

PARENTAL AGREEMENT

Child's Name: _____

Application Fee

- On applying for a space, parents are required to pay an application fee.
- The application fee is non-refundable.

Confirmation of a space (deposit)

- To confirm the offer of a space, parents of children in the Infant and Junior classes (from Reception Class) will be required to pay half a term's fees, in advance, as a deposit. This will be allowed against the first term's fees. This is not refundable once the place has been accepted.

Invoices

- Fees are invoiced termly in advance at the beginning of each term.
- Invoices are payable within seven days.
- School fees are payable by Direct Bank Transfer (details on invoice). Cash and cheque payments cannot be accepted unless agreed by the school in advance. There is an additional charge for cash and cheque payments. Facilities are available for payments by instalments through a monthly direct debit. This must be arranged before the due date shown on the invoice. Details are available on request from the Bursar.
- Any bank charges associated with dishonoured bank transactions will be passed on to the parent.
- Failure to pay within seven days of the first and subsequent reminders will result in an administration fee being added to the account, on each occasion.
- No refunds are made for absences due to illness, holidays taken in term time, short term closure due to exceptional circumstances/emergency closures, snow closures, etc.
- No adjustments to the amount payable on the invoice may be made without prior agreement with the school.

Notice periods

- The school requires a full term's notice **in writing** to the School Office, to withdraw a child at any stage (notice cannot be given by email). Once a place at the school has been accepted, parents will be bound by the notice period even if the child has not yet started. A term's notice in writing must be received as follows:
 - To leave at the **end of the Autumn Term**, notice must be received by the last day of the Summer Term
 - To leave at the **end of the Spring Term**, notice must be received by the last day of the Autumn Term
 - To leave at the **end of the Summer Term**, notice must be received by the last day of the Spring Term.
- These notice periods apply to all children. The school will assume that once children have joined the school, they will remain with us until the end of the academic year in which they turn 11 years old (Year 6) unless the school has been given written notification otherwise.
- **If the required notice period is not met, parents will be liable for a full term's fees in lieu of notice.**
- **Early Years children withdrawn without notice**, who are in receipt of the Early Years Entitlement (EYEE), will be re-invoiced at the full rate, as the grant cannot be claimed on unused spaces. For children in receipt of the EYEE grant, East Sussex County Council may also reclaim grant paid for places which are funded but not attended by the child for any reason i.e. holidays etc (other than short term sickness of which the school has been notified at the outset). Parents are required to reimburse the school for grant reclaimed by ESCC.

Fee increases

- The school reserves the right to increase the fees charged.
- Fee increases take place at the start of a new school term.
- The school will give parents a full term's notice of fee increases wherever possible. However in exceptional circumstances it may be necessary to increase fees with less than a term's notice, to take effect at the start of the following term. In these circumstances, the school will not enforce the Notice Period requirements set out above.

Policies and Procedures

- The school has a number of Policies and Procedures, these are available on the school website and parents can request to see copies in the school office. These are updated periodically and reviewed annually. Parents are advised to read policies regularly in order that they are familiar with the current school policy. Other than minor alterations, parents will be notified of significant changes to a policy or policies through the school Newsletter.
- Attention is drawn to the Attendance Policy and parents agree to ensure their child attends school every day, and are only absent due to illness. Parents are advised that absence due to holidays, parents work or other commitments, etc., cannot be authorised in term time unless there are exceptional circumstances.
- Children's behaviour is fundamental to the success of the school and the wellbeing of the children and staff at the school and the wider community. Parents attention is therefore drawn to the Behaviour and Exclusion Policies. Ultimately the school Proprietors have the final authority over who is on the school register. In this respect, the Proprietors have the right to request a child to be removed from the school if they do not feel the child's behaviour is compatible with the teaching approach and learning environment of the school, or is affecting the learning or wellbeing of other children. In this case the normal notice period would not apply.
- The school is required to notify the local authority when a child joins the school and leaves the school. The child's previous school records are requested from a previous school or setting (if applicable) and similarly are forwarded to a child's receiving school when requested by the school. School records remain the property of the school and parents do not have a right to access them under The Pupil Information Regulations (2005) as these regulations do not apply to non-maintained schools.

Proprietorship and Governance

Annan School is a Proprietorial school. The proprietors are required to provide effective oversight of the school, have a good insight into the working of the school and be effective in discharging responsibilities for child protection, welfare and health and safety, as well the education of its pupils. The school is inspected on behalf of the DfE by the Independent School Inspection service (ISI) who have appropriate provision for ensuring good governance of the school. As a Proprietorial school, the school does not have a separate governing body or an independent board. Nevertheless, the Proprietors are expected to carry out, or to have carried out, the functions of governance, as set out in the Independent School Standards Regulations (ISSR).

The Proprietors have responsibility for the ownership and oversight of the School on a daily basis. The Proprietors have the final say in all matters of strategic importance of the school and ensure strict supervision of compliance with legislative and regulatory standards. The Proprietors have the power to seek independent professional advice, as required.

The responsibility of the Proprietors includes:

- providing effective oversight of the school in line with its aims and full responsibility for educational standards, financial planning and investment in staff, accommodation and resources;
- having a good insight into the working of the school and engaging in its strategic development;
- exercising effectively a monitoring role and providing support, challenge and stimulus for growth and improvement;
- discharging effectively responsibility for safeguarding and for welfare and health and safety throughout the school;
- fulfilling the statutory duties for its pupils;
- being a good employer with all that this involves.

The Proprietors at Annan School meet regularly with members of the Senior Leadership Team.

Please sign to confirm agreement to the above terms.

Signature of Parent: _____

Date: _____

PLEASE RETAIN A COPY FOR REFERENCE