

23/01/17

INTERHIGH SCHOOL
www.interhigh.co.uk
CONDITIONS OF ATTENDANCE OF PUPILS



InterHigh

Conditions of Attendance of Pupils

Welcome to InterHigh School

We are very happy to have your child as a student at InterHigh. To maintain the high standard of education you and your child deserve, we have a simple set of conditions that form the agreement between you and the school. Please read them carefully to ensure that you and your child are happy with them.

These Conditions form a legally binding contract for the provision of educational services.

Please read and return a signed copy to the Head Teacher

1. INTRODUCTION

This document sets out the terms and conditions upon which a place has been offered to your child. By accepting a place for your child you have agreed to be bound by these conditions. We have endeavoured to draft this document in clear language, free, where possible, from legal complexity. It is, however, legally binding on both the school and you. In this document the term 'parents' is frequently used. Guardians are included within the meaning of that word.

2. DURATION

This agreement will remain in force until your child concludes the end of Year 11. If your child is starting school in Year 12 or 13 then the agreement remains in force until your child reaches the end of Year 13 or until notice is given in accordance with Condition 5 below.

3. AUTHORITY OF THE HEAD TEACHER

Parents authorise the Head Teacher of the school or their nominated deputy to take such action as the Head Teacher may consider to be in the best interests of the pupil.

4. FEES

The fees and other expenses payable and the timing of such fees are set out on the school website.

The school makes every effort to hold fees stable for each academic year. However, the school reserves the right to increase fees at any time; any increase will be notified to you at least 30 days before the increase takes effect. The liability to pay fees and all other expenses is the joint and several liability of the people who have signed the Conditions of Attendance.

A pupil whose account has not been paid in full before the start of term (and where alternative arrangements have not been agreed) may at any time be excluded from attending until full payment is made. Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the client in the recovery of any unpaid Fees regardless of the value of the claim.

Fees for additional subjects taken at Key Stage 3 and 4 are not eligible for a discount or refund if the student discontinues the additional tuition.

The confirmation of entry fee is a deposit which is only refundable upon completion of year 11 or year 13, receipt of exam results by the Head Teacher and payment of any outstanding fees. Where a pupil is withdrawn from school before year 11 or year 13 then the confirmation of Entry Fee will not be returned.

The confirmation of entry fee for non-UK pupils is equal to one school terms fees.

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5. NOTICE PERIOD

If you wish to withdraw your child from the school you must give at least one full term's notice in writing to the Head Teacher of your intention to do so. Notice can be given by email to **withdrawal@interhigh.co.uk before the last day of the previous term**. It is expected that there will be prior consultation with the Head Teacher before the withdrawal of a pupil. If you do not inform the School giving at least one full terms notice of withdrawal, then you will be liable for the following term's fees. For the purpose of this condition, term dates are set out in the school calendar which is available from the parent portal and on request at any point. Please refer to the school calendar for exact dates for each year.

Notice to withdraw your child from InterHigh cannot be received whilst they are in Year 11, a 1 Year IGCSE program or Year 13. Pupils in these year groups are enrolled for the whole academic year and cannot be withdrawn without liability for the complete academic year.

If you should fail to give a full term's notice in accordance to the InterHigh term dates, you will be liable to pay a full term's fees in lieu of notice.

Similarly, the school must give you not less than one term's notice requiring your child to leave the school UNLESS fees have not been paid (see point 4 above).

6. CONFIDENTIALITY

The school acknowledges the importance of respecting the privacy of pupils and we consider their best interests at all times. As an online school we have a very active web presence and use social media as one of our daily tools. Students will have the opportunity to appear on our web site and in our social media in many ways, including in photographs, video, sound recordings and posts.

Additionally the school may from time to time release to the press and on the web site and in social media, information that we consider in our reasonable opinion will be in the best interests of the school and pupils and the parents authorise such disclosure.

7. DATA PROTECTION

The school will use the information you provide to us relating to you and your child, together with other information, for administrative monitoring, accounting, planning and control of the curriculum and examinations, publication of examination results, provision of references, analysis for education and management purposes, marketing and public relations and other purposes necessary for the good management of the school and the welfare of its staff and pupils. We may disclose some or all of this information to service providers and agents for these purposes.

By completing this form you agree and consent to our processing of the information you and your child provide to us for the purposes outlined above which shall include, where necessary, the processing of sensitive personal data which is that relating to your child's health, their religious denomination and ethnic or racial origin.

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You have the right to ask for a copy of the information we contain on your child or yourself and to correct any inaccuracies that may be contained within it.

The school will take all reasonable precautions and apply spam and virus protection to all InterHigh mail web accounts; however, the school are not responsible for any unwanted emails appearing in pupil's InterHigh mail accounts.

The school has a management policy to record all academic lessons. The facility to record lessons is seen as a very valuable asset and this policy is believed to be in the best interest of all pupils and teachers as well as parents. All lesson recordings remain securely on the Interhigh and Blackboard Servers.

In signing this contract, parents give InterHigh permission to contact any exam centres where a student has sat exams and in turn, permission for the exam centre to release exam results to InterHigh.

8. INTERNET SECURITY

The school will take all reasonable steps to ensure that your child uses the facilities of the internet school for appropriate purposes, but your child will be held accountable for his/her use of the school and electronic mail services and the online social community and that deliberate misuse will be treated as a breach of school rules. Parents give their permission for the Head Teacher to monitor use of the internet school services at any time.

In order to protect pupils from unsuitable contacts on the internet, pupils will have passwords and must only make contact with other pupils and staff in the authorised class rooms, message boards, email accounts and lessons and online communities set up by InterHigh School.

All pupils will have their identities verified before acceptance into InterHigh School.

9. USER NAMES AND PASSWORDS

User names and passwords issued to your child must never be given to, or used by anyone other than the named child and it is your responsibility to maintain the security of this data.

10. STUDY ENVIRONMENT

Parents are responsible for ensuring their child has access to an appropriate location from which to study. InterHigh is not responsible for the home (or any other) study environment.

11. DISCIPLINE

The Head Teacher bears ultimate responsibility for the safety, well-being and educational advancement of pupils in the school. The Head Teacher has authority to deal with all

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disciplinary matters arising in the school and to delegate disciplinary powers amongst the staff as appropriate. Parents and pupils accept such authority of the Head Teacher unconditionally.

In very serious cases of ill-discipline it may be appropriate for the Head Teacher to suspend or expel a pupil. Parents agree that the Head Teacher has full authority to suspend or expel a pupil in these circumstances. Parents will be contacted immediately by the Head Teacher if a pupil is suspended explaining the circumstances that have led to the suspension.

12. CONTRACT

The validity, construction and performance of this agreement shall be governed in all respects by the Laws of England and Wales.

We/I confirm that We/I have read these Conditions of Attendance of Pupils and agree to be bound by them.

Name of Child..... Year Group.....

Please fill in the appropriate section below:

Key Stage 3 - Additional subjects (where applicable)

Key Stage 4 - Additional subjects (where applicable)

Key Stage 5 – Please list subject choices:

1 year IGCSE course: Maths- Yes/No (circle which applies) English- Yes/No (circle which applies)

Name: Date:

Signed

Contact Email Address:

Please make sure you have read and understand sections 4 and 5 with regard to notice period and fees due.

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You are entitled to cancel this Agreement within 14 days of signing this Agreement if you change your mind. However, if you wish to start receiving the services within that 14 day period then in signing this you confirm and accept that you will be liable for all costs associated with providing those services during the cancellation period that you waive that right to cancel and accept that you are bound by our early termination clause in the contract.

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