



SHERRARDSWOOD
SCHOOL



SENIOR STAFF & GOVERNORS

Senior Staff

Headmaster: Dr Markus Bernhardt
Head of Prep: Mrs Claire Armitage
Head of Senior: Mrs Anna Wright

Board of Governors

Chairman: Mr Ali Khan
Mr Justin Phillips
Mrs Tara Petri
Mr David Chapman
Mr Paul Buss
Mr Stephen Thompson
Mr Ben Kenyon
Mr Robin Stattersfield

The Chair of Governors may be contacted
c/o Sherrardswood School, Lockleys, Welwyn,
Hertfordshire, AL6 0BJ

TERM DATES

Autumn Term 2016

Term Starts: Monday 5th September
Half Term: Monday 24th October -
Friday 28th October
Term Ends: Friday 9th December

Spring Term 2017

Term Starts: Thursday 5th January
Half Term: Monday 13th February -
Friday 17th February
Term Ends: Friday 31st March

Summer Term 2017

Term Starts: Monday 24th April
Half Term: Monday 29th May -
Friday 2nd June
Term Ends: Friday 7th July

SCHOOL POLICIES

The following policies can be found on our website
and any school policy is available on request;

- Anti-Bullying Policy,
- Behaviour Policy,
- Safeguarding Policy,
- Educational Visits Policy,
- Admissions Policy,
- Complaints Procedure.

SCHOOL BUS SERVICE

Using our own drivers and minibuses, we offer services for travel to and from the School (please note; the bus service is available to all pupils in Year 3 and above, or younger if accompanied by an adult and space is available). Please speak to the office for details on rates and fares.



SCHOOL FEES

School Fees (per term)

Sixth Form	£4,970
Years 9 - 11	£4,970
Years 7 - 8	£4,600
Years 3 - 6	£3,800
Reception - Year 2	£3,200

Nursery

Pre-School (ages 2 - 4)	
Half day (8.30am-1.00pm)	£40.00 per day
Full day (8.30am-3.30pm)	£60.00 per day

Lunch Fees (per term)

Sixth Form	£325 (optional)
Pre-School – Year 11	Included in fees

Optional Fees

Music Tuition

30 minute private lesson	£19.50
20 minute private lesson	£13.75
30 minute shared lesson	£12.00 (<i>max 2 pupils</i>)

Breakfast Club

7.30am-8.30am	£4.25
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After School Care

Reception – Year 6	£6.25 per hour
After School Clubs:	
Individual charges dependent on activity	

School Fees Protection

Reception - Year 6	1.75% of termly fees
Years 7 - 13	1.5% of termly fees

All fees must be paid on or before the first day of the term for which they are due and no refund can be made in cases of illness or absence. GCSE, A Level and other external examination fees are payable in addition to the tuition fee. Disbursements are generally added to the term's invoice in which the event takes place. Deductions for residential trips will be spread across invoices during the academic year.

Tuition fees are subject to annual review and Parents will be advised in writing of any such increases at least a term in advance of that in which the increase comes into effect.

A full term's notice, in writing, is required before a pupil leaves; otherwise a term's fees will be charged. Please refer to our full Terms and Conditions for more details.

Payment Options

Discounts apply for early payments including multi-year fee payments. Please speak to the office.

Registration

Parents may register a child at any time. There is a Registration Fee (non-returnable) of £100 which should be sent with the completed Registration Form, together with a deposit of £500, refundable against the last term's fees.

EXAMINATION RESULTS 2013-2015

GCSE Level	National Average	Sherrardswood
5 or more A* - C Passes	2013	
	68%	84%
	2014	
	68%	90%
	2015	
	66%	95%

A Level	Sherrardswood
A -E Passes	2013
	94%
	2014
	100%
	2015
	100%

University Destinations 2015

University destinations for students include;
Bath, Exeter, Leeds, London, Warwick and York.



TERMS & CONDITIONS

A Introduction

1 **These Terms and Conditions** reflect the custom and practice of independent schools for many generations and they form the basis of a legal contract for educational services. These Terms and Conditions are intended to promote the education and welfare of each pupil and the stability, forward planning, proper resourcing and development of Sherrardswood School. The parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Head. The Head is entitled to exercise a wide discretion in relation to the School's policies (which are subject to change and available for inspection), rules and regime and will exercise those discretions in a reasonable and lawful manner.

2 **Our prospectus** and website are not contractual documents. Please see **Section H** for further information.

3 **Managing Change:** Sherrardswood School, as any other school, is likely to undergo a number of changes during the time your child is a pupil here. Please see **Section H** for further details of the changes that may be made and the consultation and notice procedures that will apply.

B Terminology

4 **"The School"/"We"/"Us"** means Sherrardswood School.

5 **"School Governors"/"Governing Body"** means the Governors of the School who are appointed from time to time.

6 **"The Head"** is responsible for the day-to-day running of the School.

7 **"The parents"/"You"** means any person who has signed the Registration Form and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions. Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child 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.

8 **"The pupil"** is the child named on the Registration Form.

C Admission & Entry to the School

9 **Registration and Admission:** Applicants will be admitted to the School when the Registration Form has been completed and returned together with non-returnable Registration Fee and a deposit has been accepted.

D Pastoral Care

10 **Meaning:** Pastoral care is a thread that runs throughout all aspects of life at this School and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the School community.

11 **Complaints:** Any question, concern or complaint about the pastoral care or safety of a pupil must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be supplied on request.

12 **Head's Authority:** The parents authorise the Head to take and/or authorise in good faith all decisions which the Head considers on proper grounds will safeguard and promote the pupil's welfare.

13 **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the pupil's health and welfare. Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

14 **Disclosures:** Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the pupil, any history of a learning difficulty on the part of the pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the pupil's welfare or happiness, or any concerns about the pupil's safety or any change in the financial circumstances of parent/s of a pupil awarded a bursary by the School.

15 **Confidentiality:** The parents authorise the Head to override their own and (so far as they are entitled to do so) the pupil's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where

necessary to safeguard or promote the pupil's welfare or to avert a perceived risk of serious harm to the pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the pupil may have. The School reserves the right to monitor the pupil's e-mail communications and internet use.

16 **Special Precautions:** Parents may be excluded from School premises if the Head, acting in a proper manner, considers such exclusion to be in the best interests of the pupil or of the School.

17 **Leaving School Premises:** We will do all that is reasonable to ensure that your child remains in the care of the School during School hours but we cannot accept responsibility for the pupil if they leave School premises in breach of School Rules and we are not legally entitled to do so in the case of a pupil aged 16 years or over.

18 **Communication with Parents:** The School will (unless otherwise notified) treat any communication from any person with parental responsibility as having been given on behalf of each such person unless other arrangements are made and any communication from the School to any such person as having been made to each of them.

19 **Education Guardians:** A pupil of any age whose parents are resident outside the United Kingdom must have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the parents in all respects and to whom the School can apply for authorities when necessary. The School can accept no responsibility during half term or the holidays for pupils whose parents are resident abroad and the parents and guardians of such pupils must make holiday arrangements, including travel to and from the School, well in advance. The responsibility for choosing an appropriate education guardian rests solely with the parents but the School may be able to assist, by providing parents with the names of agencies or individuals who have acted as guardians in the past. Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian.

20 **Insurance:** Parents are responsible for insurance of the pupil's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.

21 Liability: Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the pupil or parents or for loss or damage to property.

E Behaviour and Discipline

22 Conduct and Attendance: We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School Rules about the wearing of uniform.

23 School Rules: The School Rules which apply are set out in the Pupil Planner.

24 School Discipline: The parents hereby confirm that they 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 pupil and the School community as a whole. The School's disciplinary policy which is current at the time applies to all pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.

25 Investigative Action: A complaint or rumour of misconduct will be investigated. The pupil may be questioned and his/her locker or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the pupil's human rights and freedoms and to ensure that his/her parents are informed as soon as reasonably practicable after it becomes clear that the pupil may face formal disciplinary action, and also to make arrangements for the pupil to be accompanied and assisted by a parent, education guardian or a teacher of the pupil's choice.

26 Divulging Information: Except as required by law, the School and its staff shall not be required to divulge to parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head has acquired during an investigation.

27 Drugs & Alcohol: The pupil may be given the opportunity to provide a urine sample

under medical supervision if involvement with drugs is suspected, or a sample of breath to test for alcohol consumed in breach of School discipline. A sample or test in these circumstances will not form part of the pupil's permanent medical record.

28 Permanent Exclusion: The pupil may be formally expelled from the School if it is proved on the balance of probabilities that the pupil has committed a very grave breach of School discipline or a serious criminal offence. Permanent Exclusion is reserved for the most serious breaches. The Head shall act with procedural fairness in all such cases. The Head's decision shall be subject to a Governors' Review if requested by a parent. Parents will be given a copy of the Review procedure current at the time. The pupil shall remain away from School pending the outcome of the Review (see "Governors' Review" below).

29 Removal in other Circumstances: Parents may be required, during or at the end of a term, to remove the pupil, temporarily or permanently from the School if, after consultation with the pupil and/or parent, the Head is of the opinion that by reason of the pupil's conduct or progress, the pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School, or if a parent has treated the School or members of its staff unreasonably. In these circumstances, parents may be permitted to withdraw the pupil as an alternative to removal being required. The Head shall act with procedural fairness in all such cases, and shall have regard to the interests of the pupil and parents as well as those of the School (see "Governors' Review").

30 Fees Following Removal: If the pupil is removed or withdrawn or excluded in the circumstances described above, there will be no refund of the Deposit or of Fees for the current or past terms, but the unspent balance of any lump sum prepayment will be refunded without interest. There will be no charge to fees in lieu of notice but all arrears of Fees and any other sum due to the School will be payable.

31 Governors' Review: Parents may ask for a Governors' Review of a decision to expel or require the removal of the pupil from the School (but not a decision to temporarily exclude the pupil unless the Temporary Exclusion is for 11 School days or more,

or would prevent the pupil taking a public examination). **The request must be made as soon as possible and in any event within seven days of the decision being notified to the parents.** Parents will be entitled to know the names of the Governors who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld).

F Provisions About Notice

32 Notice to be given by Parents: a term's written notice addressed to and received by the Head. It is expected that parents will consult with the Head before giving notice to withdraw the pupil.

33 Fees in lieu of notice means Fees in full for the term of notice at the rate that would have applied had the pupil attended and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession.

34 "A term's notice" to be given by parents means notice given before the first day of a term and expiring at the end of that term. A term's notice must be given **in writing** if the parents **wish to cancel a place** for which they have registered, or if parents **wish to withdraw a pupil** who has entered the School; or if, following the GCSE year or AS Level year, **the pupil will not return for the following year** even if he/she has achieved the required grades; or **the pupil wishes to discontinue extra tuition.**

35 Discontinuing Extras: Half a term's written notice is required to discontinue extras, including but not limited to extra tuition, peripatetic music lessons, milk and use of the School bus service or a term's Fees in respect of the relevant extra/s will be immediately payable in lieu as a debt.

36 Termination by the School: The School may terminate this agreement on one term's written notice sent by ordinary post or on less than one term's notice in a case involving Permanent Exclusion or required removal. The School would not terminate the contract without good cause and full consultation with parents and also the pupil (if of sufficient maturity and understanding), and would offer the parents a Governors' Review of a decision to terminate. In such circumstances, the forfeit will be forfeited.

G Fees

37 Meaning: “Fee” and “Fees” where used in these Terms and Conditions include each of the following charges where applicable: **Registration Fee and Deposit; Tuition Fees; Fees for extra tuition; other extras** such as set textbooks, social events and educational trips, clothing and equipment, photographs, examination fees and other items ordered by the parents or the pupil and **charges arising in respect of educational visits, and damage** where the pupil alone or with others has caused wilful loss or damage to School property or the property of any other person (fair wear and tear excluded) and late payment charges if incurred.

38 Payment: The parents undertake to pay the Fees applicable in each School year. Fees are due and payable before the commencement of the School term to which they relate. If one or more items on the invoice are under query, the balance of the invoice must be paid.

39 Refund/Waiver: Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term (provided that the School remains open to the pupil).

40 Exclusion for Non-Payment: The right is reserved on three working days’ written notice to exclude the pupil while Fees are unpaid. Exclusion on these grounds is not a disciplinary matter and the right to a Governors’ Review will not normally arise but the Chairman of Governors has discretion if thought fit to authorise a review of the documentary evidence with or without a formal meeting with the parents. The School may also withhold any information, character references or property while Fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil. **A pupil who has been excluded at any time when fees are unpaid will be deemed withdrawn without notice** twenty-eight days after exclusion. (Then a term’s Fees in lieu of notice will be payable in accordance with the Provisions about Notice in **Section F**.)

41 Late Payment: Simple interest may be charged on a day-to-day basis on Fees which are unpaid. The rate of interest charged will be at up to 1.5% per month which is a genuine pre-estimate of the cost to the School of a default.

Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared.

42 Notification: If either party to the Agreement is prevented from or delayed in carrying out its obligations under this Agreement 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.

H General Contractual Matters

43 Management: It is our intention that the Terms and Conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the School community as a whole. We aim to ensure that the School, its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. We aim also to promote good order and discipline throughout our School community and to ensure compliance with the law.

44 Legal Contract: The submission of the registration form by the parents gives rise to a legally binding contract on the terms of these Terms and Conditions and payment of the deposit and registration fee.

45 Change: This School, as any other, is likely to undergo a number of changes during the time your child is here. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School Rules and Regulations, the disciplinary framework, and the length of School terms. Fee levels will be reviewed each year and there will be reasonable increases from time to time.

46 Representations: Our prospectus and website describe the broad principles on which the School is presently run and gives an indication of our history and ethos. Although believed correct at the time of publication, the prospectus and website are not part of any agreement between the parents and the School. **Parents wishing to place specific reliance on a matter contained in the prospectus, website or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written confirmation of that matter before entering this agreement.**

47 Third Party Rights: Only the School and the parents are parties to this contract. The pupil is not a party to it. The acts and omissions of parents are binding on the pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the parents are treated as being made on behalf of the pupil and vice versa.

48 Consumer Protection: Care has been taken to use plain language in these Terms and Conditions and to explain the reason for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near to the original meaning as may be fair.

49 Interpretation: These Terms and Conditions supersede those previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.

50 Jurisdiction: This contract was made at the School and is governed exclusively by the law of England and Wales and the parties submit to the nonexclusive jurisdiction of the Courts of England and Wales.



REGISTRATION FORM

CHILD'S DETAILS

Child's Surname:	First Names:
Date of Birth:	Nationality:
Religion:	Gender:
Proposed Entry Date:	Age of Child at Entry:
Have you registered your child's name at any other school/s and if so, which?	

White Mixed Asian/Asian British Chinese Other Ethnic Group

All pupils are treated equally regardless of race, colour, national origin, culture, religion or disability.
We are obligated by the DFES to collect this information for statistical purposes only.

FATHER'S DETAILS

Father's Full Name (inc Title):	
Address:	
	Occupation:
Daytime Phone:	Evening Phone:
Email:	Mobile Phone:

MOTHER'S DETAILS

Mother's Full Name (inc Title):	
Address:	
	Occupation:
Daytime Phone:	Evening Phone:
Email:	Mobile Phone:

Please say how you first heard of Sherrardswood School. Was it from?

- Local Reputation Present School Sherrardswood Website Friends Advert
 Other (please specify)

Please state the name and address of your child's current school:	
Date of joining:	Name of Headteacher:
If applicable, please outline any of your child's artistic, dramatic, musical or sporting skills or experience:	
If applicable, please give an outline of your child's other hobbies or interests:	

Notes

Early registration is recommended. Registrations will be considered in the order they are received. Each registration is considered on an individual basis with no priority given to siblings of those already attending the school.

Declaration

We apply for the above-named child to be registered as a prospective pupil. We have read and understand the terms and conditions set out within this booklet and undertake to conform to all Rules and Regulations laid down from time to time and to be responsible for payment of all fees in advance on or before the first day of term. We understand that a full term's notice in writing of our intention to remove our child is required and that otherwise, we will be liable to pay a full term's fees in lieu of such notice. For pupils starting in Pre-School or Reception, we understand that notice must be given by the 1st of March prior to their admission. We are also aware that fees are not remitted on account of illness or any other cause, and that continuance of a child in school is conditional on due payment of all fees.

First Signature:	Second Signature:
Name in Full:	Name in Full:
Relationship with Child:	Relationship with Child:
Date:	Date:
Registration Fee of £100 enclosed <input type="checkbox"/> Deposit £500 enclosed <input type="checkbox"/>	





SHERRARDSWOOD
SCHOOL

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