

## NORTH LONDON GRAMMAR SCHOOL

### Terms and Conditions

#### 1) The School (North London Grammar School)

- a) The School is run by **Wisdom School Ltd.** The Trustees also act as the Board of Governors.
- b) **Our Aims:** The aims of the School are to provide a well-rounded education for children between the ages of 11 and 18. The School aims to strike a balance between academic and practical work, physical education, moral, cultural and spiritual development and the pursuit of leisure activities. The School is committed to high standards of teaching, safeguarding and care and welcomes parental contact. The School's environment encourages pupils to participate in work and leisure activities with enthusiasm and commitment and to behave with courtesy, tolerance and understanding, respecting the needs of others by promoting British Values and underpinning the objectives of the Equal Opportunity Act 2010.
- c) **Your Role as Parents:** We see the education of your child as a partnership between the School and parents. You are expected to give your support and encouragement to the aims of the School and to uphold and promote its good name; to continue your child's education at home and to ensure that your child maintains appropriate standards of punctuality, behaviour, diligence, language, discipline and dress.

#### 2) Pupil Care and Discipline

- a) **Supervision:** The School will provide supervision by staff from 8.00 am until ten minutes after the end of a normal school day. The School cannot accept responsibility for pupils who arrive at school before 8.00 am, and all pupils must be collected by no later than ten minutes after the end of their normal school day, unless by special arrangement with the school.
- b) **Illness:** Children should not be brought to school when sick. The School provides the services of a First Aider to deal with minor ailments and injuries, but the School does not have the facilities to accommodate sick pupils. If a pupil becomes ill during the course of the day the School may request that alternative arrangements are made for the pupil.
- c) **Parents' Authority:** While children are at school, and during school trips, staff will be entitled to take, in good faith, all decisions that in their reasonable opinion safeguard and promote the pupil's welfare. Parents expressly consent to such physical contact as may be lawful, appropriate and proper for teaching and to provide comfort to a pupil in distress or to maintain safety and good order, or in connection with the pupil's health. (Corporal punishment is not used.) Parents are required to leave emergency contact numbers with the School, but should the School be unable to contact parents at the appropriate time, after reasonable endeavour, then parents expressly delegate authority to the Headteacher, or his most senior available staff member, to give consent to emergency medical treatment, including blood transfusions, general anaesthetic and operations, if deemed necessary for the pupil's welfare. The School reserves the right to monitor pupils' email communications and internet use on school premises.
- d) **Data Protection:** Information you provide will be processed for educational purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection Act. Information may occasionally be disclosed and used outside North London Grammar School where it is considered to be in the pupils' best interests. Your child's name and image may also be included in School and other publications where this is considered not to be against his/her interests. Parents who object to this

course of action **MUST inform the School in writing**. The School will not add children's names to photographs on the website.

- e) **School Trips:** From time to time children take part in school trips using the school minibuses in which each child will have their own seat with seatbelts. Occasionally, depending on numbers, children are transported in staff cars or in the cars of parents helping with the trip. **Parents who object to their children using the above forms of transport MUST inform the school in writing.**
- f) **The School Rules:** School Rules are displayed in each classroom in the school and discussed with the pupils at the start of each term and during some Form Periods each term. The main points of the rules are given overleaf but these may be varied from time to time.
- g) **Conduct and Attendance:** The School attaches importance to courtesy, integrity, manners and good discipline. The pupil is expected to take a full part in the activities of the school, to attend punctually on each school day, to work hard, to be well behaved and to comply with the School Rules about the wearing of uniform. All pupils will receive health education appropriate to age in accordance with the curriculum.
- h) **The Pupil's Health:** The Headteacher may at any time require a medical opinion or certificate as to the pupil's general health. Parents must inform the Headteacher in writing if the pupil has any known medical condition, health problem or allergy or has been in contact with infectious diseases. Parents must also notify the school, in writing, and, if necessary with a doctor's certificate, of their child's inability to take part in games or sporting activity. Pupils may never declare themselves 'off games' without proper adult confirmation.
- i) **Conduct of the School:** It is a condition of remaining at the School that parents and the pupil accept the school regime and the Rules as to appearance and dress and the rules of school discipline that apply. Children are expected to use ICT appropriately.
- j) **Bullying:** The School enforces a sensitive and caring anti-bullying policy. The staff investigate every case of unhappiness and distress and monitor any actions made without proper consideration and anti-social behaviour. The School may institute counselling in consultation with the parents involved. Suspension and, as a very last resort, expulsion, may be necessary to enforce the School's policy.

### 3) Admission to School, Payment of Fees and Extras

- a) **Registration.** Places will be offered to children subject to availability and will be confirmed in writing after the completion of the application process.
- b) **Liability** to pay fees is the joint obligation of each person who has signed the entry application form or guaranteed payment of fees in respect of the child named on such form whether as principal, agent or trustee and/or every person or body having legal or de facto responsibility for the said child. Such person or body shall by virtue of such payment be deemed to have accepted the School's terms and conditions.
- c) **Items Covered:** Fees cover the normal curriculum, including some of the activities organised by the school, together with most books and stationery. Various trips and visits are arranged and where required will be separately invoiced and must be paid as an extra.
- d) **Registration Fee:** A non-refundable registration fee is payable at the registration.

- e) **Payment of fees and extras:** Fees must be paid according to the deadline dates in the Fees, Discounts and Payment Methods document or via any other arrangement agreed with the School. The School reserves the right to charge interest on all overdue fees. The School may exclude a pupil where fees remain outstanding more than 30 days after the start of term, and the pupil will be deemed to have been withdrawn if fees are not paid in full within 30 days of exclusion. The School has an obligation to inform any other school to which you propose to send your child of any outstanding fees. Parents experiencing difficulty in paying fees owing to unforeseen circumstances are urged to discuss their situation with the Headteacher or Finance Officer at an early stage.
- f) **Non-Refundability:** Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term; or for any other cause except in the sole discretion of the Headteacher.
- g) **Deposits:** This deposit is only repaid when the child leaves the school after a minimum of one year's attendance after deducting any amounts then outstanding. The deposit is forfeited in the event of subsequent withdrawal before actually joining the School. The deposit is forfeited if the child attends less than one year at the School.
- h) **Cheques:** Cheques should be drawn on a bank within the United Kingdom, and will not be considered as payment until cleared.
- i) **Withdrawal from School:** A full term's notice must be given before a pupil is withdrawn from the School or a term's fees in lieu will be due and payable. This provision also applies where a pupil is deemed to be withdrawn owing to non-payment of fees. A School Transfer Request Form must be filled out by the parent a term before the intended transfer is to take place so as not to incur a term's fees in lieu.
- j) **Parental Consent for Tier 4 Sponsored students:** For students who are sponsored for Tier 4 Visa by NLGS, the school is given the care/guardianship duties of their child to our boarding supervisors by their parent's unless any other pre-arrangements are made before enrolment for care and guardianship of the child.

#### 4) Removal, Suspension and Expulsion of a Pupil

- a) **Removal at the Request of the School:** Parents may be advised to transfer their child to an alternative school because the style and demands of North London Grammar School are not suited to his/her best interests, affecting confidence, progress and happiness. Parents may be required, during or at the end of a term, to remove their child, without refund of fees, temporarily or permanently from the School if, after consultation with parents, the Headteacher is of the opinion that the conduct or progress of the pupil has been unsatisfactory or if the pupil, in the judgement of the Headteacher, is unwilling or unable to profit from the educational opportunities and in any such case removal is considered by the Headteacher to be warranted. In the event of removal from the School, fees in lieu of notice will not be charged but all outstanding items will be payable in full.
- b) **Suspension and Expulsion:** A pupil may be temporarily suspended, or in serious cases expelled, at any time if the Headteacher is reasonably satisfied that the pupil's conduct (whether on or off school premises or in or out of term time) has been prejudicial to good order or school discipline, or to the reputation of the School,

**or in breach of the School rules.** There will be no refund of fees following expulsion (and all unpaid fees must be paid); but fees in lieu of notice will not be charged.

- c) **Discretion of Headteacher:** The decision to exclude, suspend or require removal or expel a pupil and the manner and form of any announcement will be made by the Headteacher after consultation with the Chairman of Governors.
- d) **Access:** A pupil who has been withdrawn, excluded, suspended, removed or expelled from the School has no right to enter school premises without the written permission of the Headteacher.
- e) Parents may be required by the Headteacher at any time to remove their child from the School without refund of fees if in his opinion the parents, or either of them, the guardian or other person having responsibility for the child has acted unreasonably with regard to the School, its staff or pupils or generally in a manner which the Headteacher considers detrimental to the well-being, reputation or general administration of the School.

## 5) Other Points

- a) **Marital breakdown:** In the interests of the child the Headteacher should be informed of a marital breakdown or of marital difficulties at an early stage. Parents are also asked to notify the School of any incident or situation at home, however seemingly trivial that might affect their child's happiness or behaviour at school.
- b) **Address/Residence during Term Time:** The Headteacher must be notified in writing of any change of address or contact numbers. The Headteacher must be notified in writing immediately if a pupil will be residing other than with a person who has parental responsibility.
- c) **Absence of Parents:** When both parents will be absent from the pupil's home for a 24-hour period or longer, the School requires, in writing, the name, address and telephone number for 24-hour contact of the adult to whom parental responsibility has been delegated.
- d) **Liability and Insurances:** The School does not, unless negligent, accept responsibility for accidental injury or loss of property. The School undertakes to maintain those insurances that are prescribed by law. All other insurances are the responsibility of parents including insurance of the pupil's personal property (eg laptop computers when authorised, musical instruments) whilst at school or on the way to or from school, or on any school sponsored activity away from the School. Pupils' belongings whilst on school trips are insured to a certain value under the School's travel insurance.
- e) **Pupil's Personal Property:** Pupils are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name.
- f) **Concerns/Complaints:** **The School has a complaints procedure in place, a copy of which is available on request and is on our website.** Parents who have cause for serious concern as to a matter of safety, care or quality of education must inform the School in line with the procedure laid down. Parents can formally complain through our website or fill in a Complaints Form at the School.
- g) **Progress Reports:** The School monitors each pupil's progress and five times a year, parents will receive a report either in writing or at a meeting with the relevant teachers.

h) **Learning Difficulties:** Each pupil will be regularly monitored for learning difficulties. Parents will be notified if it appears that formal assessment by an educational psychologist is advisable or the pupil is falling behind with studies. A formal assessment can be arranged by the School at the parents' expense, or by the parents, after consultation with the Headteacher. The staff are not however qualified to make medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. If in the opinion of the Headteacher a special education need is revealed which the School is not equipped to deal with, parents will be most strongly advised to make suitable alternative arrangements, for which the Headteacher's best advice will be offered.

6) The School reserves the right to vary these terms and conditions from time to time and such variation will become effective on notification.

### **SCHOOL RULES**

North London Grammar School has rules which are in place for the protection and well-being of its pupils and which may be varied from time to time. A full version of the rules appears in each classroom and on various noticeboards throughout the school. Copies are available to parents on request.

**HOUSE RULES** : Pupils are expected to move around the building and grounds in an orderly fashion showing care and consideration for other people and their possessions.

**PROPERTY** : Pupils are encouraged to respect the property of others and 'borrowing' is strictly forbidden. Pupils are also encouraged to look after their possessions and to take responsibility for them. Items such as mobile telephones, MP3s, ipods and ipads are not allowed. Laptop computers may only be brought into school with the permission of the Headteacher.

**OUT OF BOUNDS** : For the safety and protection of the pupils, certain areas of school are out of bounds completely unless supervised by a member of staff.

**BEHAVIOUR** : Pupils throughout the school are expected to treat visitors, staff and each other with respect, courtesy and consideration.

**DRESS** : Pupils are expected to arrive at and leave school in full uniform and to comply with the requirements of the uniform list, a copy of which is given to parents when children join North London Grammar School

**PUNCTUALITY** : Pupils are expected to be punctual at all times. Lateness may incur fines. Please refer to our Attendance Policy.