



GLEBE HOUSE SCHOOL

STANDARD TERMS AND CONDITIONS

The School is Glebe House School Trust Ltd, acting by the Governing Body as now or in the future constituted. It is assumed that a pupil will, subject to conduct and academic attainment, progress through the school and complete his/her preparation for Secondary schooling.

1. Once a child has been entered and/or admitted to the school, the fees shall be paid by monthly instalments. A parent may nominate their child to attend termly. In this case a term will follow the term of Glebe House School, and will be charged monthly. The term dates will be set by Nursery. Fees are the joint and several responsibility of each person who has signed the Acceptance Form or who has parental responsibility for the pupil or has paid any fees, or has returned the pupil to the School or give instructions in relating to the pupil. An agreement with a third party to pay the fees or any other sums due to the School does not release the parents from any liability under these terms and conditions unless an express release has been given in writing, signed by the Headmaster. All such payments received are accepted in good faith. Any sum tendered that is less than the sum due and owing may in any event be accepted by the School on account only. The rules of these terms and conditions are intended to protect those parents who pay their fees on time and to safeguard the School against consequences of the defaults of others.

2. A maximum of three free visits may be made to the Nursery, prior to entry, provided a parent or nominated carer accompanies the child.

3. Parents must inform the School in writing of any change of address and/or telephone number.

4. Full payment must be made within two weeks of the invoice date. The School reserves the right to make a late payment charge composed of a £10 fixed penalty if payment is not received by the eighth day of each month, and all administration and legal costs in relation to any sums that are unpaid by the due date. It is agreed that the amount of all late payment charges should reflect the commercial rates that would be applied by a financial institution in a case of unauthorised and unsecured borrowing. Such charges will be recoverable by action, if necessary. Failure to meet this requirement will result in the withdrawal of the child's place.

5. Two months' written notice of withdrawal is required or full payment must be made in lieu.

6. One calendar month's written notice of any intention to reduce sessions must be given. Extra sessions may be permitted provided that places are available. These will be at the absolute discretion of the Head of Nursery.

7. No refund will be given for any absence from the Nursery.

8. Only sessions as defined on the charge sheet may be chosen. Part hours will be charged at the full session rate.

9. The reduced rate for children over the age of two years will commence in the September after their second birthday.

10. Holidays

Those paying monthly: absence from Nursery for family holidays will require one calendar month's written notice. A maximum of three weeks in any one calendar year may be taken without charge. Thereafter the place will be charged at full rate.

Those attending by term: There is **no** refund or reduction for holidays taken during the Nursery term time and we request one calendar month's notice.

11. On entry to the Nursery children will be placed in the group most suitable to their needs and abilities, not necessarily in their chronological year group.

12. Only a parent of nominated adult, whose name appears on the enrolment form, or in the home contact book, may collect a child.

13. The school does not, unless negligent, accept responsibility for accidental injury or loss of property. The School undertakes to maintain insurance which is prescribed by law. All other finances are the responsibility of parents including insurance of the pupil's personal property whilst at school or on the way to or from school or on an sponsored activity away from the School. The School is not the agent of the parents for any purpose related to insurance.

14. The Head is responsible for the care and good discipline of pupils while they are in the charge of the School or its staff and for the day-to-day running of the School and its curriculum. The Head is responsible also for the imposition of any sanction, including exclusion for non-payment of fees.

15. Parents are responsible for the security and safe use of all personal property and are responsible

16. For information regarding funded children please see Charging Policy