

The Shrubby School

TERMS AND CONDITIONS

Your attention is respectfully drawn to the following *Terms and Conditions*:

Two signatures are required on the Application for Admission form.

Upon the child having been accepted for admission to the school a legally binding contract will have been made between the school and the signatories. (Also, please see our Admission Policy, available on the school website.)

Fees, are due for payment during or before the first week of the term to which they apply. Cheques should be made payable to **The Shrubby School** with the invoice number and your child's name written on the reverse. Fees paid after the first week of term will be subject to a surcharge. Please see current Fees List.

Alternatively, fees, at the discretion of the school, may be paid by ten equal monthly instalments, paid directly into the school's bank account payable September to June; fees paid in instalments are subject to a charge per term per child. Please see current Fees List. Failure to keep up with your monthly payments will result in us requesting full and immediate payment of the balance of the term's fees. Please ask for further details.

The Shrubby School reserves the right to charge interest on overdue accounts and the right to refuse admittance to any child whose fees remain unpaid after the first week of any term.

Your signed contract could be sent to a debt collection agency in the event of an unpaid debt. (Omitting your child's name and date of birth). On signing the admission form you are signing to give permission for your contract to be passed on to our debt recovery agency.

Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the client in the recovery of any unpaid Fees regardless of the value of the claim.

Early Education Entitlement Funding is available from the start of the term following your child's third birthday until the end of the term in which your child turns 5 years of age. Details of the free entitlement are shown on our schedule of School Fees. Parents should note that whilst local authority funding is available for 38 weeks per year The Shrubby School is only open for a maximum of 36 weeks per year – please see our school term dates for the actual dates we are open.

A full term's notice, in writing, is required to terminate your agreement. Failing this, a full term's fees will be charged in lieu. Provisional notice cannot be accepted.

Details of the fees for tuition and extra subjects are published each year, one term in advance. A full term's notice is required to cancel most extra subjects. Failing this, a full term's fees will be charged in lieu.

School fees will not be refunded for any part of a term in which a child is absent through illness, accident or any other cause.

The closure of the school during a term, due to illness, industrial action or any other circumstances beyond the control of the school, shall not give rise to any liability for the reimbursement of fees paid for that particular term.

Although the school's property is insured against fire and theft, no responsibility will be accepted for the loss of, or damage to, pupils' possessions. Valuable items should not be brought to school. No jewellery is allowed except for watches.

The Shrubby School reserves the right to require the removal of a child at any time if, in the school's opinion, it is necessary in the interests of either the school or the child. No remission of fees for the remainder of the term during which the child has been removed will be granted unless agreed to by the school. The procedure leading to the rare occurrence of removal is dealt with in our Behaviour Policy (available on request).

We cannot accept a child if outstanding fees are due at a previous setting. We will notify any other Independent School that our pupils may move to, if fees are still owing to us when the child leaves.

The Shrubby School reserves the right to amend any of the above *Terms and Conditions* prior to the commencement of each term. Following any such amendments an updated copy will be available on the school website.