

Terms & Conditions

In acceptance of the offer of a place at Notting Hill Preparatory School, we agree to be bound by the terms and conditions set out below.

1. **Fees:** Termly fees must be paid in advance of the first day of term for your child to be able to take up their place. Both parents are jointly and severally responsible for school fees. (Unless and until the school is in receipt of a court order that revises this - see point 5)
2. **Deposit:** A deposit of half of the term's school fees is payable upon acceptance of the offer of a place at the school. The deposit guarantees a place but will not be refunded if your child does not subsequently take up the place offered. The deposit is returned at the end of the child's last term at the school provided that all due fees have been paid and appropriate notice given.
3. **Notice:** A full term's notice in writing (received no later than the first day of term) is required before removing a child from the school, and half a term's notice for cancellation of any optional extras, failing which a full term, or half term's fees respectively, must be paid in lieu of notice.
4. **Parental Responsibility:** I/We both have parental responsibility (i.e., legal responsibility) for my/our child; I/we both agree that my/our child should attend NHP and no other person's consent is required. I/we are jointly responsible for the payment of fees.
5. **Court Orders:** I/We have informed the school if I am/we are separated or divorced and if any court orders have been made in relation to my/our child or either of us (including any orders relating to financial matters).
6. **Policies:** I/We understand that the school will act in accordance with its stated policies, available on the website or as hard copies in the school office.
7. **Medical Emergency:** I/We understand that, in the event of a medical emergency or serious injury that requires hospital treatment, the school would follow the appropriate emergency procedure which would of course require them to make contact with me/us, or the designated emergency contact, as quickly as possible. In the unlikely event that the school is unable to make contact they would follow the advice of the emergency services as to the appropriate medical treatment. If possible, anyone accompanying a child to hospital would take with them the medical form completed by the parents on the child's entry to the school. The school would continue to make every effort to contact the parents/emergency contact.
8. **Disabilities, Special Education Needs and Learning Difficulties:** I/We have already provided and will continue to provide details of any disability, special educational need or learning difficulty (e.g. dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair) of my/our child. I/We attach in confidence details of any relevant information received subsequently.



9. Late payment of fees will be subject to an interest charge which is calculated at Bank of England Base Rate plus 5% per week. In the event that the school is required to use a debt collection agency due to non-payment of fees, then the fee payer(s) will be fully responsible for all associated costs.

10. Terms: I/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 our dealings with the school.