



HEATH HOUSE PREPARATORY SCHOOL

TERMS AND CONDITIONS

1. On acceptance of a place, the Registration Form, Medical Form, Data Processing Notice and Home School Agreement should be returned to the school, duly completed and signed, together with the Registration Fee of £200. This fee is for administering the registration process. Please note the Registration Fee is non-refundable.
2. A £1,000 confirmation deposit should also be paid and returned with all the registration forms in order to confirm and hold the place. Please note that this confirmation deposit is not returnable if parents do not subsequently take up the place. The deposit of £1,000 will be refunded against the final term's fees in Year 6, dependent on the school's terms and conditions being met. In all instances of withdrawal of a child from Heath House Prep School before Year 6, the confirmation deposit will not be refunded.
3. Should a parent decide not to take the place, a term's fees will be payable unless an exact term's notice has been given.
4. A term's notice must be given should a parent decide to withdraw their child midstream in their education at Heath House, otherwise a term's fees are payable.
5. Please note that if a pupil is withdrawn from Heath House Prep School at any stage between the Reception Class and Year 6, in order to transfer to any other school, the school reserves the right to **refuse** or **retract** the offer of a place to a sibling.
6. Where any fees are not paid on or before the first day of term, a £50 charge per week will be added on to the outstanding sum from due date for payment until the actual date of payment. The decision of the Head Teacher shall be final.
7. The Head Teacher may require a pupil who is making little progress owing to persistent lack of effort, bad behaviour or lack of respect for the school to leave immediately or on a full term's notice in writing, depending on individual circumstances.
8. The Head Teacher shall have full disciplinary powers over pupils in school and shall have the right to order a pupil to be immediately excluded from the school, either permanently or temporarily, if she reasonably believes that the pupil has committed a material breach of discipline, or that such an order is necessary for the protection of other pupils or the interest of the school as a whole.
9. The Head Teacher also reserves the right to ask the parents of a pupil(s) to immediately remove such a pupil(s) if there has been an irretrievable breakdown in the necessary relationship of trust, loyalty and goodwill between the parents of the pupil(s) and the school and/or staff; which shall also include the non-payment or repeated late payment of fees.
10. In the event that the Head Teacher exercises the power to exclude or remove a pupil, any fees paid shall not be refunded by Heath House Prep School, and any fees which have been invoiced and remain outstanding which are otherwise payable in lieu of notice shall become immediately payable.
11. The school cannot be held responsible for loss or damage to any personal possessions belonging to a child or parent. Parents should always make their own arrangements in this respect.
12. Should a child develop learning difficulties and requires assistance beyond the capabilities of the school provision, the school reserves the right to expect parents to undertake any additional cost involved in the process.
13. By enrolling your child at Heath House, you agree to abide by all school rules and policies.
14. Heath House Prep School reserves the right to amend its terms and conditions and any of its school policies/documents at any given time and will notify parents accordingly. Policies are usually reviewed annually. The most up to date policies can be viewed on the school website - www.heathhouseprepschool.com.