

Terms and Conditions

These terms and conditions govern the contract between you and our school.

The “Terminology”

The term “School” or “Setting” is used here to refer to either or both Chelsea Pre-Prep Limited and Kingsland Pre-Prep Limited.

The term “Parents” or “You” refers to each person who has signed the School’s Form of Undertaking. The Parents are legally responsible, jointly and severally, for complying with their obligations under these Terms and Conditions.

The term “Parental Responsibility” refers to 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 interests and welfare and best interests of the child.

The term “Child” refers to the child named on the Form of Undertaking.

The term “Head” or “Head Teacher” refers to the Head Teacher of either School and who is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head have been delegated.

The “Small Print”

Your acceptance of our terms is initiated at the booking and registration stage. These Terms and Conditions reflect the custom and practice of independent schools and nurseries for many generations and together with the Offer Letter, Form of Undertaking, any invoice issued by the School and the Fees Information they form the basis of a legal contract for our educational services. These Terms and Conditions are intended to promote the education and welfare of each child and the stability of the day to day running of our Schools as well as assisting with forward planning and managing resourcing and staffing requirements.

Before accepting the offer of a place, parents are encouraged to read our Policies and Fees information which are accessible online via our website and parents portal, hardcopies can also be found at the office of either School.

1. Registration and Admission:

Families will be registered for admission and entry to our School (Chelsea Pre-Prep or Kingsland Pre-Prep) when the Registration Form has been completed and returned to us, and the non-returnable Registration Fee paid. The registration fee, payable when initially applying for a place at the School, is non-refundable and covers the cost of processing an application. It does not guarantee a place being offered for your child at either School.

We welcome applications for admission from all sections of society and do not discriminate on grounds of disability, race, and religion, social or cultural background or any protected characteristic as defined by the Equality Act 2010

Admission will be subject to the availability of a place, due to a large amount of registrations the School will close a particular year's intake up to 2 years in advance. Places are offered first to siblings and then to children whose birth dates and gender can balance our classes.

Offers are made over a year in advance for every intake. We only offer places for the Autumn term of each year and children need to have turned 2 by the 31st of August to be eligible for that year's intake. We expect all our children to attend either School for two years.

"Admission" occurs when Parents accept the offer of a place and pay the deposit. "Entry" occurs on the date when the child attends the School for the first time under these terms and conditions.

A deposit ("Acceptance Deposit") as shown on the Form of Undertaking will be payable when Parents accept the offer of a place. The deposit is not refundable if you withdraw your acceptance and your child does not take up a place at either School.

Cancelling a place which had already been accepted has a negative impact on our School. As such, parents will be liable for the full first term's fees if less than a term's notice of cancellation has been given (after 31st of March prior to the child starting).

The deposit will form part of the general funds of the School until it is refunded on the last day of your child's final term with our School. However, the deposit will only be refunded provided your child has attended the School for at least 6 terms and there are no other sums due to the School on your child leaving. Should your child leave before the end of the sixth term then the deposit will not be refunded.

2. Fees:

Payment of Fees: The Parents jointly and severally agree to pay the Fees applicable to each Term directly to the School. Fees are reviewed annually and are subject to increase from time to time with one term notice period.

Fees shall be paid each term in advance by bank transfer, unless otherwise stated. All term fees are required to be paid in by the first day of each term.

Refunds cannot be arranged in the case of absence of a child, or when your holidays do not coincide with ours or if we need to close the school due to severe disruption (e.g. severe weather conditions).

3. Late payments:

Because of the administrative burden that late fees represent, the Schools reserve the right to charge £25.00 per day for any late payments. These fees will be added to your next term's invoice as additional charges or, if it is your last term at our Schools then it will be deducted from your Deposit.

4. Notice Requirements:

One clear term for schools is required in writing of a child leaving the School. If the required notice period is not given, you will still be liable for fees during this notice period.

5. Conduct and Attendance:

Children are expected to attend regularly and the School has the right to refuse admission to, or send home, any child if it considers such action is necessary, (e.g. sickness, etc.) If your child is unable to attend please notify the School's office by telephone or email.

During the first year children will attend our schools for either five mornings or four afternoons depending on their sessions. During their second year, children are required to attend a minimum of three mornings and two full-days. This is especially important for those moving onto Reception the following year as these sessions will be focusing on all the skills necessary to make the transition to 'big school' successful.

If you would like to change your child's attendance pattern within the School you can contact the Office to arrange this, if there are places available. Every term you will be reminded to do this via our Parents Portal.

We expect children to adhere to the School rules which promote courtesy, good manners, kindness, integrity and respect for others.

Our Schools have the right for the immediate exclusion or refuse future terms admission to any child it considers such action necessary.

6. Loss and Damage:

The School does not, unless negligent, accept responsibility for accidental injury or loss of property. The School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of the parents, therefore the School shall not be liable for loss or damage to property in the possession of children attending any of our Schools or during activities or outings organised by us. Clothing should be suitable for the child's age as it may get stained or damaged.

7. Our Commitment:

Chelsea Pre-Prep and Kingsland Pre-Prep will do all that is reasonable to safeguard and promote your child's welfare and wellbeing. We will respect your child's rights and freedoms which must, however, be balanced with the lawful needs and rules of our School community, the Early Years Foundation Stage Requirements, and the rights and freedoms of others.

We are committed to high standards of teaching and care. The School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which nurtures, challenges and meets each child's needs, interests and individual stage of learning and development.

We will promote an inclusive and respectful environment where adults and children can feel safe, valued and secure. We also welcome and encourage parental involvement not only with their child's class but as part of our School community.

8. Your Commitment:

It is a condition to join our Schools that parents agree to these terms and conditions. All our policies can be found online at the parents' portal or at the School's office and, parents are politely requested to read these carefully before joining our Schools.

We ask parents to inform us of any known medical condition, health problem or allergy affecting their child as well as any additional needs, so we can best plan to support your child. 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 curriculum are made accessible to all children and their families, and "reasonable adjustments" will be

explored to allow us to cater adequately for your child if possible. For more information please read our Disability Policy and Disability Equality Duties.

Likewise, we ask parents to inform us of any family circumstances or court order which might affect the child's welfare and wellbeing.

Parents are asked to inform the Schools of any change of address or home telephone number as soon as it occurs and keep the office advised on mobile phone numbers and email addresses.

Bullying, harassment, victimisation and discrimination will not be tolerated at our Schools. We ask families to address our staff in a respectful manner as we believe that all adults should be a role-model for children. Any disagreements with our teachers can be discussed privately in the Office or with the Head if necessary.

9. Complaints:

Any question, concern or complaint must be notified to the School as soon as practicable. A copy of our Complaints Policy can be found on the Parents portal online or at the School's office.

The Parents accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the School community as a whole.

10. Data protection and Safeguarding:

It is a requirement of the new General Data Protection Regulation and of our registration with the Information Commissioners Office (ICO) to provide you with information about the details the School keeps about you and your child/ren. We ensure that all data we collect about you and your child/ren is treated confidentially and safely stored. Parents are asked to read our Privacy Notice and GDPR Policy along with signing all necessary Consent Forms before starting in our School.

All schools are under a legal obligation to report to the appropriate authorities any incident or concerns of a child who may have been abused, neglected or in some other way harmed either physically or emotionally. This may be done without informing the parent or carer, in accordance with our Safeguarding Policy.

As part of our Safeguarding and Child Protection Policy, we ask parents not to use their mobile phones or recording devices whilst at our Schools unless consent has been given (i.e. we might allow taking photos during an activity organised by a parent or during special events such as Sports Day, Ballet Open Day, etc.). We also ask parents not to share emails and media from our Schools if it contains any sensitive data not directly related to their child.

11. Medical Care:

Parents must comply with the School's recommendations which may include a reasonable decision to release your child home when he or she is unwell and to not attend School if it is part of our list of specific contagious conditions. See our Exclusion List in our Illness Policy, Medicines and Medical Conditions.

Parents will be informed of all accidents happening at School and will be required to sign an accident form. For accidents of a more serious nature, involving emergency first aid or hospital treatment, all attempts will be made by the School to contact the parents. However, if parents cannot be contacted on time, Parents hereby authorise the Head to consent on their behalf to their child receiving emergency medical treatment where certified by an appropriately qualified person as necessary for their child's welfare.

12. Employment of school staff by parents:

Chelsea Pre-Prep & Kingsland Pre-Prep take pride in their staff, therefore we ask parents not to employ our staff for any purpose during the school week, Monday through Friday unless you have consent from the Headteacher. Although we rarely have a staff member leaving our School, we ask our staff not to take on any roles offered by current or previous parents for at least a term after leaving us. Our staff also agree not to disclose any data related to our Schools, children or families to anyone whilst working with us or even after they have terminated working with us.

13. Events beyond the control of the parties:

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, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

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 shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

Continued Force Majeure: If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification shall notify the other of the steps to be taken to ensure performance of its contractual obligations.

Termination: If the Force Majeure Event continues for a total period greater than 120 days, the party in receipt of notification under clause 104 may terminate this contract by providing at least three working days' notice in writing to the other party.

14. Copyright:

Last one! We are a creative bunch at Chelsea Pre-Prep, Kingsland Pre-Prep and Rocket Productions so we reserve sole copyright in any literary, musical, dramatic or artistic work created by the School or by a child for a purpose associated with the artistic or cultural life of the School. The School will otherwise acknowledge the right of the child to assert copyright in work of which the pupil is the sole author.