

**Form of Acceptance**

We/I\* please print name \_\_\_\_\_ hereby accept  
the offer of a place in \_\_\_\_\_ (class) for \_\_\_\_\_ (name of  
pupil) with effect from the beginning of the Autumn term (20\_\_ ) and enclose a cheque  
for £3000 made out to London Preparatory Schools Ltd.

We/I\* acknowledge and agree that the terms and conditions attached to this Form of  
Acceptance as varied from time to time form part of the contract between us/me\* and the  
School. In particular we/I\* agree to pay the fees and supplemental charges when due.

Signed by: .....	.....
Parent/Guardian*	Date
.....	.....
Parent/Guardian*	Date

\* Please delete as appropriate

\*Please delete as appropriate

**( NB: Each person with parental responsibility for the child is required to sign this  
Acceptance Form.)**

## **Ravenscourt Park Preparatory School**

### **Terms and Conditions**

#### **1. Definitions**

(a) 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 between the ages of 4 – 11 admitted by the School to be educated;

“the Complaints Procedure” is the School’s procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School;

“deposit” means the sum set out in the Schedule of Fees;

“fees” means the fees set out in the Schedule of Fees as amended from time to time;

“Head” means the person appointed by the Directors of the School to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

“term” means a term of the School as notified to the parents from time to time;

“a term’s notice” means notice given not later than the first day of the term proceeding the term to which the notice relates;

“terms and conditions” means these terms and conditions as amended from time to time;

“we” or “the School” means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorized representative, as the context requires;

“you” or the “parents” means each person who has signed the Acceptance Form or parent or guardian of a child or a person who, with the School’s written consent, replaces a person who has signed the Acceptance Form.

- (b) The Acceptance Form, the Schedule of Fees, the Complaints Procedure and these terms and conditions constitute the terms of a contract between you and Ravenscourt Park Preparatory School. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

## **2. Acceptance and Deposit**

- (a) An offer of a place for your child at the School is accepted by your completing the Acceptance Form and paying the deposit
- (b) The deposit is not refundable if your child does not take up a place at the School. The deposit will form part of the general funds of the school until it is credited without interest to the final payment of fees or other sums due to the School when your child leaves.

## **3. School Fees**

- (a) All the costs incurred by the School in the usual course of the education of your child, including the provision of any necessary educational materials and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the School.
- (b) Any extra-curricular activities which you agree in advance your child may take part in, such as private music lessons, trips and visits, shall be deemed to be supplemental to items met by the fees and charged for accordingly. Extra educational provision to meet any special needs of your child shall similarly be charged for as supplemental to the fees.
- (c) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or any part of them.

Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent

- (d) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may make an interest charge of [3] percent above the base rate of the School's bank on late payment. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

- (e) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the School considers reasonable. Notice of an increase in the fees will be sent to you prior to the end of the penultimate term before the increase is to take effect.
- (f) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

#### **4. Notice Requirements**

- (a) If you wish to withdraw your child from the School (other than at the normal leaving date.)

You shall either give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

- (b) If you wish to withdraw your child from an activity charged for as supplemental, you shall either give a half-term's notice to that effect or shall pay to the School a half term's charges for the activity in which your child has ceased to participate.
- (c) The School's affairs are organised on a termly basis and 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 an activity partway through a term.

#### **5. Conditions**

It is a condition of remaining at the School that you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

#### **6. Disciplinary Procedures**

- (a) The Head may, at his/her discretion, require you to remove or may suspend or expel your child from the School if he/she considers that your child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the removal is in the School's best interests or those of your child and other children.

- (b) The Head may at his/her discretion, require you to remove or may suspend or expel your child if the behaviour of either of you is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School staff or to bring the School into disrepute.
- (c) Should the Head exercise his/her right under sub-clause 6(a) or 6(b) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.
- (d) The review of serious disciplinary matters is governed by the Complaints Procedure.

## **7. School's Obligations**

- (a) Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School from time of joining the School until the end of his or her schooling.
- (b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.
- (c) In order to fulfill our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; attending meetings and otherwise keeping in touch with the School where your child's interests so require.
- (d) We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.
- (e) If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

- (f) Although any current or future school prospectus will describe the broad principles on which the School is run and will be as accurate as possible at the time of printing, it does not form part of the contract between you and the School. We reserve the right to make changes to any aspect of the School, including the curriculum. We will give parents notice of any changes at the School including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect and where practicable will consult with parents on such changes.
- (g) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concerns about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged by either you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Head the School cannot provide adequately for your child's special educational needs.
- (h) If your child has been identified as having mild learning difficulties, he/she will be referred to our Learning Support Department so arrangements can be made to address his/her needs, working in a small group. If, however, a more serious problem reveals itself such as Dyslexia or Dyspraxia, we recommend that we assist you to seek help from outside agencies. Please note, we shall not be offering Learning Support from Year 4 and above after September 2004.

## **8. The Parents' Obligations**

- (a) It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including infections.
- (b) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.
- (c) The School will be entitled (unless notified otherwise) to treat any communications from any parent who has signed the Acceptance Form as having been given on behalf of both such persons. Unless other arrangements are agreed between you and the School we shall be entitled to treat any communication from the School to any such person as having been made to both of them.
- (d) The Head must be informed in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.

- (e) We cannot accept any responsibility for the welfare of your child while off the premises unless he/she is taking part in a school activity or otherwise under the supervision of a member of the School staff.
- (f) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. (Complaints should be made in accordance with the School's Complaints Procedure).
- (g) Birth Certificate: on the first day of child's first term a certificate should be produced at the School Office.

### **9. Insurance**

You must make your own insurance arrangements if you require cover for your child's person or property while at School.

### **10. Perry Uniform**

Your contact details will be passed to Perry Uniform for the sole purpose of supplying the school uniform.

### **11. Confidentiality and References**

- (a) You consent to our supplying information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.
- (b) You consent to us making use of information relating to your child whilst he or she is at the school and after he or she has left for the purposes of managing relationships between the School and current pupils, providing references and communicating with the body of former pupils.

### **12. Changes in Ownership**

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution. Where appropriate we will inform and consult with

all parents in relation to such changes.

### **13. Communications**

All notices required to be given under these terms and conditions must be given in writing. You undertake to notify the School of any changes of address of any person who has signed the Acceptance Form. Communications (including notices) will be sent by the School to the address shown in its records. Notices that you are required to give under these terms and conditions must be addressed to the Head and sent to the School's address. If sent by first class post, notice shall be deemed to have been given on the second day after posting.

#### **14. Jurisdiction and Governing Law**

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

#### **15. Variations**

We reserve the right to change or add to these terms and conditions from time to time for legal, safety and 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.

## RPPS COMPLAINTS PROCEDURE

### Introduction

(Ravenscourt Park Preparatory School will take every step to ensure the quality of teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the School in accordance with this Procedure.)

### Stage 1 – Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and **informally**. If parents are not happy with an informal approach a complaint can be made in writing.
- Parents should normally contact their son/daughter's class teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the class teacher cannot resolve the matter alone, it may be necessary for him/her to consult a Subject Coordinator or Head of Section.
- Complaints made directly to a Subject Coordinator, the Deputy Head or the Head will usually be referred to the relevant class teacher unless the Head of Department, the Deputy Head or the Head deems it appropriate for him/her to deal with the matter personally.
- The Class teacher will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved or in the event of the class teacher and parent failing to reach a satisfactory resolution within ten days, parents will be advised to proceed with their complaint in accordance with stage 2 of this procedure.

### Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, provision will be made for a hearing before a panel. At least three people who were not directly involved in previous consideration of the complaint will be appointed by the school's proprietors to sit on the panel. One of these panel members will be independent of the management and running of the school.
- Parents will be allowed to attend and be accompanied to a panel hearing if they wish.
- The panel will make findings and recommendations. The panel will ensure that the complainant, proprietors, Head Teacher and, where relevant, the person complained about, are given written copies of these.
- The whole formal resolution process must not take longer than three weeks. This period would be measured from the initial request for formal resolution to the issuing of the panel's findings and recommendations.
- Written records will be kept of all complaints and their outcomes recording whether they were resolved at the preliminary stage, whether the complaint was submitted in writing and whether they proceeded to a panel hearing.
- All correspondence, statements and records of complaints and their outcomes will be kept confidential but will be shown to Her Majesty's Inspectors/ The Independent Schools Inspectorate when they inspect. Copies will also be made available to the Independent Schools Registration Authority upon request.