

## Registration Form

### Applicants Details

Name of Child in full: \_\_\_\_\_  
 \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Religion: \_\_\_\_\_

### Educational History

*Please give details of all previous schools and nurseries attended. If you require more space please use the reverse of this form.*

1. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates attended: \_\_\_\_\_

2. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates attended: \_\_\_\_\_

### Medical Information/Specific needs

*Please inform us of any medical conditions or specific needs that we need to be aware of including allergies and medication currently being taken.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Father's Details

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Occupation: \_\_\_\_\_

### Mother's Details

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_  
 Work Telephone: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Occupation: \_\_\_\_\_

*Please keep the school informed immediately of any changes of address, contact numbers or medical needs.*

*The registration form does not give rise to a commitment by the school or the parents. Two signatures are required on the registration form. Before signing please read the enclosed copy of our Standard Terms and Conditions.*

Proposed start date: \_\_\_\_\_

*We request that the child named above be registered as a prospective pupil. A cheque for £50 for the non-returnable registration fee is enclosed. We understand that the Terms and Conditions of the school will undergo reasonable changes from time to time as circumstances require, and will apply in all our dealings with the school. Please note: Two signatures are required below.*

Father's/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE CEDARS SCHOOL

## STANDARD TERMS AND CONDITIONS

### 1. Definitions

- a) 'the school' means The Cedars School, Church Road, Aldermaston, Reading, RG7 4LR
- b) 'the Head Teacher' means the person with ultimate responsibility for the Pupil in the School and the person with full responsibility of the school itself.
- c) 'the parents' means the person or persons with parental responsibility for the Pupil individually and jointly
- d) 'Notice' (unless stated to the contrary) means a term's written notice delivered to the Head Teacher by hand or sent to him / her by post to the school.
- e) 'Term' means the period between and including the first and last school days of each School Term.
- f) 'School Year' starts on 1<sup>st</sup> September each year
- g) 'Fees' means the monetary amounts payable for the normal curriculum including class music, drama and games together with most books and stationary.
- h) 'Extras' refers to the fees charged or incurred by the School in respect of other activities not included in Fees. These include but are not limited to examination fees, individual music tuition, school trips, etc.
- i) 'Fees in lieu' means fees in full for the term of notice at the rate that would have been applied had the pupil attended.
- j) 'Standard Terms and Conditions' means the terms and conditions contained herein.
- k) Words denoting the singular number only shall include the plural and vice versa. Words denoting any gender include all genders.
- l) Headings in the document are inserted for convenience only and shall not affect the construction or interpretation.

### 2. Admission and Entry

- a) Pupils will be considered for admission and entry upon receipt of a completed registration form together with the registration fee.
- b) If the school offers a place, the Parents can accept the same by returning the completed acceptance form together with the appropriate deposit.

### 3. Fees and Extras

- a) Fees will be charged according to the current fee schedule, which is subject to change at any time.
- b) Fee levels will be reviewed each year and there will be reasonable increases from time to time.
- c) Each invoice must be paid on or before the first day of term. A pupil may be excluded from the school at any time when fees are unpaid and will be deemed withdrawn from the school without notice 28 days after exclusion.
- d) Any agreement by the school to accept payment of the fees by standing order or direct debit or in instalments will cease automatically in the event of default of 28 days or more.
- e) Interest will be charged on unpaid fees on a daily basis at a rate of 1.5% per month together with all administration and legal costs in respect of the fees, fees in lieu of notice and extras that are unpaid by the due date. Such charges will be recoverable by action if necessary. Any payments by cheque will be presented as soon as reasonably practicable and will not be considered as payment until cleared.
- f) Fees are the joint and individual responsibility of the Parents or each person who has signed the acceptance form in respect of the pupil.
- g) The school is agent only in respect of any goods or services which are supplied by a third party via the School to Parents or Pupils.
- h) 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 before the normal end of term or for any other cause (including suspension or exclusion) except in the sole discretion on the Head Teacher.
- i) Loss of or damage to School property by a Pupil (other than fair wear and tear) will be separately invoiced and must be paid as an extra.

### 4. Care and Good Discipline

- a) The Parents authorise the Head Teacher while in loco parentis to take and / or authorise all decisions that safeguard and promote the welfare of the Pupil. Parents consent to such physical contact with the Pupil 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. Corporal Punishment is not used at the School. Parents consent also to emergency medical treatment, including general anaesthetic and operation where certified by a doctor and as being necessary for the welfare of the Pupil and if the Parents cannot be contacted in time.
- b) Parents must inform the Head Teacher in writing if the Pupil has any known medical condition, health problems or allergy or will be unable to take part in games and sporting activities, or has been in contact with infectious diseases. The Pupil must not be sent to School if the Pupil is unable to participate in normal School activities. In the case of a Pupil being unable to participate in activities, the Parents should contact the Head Teacher for further advice.
- c) The School attaches importance to manners, courtesy and good discipline. The Head Teacher is responsible for the care and good discipline of Pupils while they are in the charge of the School and its staff, and for the day to day running of the School and the Curriculum. The Head Teacher is not responsible for a Pupil who absents themselves from the School in breach of School discipline. The School adopts an anti-bullying policy which would be enforced by expulsion if necessary.
- d) It is a condition of the Pupil remaining at the School that Parents and Pupils accept (in so far as they are lawful and reasonable) the School regime, the correct wearing of School uniform, the rules as to the appearance and dress, and the rules of School discipline that apply from time to time.
- e) Parents are also expected to give their support and encouragement to the School and to promote its good name; to continue the Pupil's education at home and to ensure that the Pupil maintains appropriate standards of punctuality, behaviour, diligence, language, dress, appearance and discipline.
- f) The School is unable to accept responsibility for accidental injury or loss of property unless caused by its negligence
- g) The Pupil is expected to take a full part in the activities of the School, to attend on each School day, to work hard and to be well behaved. All Pupils will receive education appropriate to age about health, smoking, alcohol, sex and drugs.

### 5. Removal and Expulsion of a Pupil

- a) In the event of a major breach of discipline by the Pupil, the Head Teacher (or in his / her absence another designated member of School staff) may suspend a Pupil temporarily if they consider it necessary to stabilise the situation or to allow proper investigation of the event itself. This suspension is a neutral act and should not be considered as apportioning blame. A full report of the suspension and results of investigation will be recorded on a Pupil's record.
- b) The Pupil may be expelled from the School at any time if the Head Teacher is reasonably satisfied that the Pupil's conduct (whether on or off School premises, in or out of School term) has been prejudicial to good order or School discipline or to the reputation of the School and that the continued presence of the Pupil is incompatible with the interests of the School. The Head Teacher will act fairly in accordance with the procedures of natural justice and would not expel a Pupil other than in grave circumstances. There would be no refund of fees in these circumstances (and all unpaid fees must be paid) but fees in lieu of notice would not be charged.
- c) Parents may be required, during or at the end of term, to remove the Pupil permanently if after consultation with a Parent, the Head Teacher is of the opinion that the conduct of the Pupil is unsatisfactory, or a Parent has treated the School of member of it's staff unreasonably. The deposit would not be refunded in the event of such removal from the School although additional fees in lieu of notice would not be charged.
- d) The decision to suspend, require removal or expel a Pupil and the manner and form of any announcement shall be in the sole discretion of the Head Teacher. Under no circumstances shall the School or its staff be required to divulge to Parents any confidential information or the identities of the Pupils or others who have given information which has led to the expulsion, suspension or requirement to remove or which the Head Teacher has acquired during an investigation.
- e) A Pupil who has been withdrawn, removed, suspended or excluded from the School has no right to enter the School premises without the written permission of the Head Teacher.

### 6. Notice Requirements

- a) It is assumed that a Pupil will complete the three terms of each School Year. In the event that the Parents wish to withdraw the Pupil from the School whether during or at the end of the School Year then one term's notice must be given before the Pupil is withdrawn or a term's fees in lieu will be due and payable as a debt at the rate applicable on the date of the invoice whether or not the place can be filled.
- b) Half a term's notice is required, which must be given in writing by the Parents, before a Pupil discontinues an extra curricular activity such as personal music tuition. In each case, if the required notice is not given, the difference in fees will be payable in lieu.
- c) One term's fees in lieu of notice (less deposit paid) will be payable by the Parents if for any reason they cancel their acceptance of a place or a Pupil does not join the School without giving one term's notice of withdrawal. Serious cases of illness or genuine hardship may receive special consideration at the sole discretion of the Head Teacher.
- d) The School may terminate this agreement on one term's written notice and otherwise under clauses 5(b) and 5(c) of these Terms and Conditions.

### 7. General

- a) The School will only enter a Pupil's name for an examination if the Head Teacher is satisfied that such is in the best interests of the Pupil. The Head Teacher may withhold a Pupil from an examination if fees (either School or examination) have not been paid in full.
  - b) Information supplied to Parents and others concerning the progress of a Pupil and the character, examination and prospects of the Pupil and any reference will be given with all due care and skill but otherwise without liability on the part of the School.
  - c) The Head Teacher must be notified in writing immediately if any court orders or situations of risk in relation to a Pupil in respect of whom any special safety precautions may be needed. A Parent may be excluded from the school premises if the Head Teacher considers such exclusion to be in the best interests of the Pupil and / or the School.
  - d) When both Parents will be away from their home in the United Kingdom overnight during term time or if both Parents normally reside outside the United Kingdom, the Head Teacher must be informed in writing of the name, address and contact telephone no(s) for 24 hour contact of a suitable legal guardian or other adult with whom the Pupil will reside and who is willing and authorised by the Parents to accept full responsibility for the Pupil when not at School. These matters are the responsibility of the Parents.
  - e) Parents who have any cause for serious concern as to a matter of safety, care or quality of education, should contact the Head Teacher without delay.
  - f) Parents will be notified if it appears that a Pupil is falling behind with studies. Extra tuition can be arranged and may be charged as an extra but the School does not undertake to diagnose conditions such as those relating to dyslexia or poor visual acuity. The School will on request advise Parents as to how they may, at their own expense, obtain specialist advice.
  - g) It is a requirement of the School that each Pupil is up to date on their immunisation schedule as approved by the local authority. The Head Teacher may, at any time, require a medical certificate as to the general health of the Pupil or, where grounds of suspicion exist, a full doctor's report.
  - h) There are a number of School functions such as, but not limited to, School concerts, plays, or open evenings where attendance by a Pupil is required to represent the School. Having given appropriate notice, the School is entitled to require attendance of participating Pupils at these functions.
  - i) The school processes data about pupils to :
    - Support its pupils' teaching
    - Monitor and report on their progress
    - Provide appropriate pastoral care
- The Parents hereby consent to the School communicating with
- any other school which a Pupil attends or which a Parents proposes the Pupil should attend about any matter concerning the Pupil or about payment of fees; and
  - Government agencies and local authorities and any other bodies for specific purposes required by law.

In all other respects the School will take care to preserve the confidentiality of information concerning Pupils and Parents. The Head Teacher agrees that the School will act in accordance with the terms of the Data Protection Act (DPA) 1998 at all times

- j) The copyright in any literary, musical, dramatic or artistic work created by the School's staff or by the Pupils (or jointly) for purposes associated with artistic or cultural life of the School will vest in and be the property of the School. In all other cases where the Pupil is the author of the work, the copyright shall vest in the Pupil.
- k) The School does not accept responsibility for the personal property effects of the Pupil.
- l) The School undertakes to maintain those insurances that are prescribed by law. All other insurances are the responsibility of the Parents. The School is not the agent of the Parents for any purpose related to insurance.
- m) Any waiver of these Terms and Conditions is effective only after the giving of one month's notice in writing by the Head Teacher.
- n) In the event that all or any part of these Terms and Conditions are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such terms or conditions shall to that extent be severed from the remaining terms and conditions which shall continue to be valid and enforceable to the fullest extent permitted by law. Where appropriate, such words shall be replaced with words which give as close as may be lawful to the original meaning.
- o) The prospectus describes the broad principles on which the School was run at the time at which the prospectus was written. Although believed to be correct at the time of printing, the prospectus is not part of any agreement between the Parents and the School. Parents wishing to place specific reliance on a matter mentioned in the prospectus should seek written confirmation of that matter before entering into this Agreement.
- p) The offer of a place and its acceptance are given on the basis that in the interest of the School as a whole, reasonable changes may be made from time to time, for example (but not limited to) the size and location of the School, its premises and facilities, the academic and games curriculum, the structure and composition of classes to the way the School is run, to the length of School terms, and to the School day. Parents would be consulted and / or given adequate notice of any significant proposals or change of policy to affect the School community as a whole.
- q) This Agreement is made at the School and is governed exclusively by English Law.