

THE BEACON

Guiding the next generation

Parent Contract

TERMS & CONDITIONS

1 Introduction

1.1 Terms and conditions: These terms and conditions reflect the custom and practice of independent schools for many generations and together with:

1.1.1 the letter of offer;

1.1.2 the Bursary: Conditions of Award if applicable;

1.1.3 the acceptance form; and

1.1.4 the fees list

they form the basis of a legally binding contract between the Parents and the School for the provision of educational services. These terms and conditions are intended to promote the education and welfare of pupils and the stability, forward-planning, proper resourcing and development of The Beacon.

1.2 Variations: these terms and conditions, the Bursary: Conditions of Award (if applicable) and the fees list are subject to change from time to time to reflect changes in the law or in custom and practice at the School.

1.3 Fees and Notice: The rules concerning Fees and Notice are of particular importance and are set out in Section 4 and Section 9.

1.4 Managing change: The Beacon, as any other school, is likely to undergo a number of changes during the time your child is a pupil here. Please see Section 11 for further details of the changes that may be made and the consultation and notice procedures that will apply.

2 Terminology

2.1 School or We or Us: means The Beacon Educational Trust Limited, trading as The Beacon as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee.

2.2 School Governors or Governing Body: means the Governors of the School who are appointed from time to time under the terms of its governing instrument and who are responsible for governance of the School.

2.3 Headteacher: means the Headteacher of the School as appointed by the School Governors. The Headteacher is responsible for the day-to-day running of the School.

2.4 Parents or You: means any person who has signed the acceptance form. If one person only has signed the acceptance form they have sole responsibility for complying with their obligations under these terms and conditions. If two Parents have signed the acceptance form, they are legally responsible, jointly and severally, for complying with their obligations under these terms and conditions. Fees payable by a third party (for example, an employer, grandparent, step-parent without Parental Responsibility or third party credit provider) will be subject to a separate agreement between the School, the Parents and the third party. Parents may also refer to a legal guardian who has signed the acceptance form. Please also see clause 4.3 and clause 11.6.

2.5 Parental Responsibility: Those who have Parental Responsibility (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child whether or not they are a party to this contract unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the best interests and welfare of the child.

2.6 Pupil: means the child named on the acceptance form. The age of the Pupil will be calculated in accordance with British custom.

3 Admission and entry to the School

3.1 Registration and Admission: Applicants will be considered as candidates for Admission and Entry to the School when the registration form has been completed and returned to Us and the non-returnable Registration Fee paid. Admission will be subject to the availability of a place and the Pupil and the Parents satisfying the admission requirements at the relevant time. Admission occurs when the Parents accept the offer of a place. Entry occurs on the date when the Pupil attends the School for the first time under these terms and conditions.

3.2 Equality: The School is a mainstream day school for children aged from 3-13 years. The School is non-denominational but has a Christian ethos and welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. At present, our physical facilities for the disabled are limited but We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, We can cater adequately.

3.3 Offer of a place and deposit: We ask for a deposit on acceptance of the offer of a place (see Fee Sheet for details of the deposit on our website), which will be retained until your child leaves The Beacon.

3.4 Immigration: The School does not hold a Child Student sponsor licence. The Parents must inform the Headteacher when returning a completed registration form or at any other time if their child does not have the right to live and study in the United Kingdom. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at the School. Please also see clause 9.12.3.

4 Fees

4.1 Fees: may include alone or in combination any of the Registration Fee, the Acceptance Deposit, tuition fees, fees for extra tuition, other extras such as wrap-around care charges, clothing and equipment, photographs or other items ordered by the Parents or the Pupil or charges arising in respect of educational visits, or damage where the Pupil alone or with others has caused willful loss or damage to School property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in Fees payment, late payment administration charge or late payment interest if incurred.

4.2 Payment of Fees: The Parents (jointly and severally if two parents have signed the acceptance form) agree to pay the Fees applicable to each Term together with taxes as applicable, directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each Term are due and payable as cleared funds before the commencement of the School Term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid. The School reserves the right to refuse a payment if it is not satisfied as to the identity of the payer or the source of the funds or where it has reason to believe that it may be unlawful to accept the payment.

4.3 Payment of Fees by a third party: An agreement with a third party to pay the Fees or any other sum due direct to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Director of Finance and Operations. The School reserves the right to refuse a payment from a third party.

4.4 Indemnity: If the School is required to pay all or part of any sum received from a third party, the Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School.

4.5 Refund or waiver: Save where there is a legal liability including liability under a court order or under the provisions of this agreement to make a refund or

reduction, Fees will not be refunded, reduced or waived if:

4.5.1 the Pupil is absent through illness; or

4.5.2 a Term is shortened or a vacation extended; or

4.5.3 the Pupil is released home before or after public examinations or otherwise before the normal end of a Term; or

4.5.4 the School is temporarily closed due to adverse weather conditions or other safety related or good reasons; or

4.5.5 for any reason other than exceptionally and at the sole discretion of the Headteacher in a case of genuine hardship.

See also Section 10 for information about events beyond the control of the parties.

4.6 Exclusion for non-payment: The School may exclude the Pupil by providing written notice if at any time payment of any amount is overdue, including where the School refuses to accept a payment under clause 4.2. If the Pupil is excluded for a period of 28 days or more in such circumstances, they will be deemed withdrawn without Notice and a Term's Fees in lieu of Notice will be payable in accordance with Section 9. Exclusion in these circumstances is not a disciplinary matter and the right to a Governors' Review will not normally arise. The School may withhold any information, character references or property while Fees remain overdue where it is lawful to do so.

4.7 Late payment: The School may apply a late payment administration surcharge as shown on the Fees List immediately to any unpaid balance of an invoice. The School also reserves the right to charge simple late payment interest on a day-to-day basis on any overdue amount which remains unpaid seven days after the first day of the Term to which it relates. The Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the School in the recovery of any unpaid Fees regardless of the value of the School's claim and Part 45 of the Civil Procedure Rules shall not apply.

4.8 Part-payment: Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges and / or late payment interest may be applied as set out in clause 4.7.

4.9 Appropriation: Payments will usually be allocated to the earliest balance on the Fees account. The Parents agree that a payment made in respect of one child may also be appropriated by the School to the unpaid account of any other child of the Parents.

4.10 Instalment arrangements: An agreement by the School to accept payment of current and / or past and / or future Fees by instalments is concessionary and will be subject to separate agreement(s) between the Parents and the School. Where there are inconsistencies between these terms and conditions and those of any instalment agreement or invoice issued by the School to the Parents (as applicable), the terms and conditions of the instalment agreement or the invoice shall prevail.

4.11 Advance Payment of Fees Scheme: An arrangement under which a lump sum advance payment of Fees is made by or on behalf of the Parents will be the subject of a separate agreement.

4.12 Bursaries: Every Bursary or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and its staff reasonably. The terms on which such awards are offered and accepted will be notified to the Parents at the time of offer. Visit our website for more information about the School's Bursary Schemes.

4.13 Fees increases: Fees are reviewed annually and are subject to increase from time to time. If the Parents receive less than a Term's notice of a Fees increase they may give to the School written Notice of Withdrawal of the Pupil within 21 days and will not be liable to pay Fees in lieu of Notice and the Acceptance Deposit will be refunded without interest less any sums owing to the School.

4.14 Information about Fees: The Parents acknowledge that the School may make enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also acknowledge that the School may inform any other school or educational establishment to which the Pupil is to be transferred if any sum due to this School is unpaid.

4.15 Identity of Fees payer: From time to time the School may need to obtain satisfactory evidence of the identity of a person who is paying Fees, such as sight of a passport, and the Parents agree to provide such information as reasonably requested by the School in this respect.

5 Educational matters

5.1 Provision of education: The School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each pupil and to provide education to at least the standard required by law in the particular circumstances. The School will exercise reasonable care and skill in providing educational services for the Pupil but cannot guarantee that the Pupil will achieve their desired examination results or that results will be sufficient to gain entry to other educational establishments.

5.2 Organisation of the curriculum: We reserve the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Headteacher, is most appropriate to the School community as a whole. This may be by online or other form of remote learning. The curriculum includes teaching which actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect for and tolerance of those with different faiths and beliefs. If the Parents have specific requirements or concerns about any aspect of the Pupil's education or progress, they should contact the Pupil's tutor, or other appropriate member of staff, as soon as possible, or contact the Headteacher in the case of a serious concern.

5.3 Progress reports: The School shall monitor the Pupil's progress and shall report regularly to the Parents by means of grades, full written reports and parents' meetings.

5.4 Sex education: The Pupil will receive health and life skills education including relationships and/or sex education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish the Pupil to take part in part or all of the sex education aspect of the curriculum. The Pupil cannot be withdrawn from relationships education.

5.5 Public examinations: The Headteacher may, after consultation with the Parents and the Pupil, decline to enter the Pupil's name for a public examination if, in the exercise of their professional judgement, the Headteacher considers that by doing so the Pupil's prospects in other examinations would be impaired and / or if the Pupil has not prepared for the examination with sufficient diligence, for example, because the Pupil has not worked or revised in accordance with advice or instruction from their tutors. Public examination results will usually be shared with the Pupil's parents where requested.

5.6 Reports and references: Information supplied to the Parents and others concerning the progress and character of the Pupil, and about examinations, further education and career prospects, and any references shall be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.

5.7 Learning difficulties: The School shall do all that is reasonable to detect and deal appropriately with a learning difficulty which is considered to be a "special educational need". The School staff are not, however, qualified to make a diagnosis of conditions such as those commonly referred to as dyslexia, or of other learning difficulties.

5.8 **Screening for learning difficulties:** The screening tests available to schools are indicative only; they are not infallible. The Parents will be notified if a screening test indicates that the Pupil may have a learning difficulty. A formal assessment can be arranged by the School at the Parents' expense or by the Parents themselves. The Parents agree to cooperate fully with any investigation of the Pupil's educational needs and any refusal to do so may be regarded as unreasonable behaviour. See also clause 8.11.5.

5.9 **Information about learning difficulties:** The Parents shall notify the Headteacher when completing the School's Confidential Information Form and subsequently in writing if they are aware or suspect that the Pupil (or anyone in their immediate family) has a learning difficulty. The Parents must provide the School with copies of all written reports and other relevant information. The Pupil's place will be cancelled, or once the Pupil has started, Parents will withdraw the Pupil, upon request if, in the professional judgement of the Headteacher and after consultation with the Parents and with the Pupil (where appropriate), the School is unable to provide adequately for the Pupil's special educational needs. The usual provisions regarding Notice or Withdrawal and Fees in lieu of Notice do not apply in these circumstances. The School reserves the right to charge for the provision of additional teaching and other support arrangements where it is lawful to do so.

5.10 **Moving up the School:** It is assumed that if the Pupil satisfies the relevant criteria at the time they will progress through the School and will ultimately complete Year 8. The relevant criteria for progress through the School are set out in the School's Admissions Policy. The School reserves the right to conduct ongoing reviews of the Pupil's progress, subject to which the Pupil's progress through the School is not guaranteed. If, in the view of the School and in consultation with the parents before the end of any Term, the Pupil's progression through a school year or beyond is not in their best interests, the School reserves the right to suggest alternative schooling at the earliest practical opportunity. Another scenario is where the Parents must give a Term's Notice in writing (i.e. before the start of the subsequent Term) in accordance with the provisions about Notice in Section 9 if they do not intend the Pupil to proceed beyond the subsequent Term of the School, including where the Parents do not intend for the pupil to progress from the Nursery to the Reception year, or a Term's Fees in lieu of Notice will be payable.

5.11 **Intellectual property:** Where the Pupil creates a copyright work, including where the work is created jointly with a member of staff or another pupil, the School may use that work for the purpose of promoting the interests of the School, including exhibiting it, publishing it in the School magazine or putting it or a copy of it on the School's intranet or public website.

5.12 **Pupil's work:** The Parents consent for themselves and (so far as they are entitled to do so) on behalf of the Pupil, to the School retaining the Pupil's original work until, in the professional judgement of the Headteacher, it is appropriate to release the work to the Pupil. Certain coursework may have to be retained for longer than other work in order to reduce the risk of cheating. This does not prejudice the Pupil's or Parents' right to access their personal data under data protection law. We will take reasonable care to preserve the Pupil's work undamaged but cannot accept liability for loss or damage caused to this or any other property of the Pupil by factors outside the direct control of the Headteacher or staff.

5.13 **Consent for educational visits:** A variety of educational visits will be provided for the Pupil. Parents will be provided with relevant information in advance of educational visits. Unless Parents specifically notify the School in writing that they do not wish the Pupil to take part in a specific educational visit, by signing the Acceptance Form or agreeing to be bound by these terms and conditions the Parents consent to the Pupil taking part in all educational visits. These include:

5.13.1 off-site activities involving Pupils aged 5 or under; or

5.13.2 visits (including overnight or residential stays) which take place during the weekends or school holidays; or

5.13.3 non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day; or

5.13.4 adventure activities which may take place at any time.

The Parents agree that the Pupil shall be subject to School discipline in all respects whilst engaged in an educational visit.

5.14 **The cost of educational visits:** The School will advise the Parents in advance of any additional costs associated with an educational visit, including those visits described in clause 5.13.1 to 5.13.4 above. The cost of such a visit will be payable in advance and may be subject to a separate agreement. All additional costs (such as medical costs, taxis, air fares, or professional advice) incurred to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the fees invoice. The School reserves the right to prevent the Pupil from taking part in an educational visit while any overdue sum remains unpaid.

5.15 **Use of education technology and artificial intelligence (AI):** The Parents acknowledge that the School may make use of education technology platforms, including tools powered by AI, to support teaching, learning and administration. All such tools are reviewed by the School to assess age appropriateness, data protection compliance and educational value. Where practicable the Parents will be provided with relevant information about the use of such resources in advance, including the Pupil's use of digital tools or resources where these are utilised in lessons to enhance learning and/or assist in the delivery of the curriculum. Please see also clause 5.2.

6 **Pastoral care**

6.1 **The School's commitment:** We will do all that is reasonable to safeguard and promote the Pupil's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances. We will respect the Pupil's rights and freedoms which must, however, be balanced with the lawful needs and rules of the School community and the rights and freedoms of others. The Parents agree that the Headteacher has the right to require the Pupil to remain away from the School temporarily at the home of their Parents or education guardian:

6.1.1 pending the outcome of an investigation (please see also clause 8.4 below); or

6.1.2 if the Headteacher considers that the Pupil's presence at the School presents a risk to themself or to any other pupil.

6.2 **Complaints:** Any expression of dissatisfaction about action taken, or a lack of action by the School where the Parents seek action by Us must be notified to the School as soon as practicable. The Parents will remain courteous and respectful at all times in their dealings with the School regardless of any complaint. A copy of the School's complaints procedure can be obtained from the School's website or supplied on request. See also clause 8.16.

6.3 **Pupil's rights:** The Pupil, if of sufficient maturity and understanding, has certain legal rights that the School must observe. These include the right to give or withhold consent in a variety of circumstances and certain rights to confidentiality and, usually, the right to have contact with their parents. If any conflict of interest arises between the Parents and the Pupil, the rights of, and duties owed to, the Pupil will in most cases take precedence over the rights of, and duties owed to, the Parents.

6.4 **Headteacher's authority:** The Parents authorise the Headteacher to take and / or authorise in good faith all decisions which the Headteacher considers on proper grounds will safeguard and promote the Pupil's welfare and the welfare of pupils or staff. Please see Section 7.

6.5 **Culture:** The culture of the School is to foster good relationships between pupils and between members of staff and pupils. Bullying or threatening behaviour, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Pupil and the Parents and We

expect the same of the Pupil and the Parents in relation to the School or any member of the School community.

6.6 Physical contact: The Parents consent to such physical contact with the Pupil:

6.6.1 as may accord with good practice; or

6.6.2 as may be appropriate and proper for teaching and instruction; or

6.6.3 for providing comfort to the Pupil in distress; or

6.6.4 to maintain safety and good order; or

6.6.5 in connection with the Pupil's health and welfare.

The Parents also consent to the Pupil participating in contact and non-contact sports and other activities as part of the normal School programme or extra-curricular programme. The Parents acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

6.7 Disclosures: The Parents must, as soon as possible, disclose to the School in confidence:

6.7.1 any known medical condition, health problem or allergy affecting the Pupil;

6.7.2 any special dietary requirements, preference and intolerances the Pupil has;

6.7.3 any history of a learning difficulty on the part of the Pupil or any member of their immediate family;

6.7.4 any disability, special educational need or any behavioural, emotional and / or social difficulty on the part of the Pupil;

6.7.5 any family circumstances or court order which might affect the Pupil's welfare or happiness;

6.7.6 any concerns about the Pupil's safety;

6.7.7 any significant change in the circumstances of the Parents;

6.7.8 if it is the Parents' intention that the Pupil is to be cared for and accommodated by someone who is not a close relative for a period of 28 days or more.

A failure to disclose any information under clause 6.7.1 to 6.7.8 and /or clause 7.1 may be deemed by the School to be unreasonable behaviour by the Parents. Please see clause 7.1 and clause 8.11.5.

6.8 Confidentiality: The Parents authorise the Headteacher to override their own and (so far as they are entitled to do so) the Pupil's rights to confidentiality, and to impart confidential information on a need-to-know basis where necessary to safeguard or promote the Pupil's welfare or to avert a perceived risk of serious harm to the Pupil or to another person at the School. In some cases, members of staff may need to be informed of any particular vulnerability the Pupil may have.

The School reserves the right to monitor the Pupil's use of:

6.8.1 email;

6.8.2 the internet and any internet based platform; and

6.8.3 mobile electronic devices.

See also the School's policy on acceptable use of IT and email, available on request.

6.9 Special precautions: The Headteacher needs to be aware of any matters that are relevant to the Pupil's safety and security. The Headteacher must therefore be notified in writing immediately of any family circumstances, court proceedings, court orders or situations of risk in relation to the Pupil for whom any special safety precautions may be needed. The Parents may be excluded from School premises if the Headteacher, acting in a proper manner, considers such exclusion to be in the best interests of the Pupil or any other member of the School community.

6.10 Leaving School premises: The School will do all that is reasonable to ensure that the Pupil remains in the care of the School during School hours but We cannot accept responsibility for the Pupil if they leave School premises in breach of School rules or regulations.

6.11 Residence during Term time: The Pupil is required during Term time, and at weekends and half term, to live with the Parents or an education guardian acceptable to the School. The Headteacher must be notified in writing immediately if the Pupil will be residing during Term time under the care of someone other than the Parents or their education guardian.

6.12 Communications from the Parents: Communications or instructions from one of the Parents or any person with Parental Responsibility shall be deemed by the School to be received from both Parents unless there is clear evidence of a contrary view. This requirement does not apply to the giving of Notice for the Cancellation of the place or the Withdrawal of the Pupil from the School. Those persons who are required to consent to or to give Notice of Cancellation or Withdrawal are set out in clause 9.2.

6.13 Absence of the Parents: When both the Parents will be absent from the Pupil's home overnight or for a 24 hour period or longer, the Headteacher must be told in writing the name, address and telephone number for 24 hour contact with the adult who will have the care of the Pupil.

6.14 Education guardians: The Parents, if resident outside the United Kingdom, must before Entry appoint an education guardian for the Pupil in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The School accepts no responsibility for the Pupil when they are in the care of the Parents or their education guardian. The Parents or the education guardian must make holiday arrangements, including travel to and from the School, in advance. The Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian. The Parents shall immediately on appointment provide the School with up to date contact details for the appointed education guardian and shall immediately notify the School of any changes to those details. The Parents shall upon request provide such further information to the School has it reasonably requires to satisfy itself that the proposed appointment and/or arrangements are suitable. Failure to provide such information upon request may constitute unreasonable behaviour. See clause 8.11.3.

6.15 Photographs or images (including video recordings): The School may obtain and use photographs or images (including video recordings) of the Pupil for:

6.15.1 use in the School's promotional material such as the prospectus, the website or social media;

6.15.2 press and media purposes;

6.15.3 educational purposes as part of the curriculum or extra-curricular activities.

Please see the School's pupil privacy notice for more information about how the School uses photographs and videos of pupils.

6.16 Request for confidentiality: The Parents may ask Us to keep information about the Pupil confidential. For example, You may ask Us to not use photographs of the Pupil in promotional material or ask Us to keep the fact that the Pupil is on the School roll confidential. If the Parents would like information about the Pupil to be kept confidential, they must immediately contact the Headteacher in writing, requesting an acknowledgment of their letter. The Parents will not record meetings or discussions with any staff member or representative(s) without consent.

6.17 **Transport:** The Parents consent to the Pupil travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

6.18 **Pupil's personal property:** The Pupil is responsible for the security and safe use of all their personal property including money, mobile electronic devices, locker keys, watches, computers, musical instruments and sports equipment, and for property lent to them by the School.

6.19 **Insurance:** The Parents are responsible for insurance of the Pupil's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.

6.20 **School's liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Pupil or the Parents or for loss or damage to property.

7 **Health and medical matters**

7.1 **Medical declaration:** Before the Pupil enters the School the Parents will be asked to complete a Medical Information and Consent Form concerning the Pupil's health and must inform the Headteacher in writing if the Pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities, or has been in contact with anyone with an infectious or contagious disease. Please see also clauses 6.7 and 8.11.5

7.2 **Medical care:** The Parents must comply with the School Nurse's recommendations which may include a reasonable decision to release the Pupil home or to their education guardian when they are unwell.

7.3 **Pupil's health:** The Headteacher may at any time require a medical opinion or certificate as to the Pupil's general health where the Headteacher considers it necessary as a matter of professional judgement in the interests of the Pupil and / or the School community. The Pupil if of sufficient age and maturity is entitled to insist on confidentiality which can be overridden in the Pupil's own interests or where necessary for the protection of other members of the School community.

7.4 **Medical information:** Throughout the Pupil's time as a member of the School, the School Medical Staff shall have the right to disclose confidential information about the Pupil if it is considered to be in the Pupil's own interests or necessary for the protection of other members of the School community. Such information will be given and received on a confidential, need-to-know basis.

7.5 **Emergency medical treatment:** The Parents authorise the Headteacher to consent on their behalf to the Pupil receiving emergency medical treatment where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents or an additional emergency contact provided (wherever reasonably possible), cannot be contacted in time.

8 **Behaviour and discipline**

8.1 **School regime:** The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Headteacher. The Headteacher is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of the Pupil is at issue. The Parents accept that the School's policies, procedures and regime may be subject to change at short notice, if in the opinion of the Headteacher it is deemed appropriate to do so in the circumstances prevailing at the time.

8.2 **Conduct and attendance:** We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the Pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the wearing of uniform and general appearance as set out in the Parent Handbook.

8.3 **School discipline:** The Parents accept the authority of the Headteacher and of other members of staff on the Headteacher's behalf to carry out searching and investigations and take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the Pupil and any other pupil and/or the School community as a whole. The School's behaviour policy which is current at the time and published on the School website applies to all pupils at the School and at all times when the Pupil is in or at School (including when engaged in online or remote learning), representing the School or wearing School uniform, travelling to or from School, on School-organised trips engaging with other members of the School community or when they are otherwise associated with the School at any time. The policies shall also apply at all times and places in circumstances where failing to apply this policy may affect the health, safety or wellbeing of a member of the School community or a member of the public, have repercussions for the orderly running of the School or bring or could bring the School into disrepute.

8.4 **Investigative action:** A concern allegation, complaint or rumour of misconduct will be investigated. The Pupil may be questioned and their belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that the Parents are informed of any searches for prohibited items and that the Pupil may face formal disciplinary sanctions, unless the School is prevented from doing so. If considered necessary the School may make arrangements for legal representation for the Pupil the cost of which is to be borne by the Parents. If under the School's disciplinary policy a disciplinary meeting with the Headteacher is required before a decision is taken, the School will make reasonable efforts to notify the Parents or education guardian so that they can attend. In the absence of the Parents or education guardian, the Pupil will be assisted by an adult (usually a teacher) of their choice.

8.5 **Divulging information:** Except as required by law, the School and its staff shall not be required to divulge to the Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Headteacher has acquired during an investigation.

8.6 **Drugs and alcohol:** The Pupil may be given the opportunity to provide a biological sample under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School rules or policy. A sample or test in these circumstances will not form part of the Pupil's permanent medical record.

8.7 **Sanctions:** The School's current policies on sanctions are available to the Parents on request before they accept the offer of a place. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, suspension, or alternatively being removed or expelled.

8.8 **Definitions of sanctions:** The definitions in this clause apply in these terms and conditions.

Expulsion: means that the Pupil is required to leave the School permanently in circumstances described in clause 8.9.

Removal: means that the permanent removal of the Pupil from the School is required in circumstances described in clause 8.11.

Suspension: means that the Pupil is sent or released home for a limited period as either a disciplinary sanction or pending the outcome of an investigation or pending a Governors' Review.

Withdrawal: has the meaning set out in clause 9.9.

8.9 **Expulsion:** The Pupil may be formally expelled from the School if it is proved on the balance of probabilities that the Pupil has committed a very grave breach of discipline. Expulsion is reserved for the most serious breach or breaches. The Headteacher shall act with procedural fairness in all such cases. The Headteacher's

decision to expel shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. The Pupil shall be suspended from the School pending the outcome of the Review. See clause 8.14 and clause 8.15.

8.10 Fees following Expulsion: If the Pupil is expelled, there will be no refund of the Acceptance Deposit or of Fees for the current or past Terms. There will be no charge to Fees in lieu of Notice but, save for any contrary provisions in any other agreement made between the Parents and the School, all arrears of Fees and any other sums due to the School will be payable.

8.11 Removal in other circumstances: The Parents may be required to remove the Pupil permanently from the School if, after consultation with the Parents and if appropriate the Pupil, the Headteacher is of the opinion that:

8.11.1 the Pupil has committed a breach or breaches, including persistent minor breaches, of School rules or discipline for which Removal is the appropriate sanction; or

8.11.2 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and / or the community life offered by the School;

8.11.3 the Pupil's presence at the School presents a risk to them and / or to any other pupil and the Pupil's Removal is considered necessary and proportionate; or

8.11.4 the School is no longer able to provide adequately for the Pupil's needs; or

8.11.5 one or both of the Parents have behaved unreasonably, including but not limited to if they have treated the School or members of its staff or any member of the School community unreasonably with disrespect or in an abusive, threatening, derogatory or obstructive manner or acted in way which could bring the School into disrepute or has failed to disclose the information required under clause 6.7 and / or clause 7.1 above; then in these circumstances, and at the sole discretion of the Headteacher, Withdrawal of the Pupil by the Parents may be permitted as an alternative to Removal being required. The Headteacher shall act with procedural fairness in all such cases and shall have regard to the interests of the Pupil and the Parents as well as those of the School. The Headteacher's decision to require the Removal of the Pupil shall be subject to a Governors' Review if requested by the Parents. The Parents will be given a copy of the Review procedure current at the time. A Withdrawal under this clause is not subject to a Governors' Review. The Pupil shall be suspended from the School pending the outcome of the Review. See clause 8.14 and clause 8.15.

8.12 Fees following Removal: If the Pupil is removed or withdrawn in the circumstances described in clause 8.11, the provisions relating to Fees shall be as set out in clause 8.10 save that the Acceptance Deposit will be refunded without interest less any sums owing to the School.

8.13 Leaving status: The School reserves the right to record the leaving status of the Pupil on the Pupil's file immediately after Expulsion or Removal or Withdrawal.

8.14 Governors' Review: The Parents may request a review by Governors (Governors' Review) of a decision to expel or require the Removal of the Pupil from the School (but not a decision to suspend the Pupil unless the suspension is for 11 School days or more, or would prevent the Pupil taking a public examination). The Headteacher will advise the Parents of the Governors' Review procedure current at that time when they inform the Parents of their decision. A Governors' Review will be conducted under fair procedures in accordance with the requirements of natural justice.

8.15 Pupil's status pending Review: If the Parents request a Governors' Review, the Pupil will be suspended from School until the review procedure has been completed. While suspended, the Pupil shall remain away from School and will have no right to enter School premises during that time without written permission from the Headteacher.

8.16 Complaints procedure: A complaint as described in clause 6.2, which does not involve an Expulsion or Removal of the Pupil must be made in accordance with the School's complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

9 Provisions about Notice

9.1 Term: means the period between and including the first and last days of the relevant school term.

9.2 Notice: means (unless the contrary is stated in these terms and conditions) a Term's Written Notice given by:

9.2.1 both Parents; or

9.2.2 one of the Parents with the prior written consent of the other Parent; and

9.2.3 in either case the prior written consent of any other person with Parental Responsibility where appropriate addressed to and received by the Headteacher personally or the Director of Finance and Operations on the Headteacher's behalf. It is expected that the Parents will consult with the Headteacher before giving Notice to withdraw the Pupil. The Parents should contact the School if no acknowledgement of the Notice is received from the School within seven days of the date of the Notice.

9.3 A Term's Written Notice: means Notice given before the first day of a Term and expiring at the end of that Term. A Term's Written Notice must be given if:

9.3.1 the Parents wish to cancel the place after acceptance; or

9.3.2 the Parents wish to withdraw the Pupil who has entered the School.

9.4 Fees in lieu of Notice: Fees in lieu of Notice means Fees in full at the rate applicable for the next Term following termination by the Parents on less than one full Term's Notice or where the Pupil is excluded for more than 28 days for non-payment of Fees as set out in clause 4.6. The Parents acknowledge that the requirement to pay one Term's Fees in lieu of Notice is necessary to promote financial stability at the School to enable it to plan its staffing and other resources.

9.5 Cancel or Cancellation: means the cancellation of a place at the School which has been accepted by the Parents and which occurs before the Pupil enters the School or where the Pupil does not enter the School. Please see clause 3.1 for details of when Entry to the School occurs.

9.6 Cancellation rights: If the offer of a place and its acceptance are both made entirely at distance by means of post or electronic communication without either of the Parents meeting face to face with a member of the School staff between offer and acceptance the Parents have the right to cancel this agreement at any time within 14 days of the day after we receive your completed and signed acceptance form. Information about the right to cancel and how to cancel is set out in the cancellation section of the admissions policy available to view on the School website. In such circumstances the Acceptance Deposit will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this agreement.

9.7 Termination by the Parents: Except when the Pupil is to leave at the end of Year 8 or clause 9.8 below applies, if the Parents wish to Withdraw the Pupil or Cancel and terminate this contract at any time after the expiry of the 14 day cancellation period described in clause 9.6 above, if applicable, they shall do so either by:

9.7.1 providing at least one Term's Written Notice; or

9.7.2 paying one Term's Fees in lieu of Notice.

In circumstances where the Parents Cancel by providing at least one Term's Written Notice the School shall retain the Acceptance Deposit.

9.8 **Cancelling a place offered in the Term before Entry:** Except where clause 9.6 applies, if the offer of a place is made within a Term of Entry the Parents may Cancel and terminate this contract by notifying the School in writing at any time before Entry but they shall pay one Term's Fees at the rate payable for the Term of Entry, less the Acceptance Deposit, payable as a debt.

9.9 **Withdraw or Withdrawal:** means the withdrawal of the Pupil from the School by the Parents or the Pupil with or without Notice required under these terms and conditions at any time after the Pupil has entered the School. Please see clause 3.1 for details of when Entry to the School occurs.

9.10 **Prior consultation:** It is expected that the Parents, or duly authorised education guardian, will consult personally with the Headteacher or with the Headteacher's authorised deputy before Notice of Withdrawal is given by the Parents.

9.11 **Discontinuing extra tuition:** A Term's Written Notice is required to discontinue extra tuition or a Term's Fees for the extra tuition will be immediately payable in lieu as a debt.

9.12 **Termination by the School:** The School may terminate this agreement:

9.12.1 on one Term's notice in writing sent by ordinary post. The School will not terminate this agreement without good cause and full consultation with the Parents and also the Pupil (if of sufficient maturity and understanding). The Acceptance Deposit will be refunded without interest less any outstanding balance of Fees; or

9.12.2 on reasonable notice if in the professional opinion of the Headteacher the School is unable to provide all or a significant proportion of the educational services to the Pupil; or

9.12.3 immediately where the Pupil does not have the appropriate immigration permission to live in the United Kingdom and to study at the School; or

9.12.4 immediately where either of the Parents has made a false declaration or given a false or misleading discloser to the School or has failed to disclose to the School anything which they are required to disclose; or

19.12.5 immediately if at any time either of the Parents is declared bankrupt or is a Designated Person under any UK enactment or convicted of a criminal offence anywhere in the world.

10 **Events beyond the control of the parties**

10.1 **Force majeure:** An event beyond the reasonable control of the School or the Parents is a Force Majeure Event and shall include such events as an act of God, fire, flood, drought, earthquake or other natural disaster, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation provided always that the inability of either party to pay any amount required under this agreement shall not be a Force Majeure Event.

10.2 **Reasonable modification:** Any reasonable modifications to the educational provision made by the School in order to meet legal obligations, comply with government guidance and to protect the health, safety and wellbeing of staff or pupils including during or following a Force Majeure Event shall not affect the obligation of the Parents to pay the Fees in accordance with this agreement.

10.3 **Notification:** If either the School or the Parents is prevented from or delayed in carrying out its contractual obligations by a Force Majeure Event, that party (the Affected Party) shall as soon as reasonably practicable notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

10.4 **Continued force majeure:** The Affected Party shall use all reasonable endeavours to mitigate the effect of the Force Majeure Event on the performance of its obligations. If a Force Majeure Event continues for a period greater than 90 days from the date of notification, the Affected Party shall notify the other of the steps to be taken to ensure performance of its contractual obligations.

10.5 **Termination:** If the Force Majeure Event continues for a total period greater than 120 days from the date of notification, the party in receipt of notification under clause 10.3 may terminate this contract by providing at least three working days' notice in writing to the other party.

11 **General contractual matters**

11.1 **Data protection:** The School has a parent privacy notice and a pupil privacy notice which explain how the School will use the Parents' and the Pupils' personal data. These privacy notices are provided with the letter of offer. The privacy notices are also published on the School's website. The Parents must read these privacy notices in full before signing the acceptance form. If the Pupil is going to enter Year 7 or above the Parents must show the Pupil a copy of the pupil privacy notice and discuss it with them before accepting the offer of a place.

11.2 **Change:** The School, as any other, is likely to undergo a number of changes during the period of this agreement. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School rules and procedures, the disciplinary framework, and the length of School Terms. In addition, there may be the need to undertake a corporate reorganisation exercise and / or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of this agreement may be freely assigned to another party at the discretion of the School.

11.3 **Consumer rights:** Care has been taken to use plain language and to give clear explanations in these terms and conditions. If any words alone or in combination infringe consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair. Nothing in these terms and conditions affects the Parents' statutory rights.

11.4 **Consultation:** It is not practicable to consult with the Parents and the Pupil over every change that may take place. Whenever practicable, the School will use reasonable endeavours to ensure that the Parents will be consulted and provided with reasons for the change and where possible given at least a Term's notice in writing of:

11.4.1 a change of ethos or culture; or

11.4.2 a change in any physical aspect of the School which would have a significant effect on the Pupil's education or pastoral care; or

11.4.3 a change of ownership of the School where such changes are not temporary.

11.5 **Information for parents:** We provide parents of prospective pupils with information about the School and the educational services we provide in good faith. This information may be contained in the School's prospectus, website, promotional literature or in statements made by staff or pupils during a visit or an open day. If the Parents will take account of the information provided to them when deciding whether to enter into this agreement they should seek specific confirmation from the Headteacher that the information is accurate before returning a completed acceptance form to the School.

11.6 **Third party rights:** Only the School and the Parents are parties to this contract. Neither the Pupil nor any third party is a party to this contract and shall not have any rights to enforce any term of it.

11.7 **Interpretation:** These terms and conditions supersede any previously in force and will be construed as a whole. Headings, unless required to make sense of

the immediate context, are for ease of reading only and are not otherwise part of these terms and conditions.

11.8 **Jurisdiction:** This contract was made at the School and it, together with each matter relating to the provision of educational services by the School, is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

Schedule 1 **Summary of clauses containing financial consequences**

Event	Clause
Offer of a place and deposit	3.3
Refund or waiver	4.5
Exclusion for non-payment	4.6
Late payment	4.7
Fees following Expulsion	8.10
Fees following Removal	8.12
Fees in lieu of Notice	9.4
Cancellation rights	9.6
Termination by the Parents	9.7
Cancelling a place offered in the Term before Entry	9.8
Discontinuing extra tuition	9.11

The Beacon Educational Trust Ltd.
Registered in England No: 01067862
Registered Office:
The Beacon School, Chesham Bois, Amersham,
Buckinghamshire, HP6 5PF
Registered Charity No: 309911

Updated May 2026

beaconschool.co.uk