



WESTMINSTER SCHOOL

STANDARD TERMS AND CONDITIONS

Please keep this document in a safe place for reference

A. General

1. Permission for a pupil to be absent from School should be sought in advance from the Head Master. When a pupil is taken ill at home, his/her Housemaster must be notified at once.
2. Correspondence should be addressed to the pupil's Housemaster in the first place.
3. In term time a pupil must live in one of the School boarding houses or with his/her parents or legal guardians. Boarders are allowed home at weekends provided that their parents are also at home. If, however, parents are to be away or boarders are to stay with other hosts, the arrangements must be agreed by parents with the Housemaster in advance. In the case of a day pupil, if both parents need to be absent during term time, the Housemaster must be informed and a guardian agreeable to both Housemaster and parents must be appointed with whom the pupil must live. The School reserves the right to decide whether such arrangements are suitable.
4. No pupil whose parents live overseas may enter the School unless there are satisfactory arrangements for guardianship. A guardian must take the place of the pupil's parent in a very real sense, being available for consultation, assuming responsibility for the pupil and accepting him/her home during Exeat weekends and Exeat (half-term) and at other times, if the need arises.
5. If a Housemaster or the Head Master is unable to contact a parent when a decision needs to be taken, the Housemaster and the Head Master are hereby authorised by the parents, *in loco parentis*, to take and/or authorise all decisions in relation to the pupil as may be, in the opinion of the Head Master, in the best interests of the pupil.
6. Parents agree to their child occasionally being taken out of School during the School day for various activities such as games, visiting museums or art galleries or theatres etc. Consent will be sought from parents for any overnight trip.
7. Parents who change their address are asked to inform the Housemaster in good time and, when they are going away from home, even for the weekend, should let the Housemaster know their address (so far as is possible) or with whom to communicate in case of emergency. (See 5. above).
8. No pupil may normally remain in the School after the end of the term in which he/she has reached 19 years of age. If a pupil's work is unsatisfactory, he/she may be asked to leave or to repeat a year.
9. Normally a change from boarding to day status may only occur at the end of an academic year. Parents should in every case consult with the Housemaster well in advance about giving notice of their child changing from boarding to day. Subject to such consultation, a change may take place provided that at least one full term's notice has been given in writing to the Head Master. Where at least one term's notice is given during a pupil's first year of boarding, boarding fees will remain payable for the whole of that year. Where notice is given after a pupil's first year of boarding, and one full term's notice has not been given in writing, a term's fees in lieu will be required. Changes from boarding to day may require the pupil to change House.

10. Pupils must be regular and punctual in their attendance. The dates of holidays and Exeats are published in advance and parents should not remove their children before the end of term or return them late for the beginning of term.
11. No pupil may drive a motor car or other motor vehicle to and from School, or to and from a school activity. Pupils may cycle to and from School or to and from a school activity. However, it is the parents' responsibility to ensure the cycle is well maintained (with adequate brakes and lights) and that the pupil wears a cycle helmet and appropriate high-visibility clothing when cycling.
12. Pupils must abide by the dress regulations, which are detailed elsewhere.
13. Entry to the Sixth Form will depend on satisfactory work and conduct in the Lower School. A GCSE hurdle set by the School must be satisfied. Progression from the Sixth Form to the Remove is not automatic but is also dependent on satisfactory work and conduct during the year.
14. Pupils may be photographed for the School's magazine, prospectus, website and social media unless parents contact the School in writing to withhold their permission. In general pupils are not named save where it is relevant to the photograph.

B. Financial

1. The Governors require that fees are paid by the start of each term unless a parent has formally elected in advance to pay the fees in 3 instalments each term and then by the Direct Debit method alone. Fee invoices are sent out approximately 3-4 weeks prior to the due date. The School's financial budgets are based on prompt payment and parents' co-operation in observing this rule will assist the Governors in containing fee increases to reasonable levels. The late payment of the fees will incur an administrative charge of 3% per month or such amount as is advised on the School fees invoice.
2. The Head Master is empowered by the Governors to suspend or exclude a pupil where fees have not been paid. This power includes the ability to prevent a pupil returning to the School if fees have not been paid in by the start of term.
3. Subject to Clause 5 below, a full term's notice must be given in writing to The Head Master before the removal of a pupil, otherwise a term's fees will be charged. If a pupil is removed in the course of a term no remission of fees will be granted for the remainder of that term and fees in lieu of any notice not given will also be charged.
4. Fees cannot be returned for absence from School, whatever the circumstances (see paragraphs C. 3. and 6. below). This includes the case where a pupil has been temporarily or permanently excluded. When a pupil has been absent because of illness it may be necessary to require a satisfactory medical report before a pupil may return.
5. In the case of a boarder changing to day status (see paragraph 9 of Section A above), if appropriate written notice has not been given to The Head Master, the boarding supplement fees will be payable in addition to the day fee. Appropriate notice is as follows:

Notice before start of second full term boarding	Three full terms' notice
Notice before start of third full term boarding	Two full terms' notice
Thereafter	One full term's notice

6. The closure of the School during a term because of illness, epidemic or other circumstances beyond the control of the School will not give rise to any liability for the reimbursement of fees paid for that particular term or for any part of it.
7. Under the Data Protection Act the School reserves the right to disclose information relating to unpaid school fees to solicitors, or any other third party instructed to recover the sums outstanding, or other organizations with a shared interest.

C. Insurance

1. Public Liability Insurance. The School has Public Liability cover.
2. Pupil's Personal Accident insurance. All pupils are insured, through Marsh Ltd, against personal injury for up to £1m as part of the School fees.
3. Pupil's Personal Effects Insurance. The School accepts no responsibility for the personal effects of pupils whilst attending the School or on School trips. Responsibility for arranging insurance of such effects rests with the parents. Pupils are advised not to bring expensive clothes or possessions to School unless they are needed. It is also the responsibility of the parents to ensure that electrical equipment brought to the School by their child meets the requirements of BS 5750 (in general, products bought in the UK/EU and bearing the 'CE' mark will meet the requirements). Computers, tablet devices, mobile phones and also musical instruments should always be insured by the parents. Two schemes are available. Any parent who wishes to take up this insurance, which is offered by two brokers, should contact the School Fees Administrator for details.
4. Absence from School Insurance. The Governing Body cannot undertake to remit fees for pupils who are absent because of illness or any other reason. An optional insurance scheme is available which provides cover for the absence of a pupil from School because of illness. Premiums are payable termly on the School account and the insurance enables parents to claim for reimbursement of that part of the School fee which corresponds to the period of absence. Any parent who wishes to take up this insurance, which is offered by two brokers, should contact the School Fees Administrator for details.
5. Fee Payer Insurance against critical/terminal illness. The Governing Body cannot undertake to remit the fees in the event that the fee payer becomes seriously ill or dies. It is a sad fact that between 25 and 30 fee payers in the independent schools' sector die each year. Cover may be obtained so that a child's fees for the rest of their time at school would be met. Any parent who wishes to take up this insurance, which is offered by two brokers, should contact the School Fees Administrator for details.
6. Medical insurance for pupils. Medical insurance for pupils can be arranged through AXA PPP. Any parent who wishes to take up this insurance, should contact the School Fees Administrator for details.
7. Whilst the School strongly recommends that parents take out Personal Possessions insurance, Absence from School Insurance and Fee Payer Insurance against Critical/Terminal Illness, it does not act as agent for any particular product nor does it recommend one above the other; any insurance taken out is a matter for parents.

D. Medical

8. The School Medical Officer visits the School regularly and all boarders are required to register on the practice NHS list. Day pupils are normally expected to receive treatment from their family doctors. The School Nursing Sister and her assistant are on duty every day for emergencies occurring at School.
9. Every boarder is examined by the School Medical Officer during his/her first term and again during the sixth form. Sixth Form entrants would normally expect to have one health check with the School Medical Officer.
10. IMPORTANT. The School health form for pupils must be completed accurately and returned (in the case of a boarder with the pupil's NHS medical card and completed purple NHS form GMS1) to the School Nursing Sister before the start of the first term.
11. The Diphtheria/Tetanus/Polio booster and the Meningitis ACWY vaccination are offered to all boys during the Lent term of the Lower Shell; the appropriate consent forms will be sent out to be signed by both parent and pupil and returned as advised. The BCG vaccination against TB is no longer given routinely. The School Nursing Sister checks the vaccination status of all boarders and will organise catch-up vaccinations for any missing childhood immunisations.

12. Any boarder who has been ill during holidays or at the weekend should not return to School until he/she is fully fit for classwork. Details of medication prescribed should be given to the School Nursing Sister. Pupils with infectious diseases may not return to School until they are fully recovered. Pupils who have had symptoms of diarrhoea and/or vomiting must remain away from school for 48 hours after the last episode in line with Public Health England (formerly the HPA) guidelines. If in doubt, parents should consult the School Nursing Sister, Mrs Kate Carberry-Long before the boarder returns to School. Her telephone number is +44 (0)20 7963 1101 and her email address is: kate.carberry-long@westminster.org.uk.
13. QUARANTINE. Pupils who have been in contact with infectious diseases outside School must not return to School during the period in which they may infect other pupils. If in doubt parents should seek the advice of the School Nursing Sister or the Housemaster.
14. Dental: parents are asked to ensure that their children have regular dental examinations during the holidays.

P S J Derham
Head Master

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