documents comprising the School Rules is available on the School’s [website](#) and from the School on request;

“Services” means all the services to be provided by the School on the terms and subject to the conditions of this contract, including Education Services (which are covered by the School Tuition Fees) and any other services (which are covered by a Specified Extra Charge);

“School Tuition Fees” means the termly fees for the provision of Education Services, as set out in the Schedule of Fees;

“Specified Extra Charges” means the charges for each Service excluding Education Services, as set out in the Schedule of Fees or on the ‘Fees’ page of the School website or in fee bills;

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

"a term’s notice" means **written** notice given before the first day of the term before the term to which the notice relates. For example, a term’s notice is required to withdraw your child from the School. So, if you wish to withdraw your child with effect from the start of the autumn term, you need to tell us in writing about the withdrawal before the first day of the preceding summer term;

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

"we" or the **"School"** means any school owned by the Corporation of King’s College School, the legal entity carrying on as the Schools as identified in Clause 1.2 below or the individual schools owned by the Corporation of King’s College School as appropriate; and

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

In these terms and conditions we sometimes provide illustrative examples by using the words **“for example”**, **“includes”** or **“including”**, which are not exclusive or limiting examples of the matter in question.

- 1.2 Who we are. We are The Corporation of King’s College School, of Southside, Wimbledon Common, London SW19 4TT as now or in the future constituted (and any successor) a statutory corporation incorporated under the King’s College London (Transfer) Act 1908 and a charity registered in England and Wales under registration number 310024. Our VAT registration number will be confirmed shortly. The Corporation of King’s College School owns, operates and manages King’s College School (‘the senior school’), King’s College Junior School (‘the junior school’) and Wimbledon Common Preparatory School (‘WCPS’). The senior school, junior school and WCPS are together the ‘Schools’. The senior school and junior school are together called ‘King’s’.

- 1.3 Our contract with you. The **Acceptance Form**, the **Schedule of Fees**, the **Advanced Fee Payment Scheme Terms and Conditions**, the **School Rules and behaviour policies**, any **Conditional Offer** set out in the offer letter, 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 the 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 completed Acceptance Form and paying the deposit.

- 2.2 The status of the deposit. The deposit will be held as security to secure performance of your obligations under this contract. The deposit remains your property and does not form part of the general funds of the School unless and until it is applied or forfeited in accordance with this contract. Subject to Clause 2.3, on your child's leaving the deposit will be returned to the fee payer by bank transfer into the account from which the Fees are paid by Direct Debit.

- 2.3 Circumstances where all or some of the deposit will not be returned to you. You authorise us, and we will be entitled to, retain, deduct from or otherwise apply the deposit (as applicable), if:

2.3.1 you choose to donate all or some of the deposit to the King's College School Bursaries Foundation;

2.3.2 you fail to pay the School's final invoice;

2.3.3 you owe the School fees in lieu of notice (whether in accordance with Clause 3.1 or Clause 5.1);

2.3.4 your child does not take up their place at the School, in accordance with Clause 3;

2.3.5 your child is excluded or required to be removed from the School, in accordance with Clause 7.4.2; and/or

2.3.6 the School terminates the Parent Contract, in accordance with Clause 14.

- 2.4 What happens to donated deposits. Where you have ticked the donation box set out in the Acceptance Form, you direct the School to apply some or all of the deposit on your behalf to the King's College School Bursaries Foundation. We will also ask you to complete a Gift Aid declaration form in order that the School may reclaim Gift Aid on your donation. You will be responsible for making the final payment of the Fees or other sums due to the School on your child's leaving (unless otherwise stated in these terms and conditions).

PLEASE READ 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.

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

- 3.1 Notice to withdraw your acceptance of a place before your child joins the School. **If you wish to withdraw your acceptance of a place BEFORE your child starts at the School you must either give us a term's notice to that effect or pay to the School a term's fees in lieu of notice.** This includes if your child is made a Conditional Offer. For example, to withdraw your acceptance of a place starting in the autumn term you would either need to tell us in writing before the first day of the preceding summer term or pay fees in lieu of notice.
- 3.2 If we receive notice. If you provide notice in accordance with Clause 3.1, no fees in lieu of notice will be payable but as you have not taken up your child's place at the School you will forfeit the deposit. The only exception to this is where you have provided notice in accordance with Clause 3.1 above and the School actually fills the specific place created by your child's withdrawal, in which case the School will refund the deposit to you less any donation you have chosen to make to the King's College School Bursaries Foundation and less its costs in administering your dealings with the School or a reasonable estimate of those costs. You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to fill the vacancy created by your child's withdrawal.
- 3.3 If we do not receive notice. **If you do not provide us with notice in accordance with Clause 3.1 (or if no notice is provided at all) fees in lieu of notice will be payable by you and will become due and owing to the School upon demand as a debt.** The fees in lieu of notice will be charged at the rate applicable for the term when your child was due to start. The School will apply the deposit you have paid (without any entitlement to repayment under Clause 3.2 above), less any amount of the deposit you chose to donate to the King's College School Bursaries Foundation when you accepted your place, to the amount of the fees in lieu of notice you will owe us.

4. School Tuition Fees, Specified Extra Charges and Payment

- 4.1 School Tuition Fees. Unless set out in the Schedule of Fees or notified to you at any time, the School Tuition Fees cover the provision of Education Services.
- 4.2 Specified Extra Charges. The Specified Extra Charges are payable in respect of each Service excluding Education Services. Some Specified Extra Charges are optional, and other are not optional. Please see the Schedule of Fees for further information. Any and all Services which are optional are supplied independently from each of the other Services. By way of example, any extra-curricular activities (such as individual music lessons, trips and visits) in which 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, lunches, the home to school coach service, all public examination fees, books and stationery shall be charged as Specified Extra Charges. 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. In accordance with Clause 4.12 School Tuition Fees and Specified Extra Charges will not be reduced or refunded due to your child's absence, other than lunch and the home to school coach service costs which may be reduced if your child is on study leave, or lunch if we are informed in writing in advance that your child will be observing a period of fasting for religious reasons, eg Ramadan.

4.3 VAT And applicable taxes.

- 4.3.1 Except as expressly stated otherwise in the Schedule of Fees, all of the Fees are exclusive of VAT and any other taxes, which will be added (where applicable).
- 4.3.2 You may be required to reimburse the School for any costs or expenses we incur on your or on your child's behalf. If this happens, you must also reimburse the School for any VAT applicable on such costs or expenses, unless we are entitled to a credit or repayment from HMRC in respect of that VAT.
- 4.3.3 If the School at any time assesses (or HMRC at any time determines) that any of the Services supplied by the School under this contract are subject to VAT, and the School has not already charged you VAT on the applicable Fees for those Services, the School will promptly notify you and confirm the amount of VAT payable in respect of the relevant Fees and you will pay an amount equal to that VAT within 14 days of the School notifying you.

PLEASE READ THIS NEXT SECTION CAREFULLY - it deals with your responsibility to pay the school tuition fees and specified extra charges. It is a term and condition of your child being offered a place at the school that you set up a Direct Debit mandate for payment of school tuition fees and specified extra charges.

- 4.4 Who is responsible for payment. **Each of you is responsible for ensuring that all of the Fees are paid to the School. This is because our contract applies to both of you together and each of you on your own.** In practice this means that if any of the Fees have not been paid then the School can, in its discretion, choose to seek payment of the amount outstanding from either or both of you. 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 of your responsibility for the Fees due under this contract. For this reason, it is a term and condition of your child being offered a place at the School that you set up a Direct Debit Instruction even if you agree alternative fee payment arrangements with the School under Clause 4.5.
- 4.5 How one parent can remove themselves from their payment responsibility and 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 parent who has signed the Acceptance Form may be removed from their payment responsibility under this contract but that parent **must** have obtained the prior written consent of **both** the School **and** the other parent who has signed the Acceptance Form before submitting such notice. Separately the School may (without obligation to do so) agree in writing with each of you to accept payment from a third party (for example, a grandparent or employer) but this will not discharge your payment responsibility under this contract, unless we agree otherwise in writing. The School will undertake money laundering, unexplained wealth and sanctions checks in accordance with its [Anti-money laundering policy](#) prior to accepting payment by a third party.
- 4.6 How financial assistance and scholarship awards are treated. Any award 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, the continuation of the award is no longer merited in accordance with the School's relevant policy. For the particular terms and conditions of financial assistance awards and scholarship awards please see the [Financial assistance with fees policy](#) or the scholarship conditions of award provided to you if a scholarship is offered to your child. If your child has been given an award which includes financial assistance (for

example, by way of fee remission), your responsibility will be to pay for the amount of Fees due after taking account of that award. Where it appears likely to the Head that an award which includes financial assistance may be withdrawn, you will be notified in advance and, if within 14 days of that notification you give notice to withdraw your child from the School, no fees in lieu of notice will be payable by you.

- 4.7 How the School Tuition Fees are charged and payment requirements. The annual School Tuition Fees are divided into three equal parts and charged separately on a termly basis, regardless of the length of any term and regardless of your child's year group. **Each term's School Tuition Fees fall due for payment by you on or before the first day of that term.** Each term's School Tuition Fees will be included in a fee bill sent to you. It is your responsibility to ensure the fee bill is shared with any other such person(s) the School may have agreed separately shall pay the fees under Clause 4.5 above. The fees must be paid in full by Direct Debit on or before the first day of the term to which the fee bill relates. The school reserves the right to charge you as an extra any cost incurred in re-presenting the payment to the bank. The School may exceptionally agree with you in advance and in writing alternative payment arrangements or an advanced fees payment scheme. Before doing so the School will undertake money laundering and unexplained wealth and sanctions checks in respect of advanced fee payment schemes or alternative payment arrangements at any time and before agreeing to the arrangement or scheme in accordance with its [Anti-money laundering policy](#). **We may not allow your child to attend the School if you do not pay the School Tuition Fees on time.**
- 4.8 Payment of Specified Extra Charges. All Specified Extra Charges for each term (and for other unpaid Specified Extra Charges that were agreed during the previous term) will be billed in the school's termly fee bill or mid-term bill. All such Specified Extra Charges must be paid in full by Direct Debit on or before the first day of the next term/half term to which the fee bill or mid-term bill relates. **We may not allow your child to participate or receive the relevant Service or attend the School if you do not pay the Specified Extra charges on time.**

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

- 4.9 Consequences of non-payment or late payment. If you do not make any payment to the School by the due date for payment, we may:
- 4.9.1 refuse to allow your child to attend the School, withhold any references, and/or withdraw sponsorship of your child's Child Student or Student Visa (if applicable) while the School Tuition Fees remain unpaid or if there is a repeated or persistent failure by you to pay the School Tuition Fees on time. This applies in addition to our right to terminate this contract under Clause 14;
 - 4.9.2 refuse to allow your child to participate in or receive the relevant Service or attend the school while the applicable Specified Extra Charge remains unpaid;
 - 4.9.3 charge interest on the overdue amount at the rate of 8% per cent a year. 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;
 - 4.9.4 charge you the costs we incur in recovering, or attempting to recover, any unpaid amount from you (including reasonable legal costs); and/or

- 4.9.5 inform any other school or educational establishment to which you propose to send your child of any non-payment or late-payment.

PLEASE READ THIS NEXT SECTION CAREFULLY – it provides information about fee increases and fees due during the course of your child's time at the School.

- 4.10 Our ability to increase the School Tuition Fees. We will review the School Tuition Fees (usually annually) and may increase them. Notice of an increase in the School Tuition Fees will be sent to you before the end of the penultimate term before the increase is to take effect. For example, if the fees are to increase at the start of the autumn term we will notify you before the end of the preceding spring term. This will allow you time to consider the increase and, if you wish to withdraw your child from the School before the proposed increase is due to take effect, then you will have sufficient time to provide the required term's notice of withdrawal to the School under Clause 3.1 or Clause 5.1.
- 4.11 Our ability to increase the Specified Extra Charges. We will review the Specified Extra Charges and may increase them. Where practicable, we will try to give you notice of any material increases to the Specified Extra Charges prior to the end of the penultimate term before the increase is to take effect. If you wish to withdraw your child from an optional Service to which the Specified Extra Charge applies before the proposed increase is set to take effect, then you will have sufficient time to provide the required period of notice. If you wish to withdraw your child from the School you will need to provide the required term's notice of withdrawal to the School under Clause 3.1 or Clause 5.1.
- 4.12 Fees and Specified Extra Charges will not be reduced due to your child's absence or the School's closure. Fees 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 any periods spent at home. However, lunch and the home to school coach service Specified Extra Charges may be reduced if your child is on study leave. The lunch Specified Extra Charge may also be reduced if we are informed in writing in advance that your child will be observing a period of fasting for religious reasons, eg Ramadan.
- 4.13 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:
- 4.13.1 your identity and place of residence;
 - 4.13.2 your child's identity;
 - 4.13.3 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;
 - 4.13.4 your child's right to enter, live and study in the United Kingdom;
 - 4.13.5 the legitimate source of funds you are using to pay the Fees; and

- 4.13.6 information provided to us as part of, or in connection with, an application for (or our grant of) a financial assistance or scholarship award.

You must provide the School with the information and documentation we ask for.

- 4.14 Allocation of payments to your fees account. The School is entitled to allocate payments from you to your account as it sees fit. For example, 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.
- 4.15 How fees are discharged under our 'Advanced Fee Payment 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 Advanced Fee Payment Scheme Terms and Conditions (ie, where you have prepaid all or part of the School Tuition Fees due under this contract) you will still need to meet the difference (if any) between the amount per term prepaid under the Advanced Fee Payment Scheme Terms and Conditions and the total Fees and other amounts due in respect of your child each term under this contract. The School will provide a termly and mid-termly fee bill in respect of the School Tuition Fees, Specified Extra Charges and other amounts due, and the difference will 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 or remove your child from participating in or receiving a Service for which there is a Specified Extra Charge.

5. **Notice Requirements**

- 5.1 Notice to withdraw your child from the School. **If you wish to withdraw your child from the School (other than at the normal leaving date which is at the end of Year 2 at Wimbledon Common Preparatory School and at the end of the Upper Sixth at King's College School), you must either give us a term's notice or pay to the School fees in lieu of notice.** Those fees in lieu of notice will be charged at the rate for the term that would have been the final term of your child's education, had you given a term's notice (and not the rate for the term when you gave notice). For example, if you wish to withdraw your child with effect from the start of the autumn term then you would either need to tell us in writing before the first day of the preceding summer term or pay fees in lieu of notice (at the rate applicable for the autumn term). The School will apply the deposit you have paid less any donation you have chosen to make to the King's College School Bursaries Foundation (without any entitlement to repayment under Clause 3.2 above) towards payment of any such fees in lieu of notice. Any financial assistance award or scholarship awarded to you does **not** apply to any term for which fees in lieu of notice are due.
- 5.2 When the relevant amount in lieu of notice must be paid. In cases under Clause 5.1 above, the appropriate amount of fees in lieu of notice will become payable by you upon demand as a debt.
- 5.3 Notice to withdraw your child from participating in or from receiving a Service covered by a Specified Extra Charge which is optional. If you wish to withdraw your child from participating in or receiving a Service which is covered by a Specified Charge and which is optional, you must either give a term's notice to that effect or pay to the School as a debt a term's

Specified Extra Charges for the relevant Service in which your child has ceased to participate or receive. This clause does not apply to:

- 5.3.1 Specified Extra Charges for school trips, where you may incur the full cost of the trip should you withdraw your child from the trip after they have been allocated a place;
 - 5.3.2 Specified Extra Charges for any personalised or made to order items, for example monogrammed school bags or some items of sports kit, where you will incur the full cost once the order is placed;
 - 5.3.3 Specified Extra Charges for lunches, individual music lessons, the school coach service and optional insurances, all of which have specific terms and conditions notified separately which may require a longer or shorter notice period than a term or payment to the School as a debt the Specified Extra Charges for the notice period of the relevant Service in which your child has ceased to participate or receive.
- 5.4 Withdrawal part-way through a term does not reduce the amount you owe to the School. It is not possible for you to reduce the amount of Fees due, or to obtain a refund of Fees, by withdrawing your child or by your child's ceasing to participate in or receive a Service part-way through a term.

6. School Rules and policies

- 6.1 Compliance with the School Rules and the School's behaviour and other policies. It is a condition of remaining at the School that you and your child comply with the School Rules and policies of conduct and behaviour. In addition, you must ensure that your child attends School in accordance with our [Attendance policy](#), attends punctually and that your child conforms to any rules of appearance, dress and behaviour we may issue.
- 6.2 We may undertake drug testing of your child. The School may undertake drug and alcohol testing of pupils in accordance with its [Drugs, alcohol and smoking policy](#). This policy has been adopted for disciplinary purposes and with the aim of safeguarding the health and safety of all pupils.
- 6.3 Monitoring your child's telephone, email and messaging communications, internet and Wi-Fi use, and use of social media. **The School may, subject to applicable data protection legislation, monitor your child's telephone, email and messaging communication, internet and Wi-Fi use, and use of social media.** We may do this for various reasons, including ensuring compliance with the School Rules and the School's behaviour and other policies or where it is appropriate or necessary for the School to do so in connection with the School's legal and/or other duties and responsibilities or other legitimate purposes or good practice requirements. All pupils are required to agree to follow the school's [Acceptable use policies for pupils](#).

7. Suspension, Exclusion and Required Removal

- 7.1 The Head's discretion to suspend or exclude your child from the School. The Head may at their discretion suspend or, in serious or persistent cases, exclude your child from the School in accordance with the [Exclusion, removal and review policy](#), if the Head considers that your child's conduct or behaviour (including behaviour or conduct outside School or online) is unsatisfactory and/or the suspension or exclusion is in the School's best interests and/or those of your child and/or other children.

- 7.2 Where you can find examples of offences punishable by suspension or exclusion. The School's [Behaviour policies](#) and [Exclusion, removal and review policy](#) set out examples of offences likely to be punishable by suspension or exclusion. These examples are not exhaustive and the Head may decide that suspension or 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 exclusion or suspension, the Head may at 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 represents a serious or persistent breach of this parent contract or any code of conduct in place with regards to parents; and/or causes a breakdown in trust and confidence; and/or adversely affects (or is likely to adversely affect) your child's and/or other children's progress at the School, and/or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute (among the School community or the general public); and/or is not in accordance with your obligations under this contract; and/or
 - 7.3.2 your child's attendance and/or progress at the School is unsatisfactory and/or in the reasonable opinion of the Head, the removal is in the School's best interests and/or those of your child and/or other children; and/or
 - 7.3.3 separate to the Head's discretion to suspend or exclude your child under [Clause 7.1](#), 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. Should the Head exercise their right under either [Clause 7.1](#) or [Clause 7.3](#) above:
- 7.4.1 you will not be entitled to any refund or remission of Fees due (whether paid or payable) in or relating to the term in which your child is excluded, suspended or removed;
 - 7.4.2 in respect of exclusions and required removals under [Clause 7.3.1](#), the deposit will be forfeited and retained by the School;
 - 7.4.3 in respect of exclusions and required removals, fees in lieu of notice will **not** be payable and any Fees that have been prepaid for or relating to any term after the term in which the exclusion/required removal occurred will be refunded to the fee payer by bank transfer into the account from which the Fees are paid by Direct Debit.
- 7.5 Impact of exclusion or required removal on this contract. This contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School and the School will stop providing the Services.
- 7.6 Your right to have decisions to exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or Head to exclude or require the

removal of your child under this [Clause 7](#) reviewed, and may have the right to a review if your child is suspended, subject to the provisions for review set out in the [Exclusion, removal and review policy](#). Any such review shall be governed by the provisions of the policy.

8. The School's Obligations

- 8.1 The period of your child's schooling. Subject to these terms and conditions, the School will provide the Services (except any optional Services that you have chosen not to receive) and accept your child as a pupil from the time of joining the School until the end of their schooling which is at the end of Year 2 at Wimbledon Common Preparatory School and at the end of the Upper Sixth (Year 13) at King's College School.
- 8.2 Moving up King's. There is no automatic entry from Wimbledon Common Preparatory School to King's. Any pupil wishing to join King's will only be offered a place having been successful in the entrance assessment in accordance with the [Admissions policy](#). Once admitted the School shall not be obliged to permit your child to enter the senior school/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 senior school/sixth form after the results of internal/external examinations are known, and may make entry to the senior school/sixth form conditional upon the results of such examinations. **However, even where the School has imposed conditions on entry into the senior school/sixth form, if you wish to withdraw your child prior to entering the senior school / sixth form, [Clause 5.1](#) applies.** Progression across other year groups is assumed unless the head at their discretion exercises any of their rights under [Clause 7](#).
- 8.3 The scope of our duty to exercise reasonable skill and care. We will exercise reasonable skill and care in the provision of the Services. 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 direct supervision of a member of School staff.**
- 8.4 Consent to participation in day trips and visits, 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. Further information can be found in the School's [Head injury and concussion policy](#) and [First aid policy](#) on the website. 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 We will give you notice of significant changes. Our website and prospectus describe the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your child. Where practicable, we will give you notice of any planned changes that we regard as significant to your child's education prior to the end of the penultimate term before the change is to take effect. If you wish to withdraw your child from the School before the proposed change is set to take effect, then you will have sufficient time to provide the required term's notice of withdrawal to the School under [Clause 3.1](#) or [Clause 5.1](#) above.
- 8.7 Your child's progress and needs 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 and may make recommendations for further specialist involvement if appropriate but we do not routinely 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 must be arranged by you, although the School may advise as appropriate on the type and nature of assessment required, and on approved specialists who can provide these assessments. Depending on the circumstances, such assessments will normally be 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. It is important to note that the Joint Council for Qualifications state that any privately commissioned assessments that are completed without the involvement of the School prior to the assessment taking place will not be valid for exam access arrangements. 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. Please note that any additional support required in connection with your child's special educational needs may carry a Specified Extra Charge. Further information can be found in the School's [Learning enrichment and SEND policy](#) which is available on the School's website or on request.
- 8.8 Religious observance and relationships and sex education (RSE) and health education. Religious observance, relationships and sex education (RSE) and health education at the School will be conducted in accordance with the School's policies.

9. **The Parents' Obligations**

- 9.1 We require your co-operation. In order to fulfil our obligations under this contract and to maintain a constructive relationship with you, we, the Head and School staff, need your co-operation, including in particular by you fulfilling your own obligations under this contract.
- 9.2 Examples of the co-operation and assistance we require. 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. You must refrain from any discriminatory, bullying or harassing conduct or behaviour towards staff including where this has the purpose or effect of violating the dignity of a staff member or

- creates an intimidating, hostile, degrading, humiliating or offensive working environment for them (including, for example, conduct or behaviour which constitutes sexual harassment);
- 9.2.2 complying with any policies or instructions relating to expectations concerning parental behaviour and conduct that may be in place or communicated from time to time;
 - 9.2.3 supporting your child in adhering to the values and standards of behaviour set out and described in the school's relevant policies;
 - 9.2.4 encouraging your child in their studies, giving appropriate support at home, and ensuring your child attends school in accordance with our [Attendance policy](#);
 - 9.2.5 keeping the School up-to-date and informed about matters which affect or may affect your child (including circumstances which arise at any time that affect or may affect your ability to pay the School Tuition Fees and Specified Extra Charges for your child, any changes to their immigration status, and information relating to your child's health or special educational needs or medical conditions);
 - 9.2.6 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 any of them, are not withheld and are shared in a timely and transparent manner;
 - 9.2.7 engaging with the School in a cooperative and transparent manner and providing assistance to the School so that your child can participate in, and benefit from, the School's provision of the Services; and
 - 9.2.8 attending meetings and 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 and wellbeing questionnaire in respect of your child and that they attend a medical examination at the School.** You must inform the School of any health or medical condition, 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 or injuries (including any concussions or head injuries). You must also provide us, whether upon further request by the School or otherwise, any reports (whether in existence or to be commissioned), other materials or information relevant to any of the same and cooperate with the School in relation to the same. **If you withhold from us or otherwise misrepresent to us information of this nature in particular, please be aware that this may result in us exercising our right to end this contract under Clause 14.1.2 below.**
- 9.4 *Circumstances where we may require you to keep your child away from School.* The School reserves the right to require your child to remain away from School in the following circumstances:
- 9.4.1 due to a health or safety risk (including a virus, pandemic, epidemic or any other health or safety risk, including circumstances where the School reasonably concludes that your child does or may pose a risk of harm to themselves or others). We may provide Education Services to your child remotely during such

a period on an interim basis and to the extent this is reasonable or proportionate. For the avoidance of doubt, the School is not a remote-education provider and long-term arrangements in respect of remote provision are unlikely to be considered reasonable or proportionate; and/or

- 9.4.2 where a potential ground for required removal or exclusion is being investigated by the School and this relates to the conduct of your child or engages their (or another child's) safety or well-being. In such circumstances, the requirement to keep your child away from School would be a neutral act during the investigation procedure. (Alternatively, your child may be placed under a special regime if they remain on School premises); and/or
- 9.4.3 in accordance with Clause 4.9.1 and Clause 4.9.2.
- 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, and provide on reasonable request from the School such further information as may be reasonably required by the School to understand the basis for and scope of such arrangements.
- 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. 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 relation to your child's attendance at the School and/or the School's provision of education to your child. In any such circumstances you must promptly provide the School with relevant information, including copies of the relevant court order(s) or undertaking(s) 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. If at any time during your child's time at the School all those with parental responsibility will not be in the United Kingdom at any time or will otherwise be absent from your main residential address overnight 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 a 'responsible adult' for the period of your absence. This applies even where your child is aged 18 or over.
- 9.8 Receiving information from you and sharing information with you. The School is entitled to assume that you have consulted with each other so far as significant decisions regarding your child are concerned. Accordingly, except under Clause 9.9 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 note that any person who has parental responsibility for your child is entitled to receive certain core information from the School, including about your child's progress and attainment. The School will therefore disclose such information as a matter of routine to each such person unless the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under data protection law).

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 (ie under any of Clauses 3.1, 4.6, 4.10, 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 is entitled not to accept such notice unless and until all holders of parental responsibility have signed such notice).
- 9.10 You must notify us of your child's absence from School. The School must be informed as soon as possible of any reason for your child's absence from School by following the school's absence reporting process notified to you in the joining information. Wherever possible the School's prior consent should be sought for absence from the School.
- 9.11 Raising concerns with the School and making complaints. If you have cause for concern about your child's safety, care, discipline or progress you must inform the School as soon as possible. Complaints should be made in accordance with the [Complaints policy](#) which can be found on the School's website and is available from the School at any time upon request.

10. **Insurance**

Your responsibility to make your own insurance arrangements. You must make your own insurance arrangements if you require cover for your child or their property while at School or for the payment of Fees due to 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. Details of any optional insurance or fee refund schemes offered by the School can be found on the [fees page](#) of the website.

11. **How we may use Personal Information: References, 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 or, to any prospective employer. Any reference supplied by us (or received by us) will be confidential. We will take care to ensure that all information that is supplied by us relating to your child is accurate and any opinion given about your child 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.
- 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 pupils/parents and fulfilling our obligations to you, including educational and examination purposes, safeguarding, statutory reporting, health and safety, complaints, administration and processing of fees; and
 - 11.2.2 promoting the School (including any of its trading subsidiaries and partner schools overseas) to prospective pupils/parents, potential trading partners, publicising the

School's activities, and communicating with the school community and the body of former pupils and parents.

In respect of sub-clause 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 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 you and/or your child that is held by the School, including on the parent portal; and

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

11.4 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 (each as amended or superseded) and other related legislation. We will process such personal data:

11.4.1 as set out in this Clause 11, and in the School's [Privacy notices](#) and [Data protection policy](#) which are available on the School's website, as may be amended from time to time;

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

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

12. Intellectual Property Rights

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

13. Changes in Ownership, etc

13.1 The circumstances in which we may transfer this contract to someone else. We may transfer our rights and obligations under this contract to another person or organisation. We will 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 NEXT 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 which is at the end of Year 2 at Wimbledon Common Preparatory School and the end of Upper Sixth (Year 13) at King's College School).

14. Ending this Contract

- 14.1 Our rights to end the contract. In addition to where this contract is terminated automatically as a result of an exclusion or required removal under Clause 7, the School may end this contract at any time by notice in writing to you, without any obligation to return Fees to you and with the deposit being forfeited and retained, 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. In these circumstances a term's fee in lieu of notice will be payable as set out in Clause 5.1. Your child's exclusion from the School in these circumstances is not a disciplinary matter and the right to a review under the [Exclusion, removal and review policy](#) will not normally arise.
- 14.1.2 you (or either of you) make a serious misrepresentation of facts or circumstances to us, or you (or either of you) withhold important information from us, about you and/or your child or that is relevant to the provision of the Services 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 or any information about your child's health, medical conditions, special educational needs, disability or allergies);
- 14.1.3 you fail or refuse to provide us at any time with information we require under Clause 4.13; or we are not satisfied with the information you have provided (if any). Instead of ending this contract, we may otherwise refuse to allow your child to attend school until the relevant satisfactory information has been provided;
- 14.1.4 your child no longer holds an immigration status which confers a right to study in the UK;
- 14.1.5 you (or either of you):
- (a) are unable, following our request, to demonstrate that you will be able to pay the Fees due under this contract;
 - (b) repeatedly or persistently fail to pay the Fees when they fall due for payment;
 - (c) are otherwise unable to pay your debts as they fall due;
 - (d) are the subject of a bankruptcy petition or order, or 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 (including under Clause 9) 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 Services it needs to in satisfaction of its obligations under this contract.

- 14.2 *Your rights to end the contract.* In addition to where you withdraw your child, 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 you or us having to provide notice, this contract will end at the end of your child's schooling which is at the end of Year 2 at Wimbledon Common Preparatory School and the end of Upper Sixth (Year 13) at King's College School unless any requirement imposed by the School under Clause 8.2 applies.
- 14.4 *Ending the contract will not affect any accrued rights.* Once this contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen, for example your obligation to pay any outstanding Fees. 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".* In this Clause 15 "event" means 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.
- 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 will give you notice in writing. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the event (including by providing Education Services remotely, if possible), the School will not be responsible for performing those obligations which are prevented or delayed by the event.
- 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 we are unable to provide Education Services remotely) for a continuous period of more than six (6) months, the School will notify you of the steps we plan to take to ensure performance of the contract after such period and you will then, following receipt of such notice, be entitled to end this contract on written notice to the School and without giving a term's notice or paying fees in lieu of notice.
- 15.4 *What happens if your child is affected by an event outside of your control.* Subject to Clause 4.12 (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 receive any of the Education Services (including remotely) due to reasons caused by an event you must give the School notice in writing and the following provisions shall apply:
- 15.4.1 in consultation and cooperation with the School you must 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 Services 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 receive any of the Education Services (whether at School or remotely) for more than six (6) months, you or the School will be entitled to terminate the contract on written notice and without you being required to give a term's notice or to pay a term's School Fees in lieu of notice.

16. Communications between you and the School

- 16.1 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.**
- 16.2 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:
- 16.2.1 sent by email to the Head of the relevant School (head@kcs.org.uk, hmjssec@kcs.org.uk, info@wcps.org.uk) or to the Bursar at bursar@kcs.org.uk; or
- 16.2.2 delivered by hand or post to the School.

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, 4.10, 5.1, or 5.3 (which are the provisions dealing with withdrawing your child from the School or an optional Service) you telephone the School to confirm receipt if you have not received an acknowledgement from us within 48 hours of 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. If we cannot enforce any part of this contract, this will not affect our right to enforce the rest of this contract.

18. Changes to these Terms and Conditions

Reserving the right to change these terms and conditions. We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the

modifications are to take effect. For example, if the updated terms and conditions are to take effect at the start of the autumn term, we will notify you before the end of the preceding spring term.
