



## The Maria Montessori Training Organisation

trading as

## The Maria Montessori Institute and The Maria Montessori School

### School Terms and Conditions

**What these terms cover.** These are the terms and conditions on which we provide educational services.

**Why you should read them.** Please read these terms carefully before you accept our offer of a place at the School for your child. These terms tell you who we are and how and on what basis the School will provide educational services.

In these terms you will see some parts written in bold or highlighted to stand out. This is in an effort to draw certain provisions to your specific attention because they are important to the good management and operation of the School and our provision of educational services.

#### 1. Definitions

(a) Meanings of some words and phrases we use in these terms and conditions. In these terms and conditions (and in the Acceptance Form to which these terms and conditions are attached) some words and phrases have particular meanings and have to be defined. Such defined terms are set out here: \_

"**Acceptance Form**" means the form provided by the School for parents to complete when accepting a place for their child at the School;

"**Behaviour Policy**" means the policy of the School which outlines the way in which all members of the school are expected to relate to one another;

"**Child**" means a child of whatever age admitted by the School to be educated.

"**The Complaints Procedure**" is the School's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School. It does not form part of the contract between you and the School. A copy of the most up-to-date procedure is on the School's website and is otherwise available from the School at any time upon request;

"**Contract**" has the meaning given in Clause 1(c) below;

"**Deposit**" means the sum referred to as such in the Acceptance Form (and that is separately set out in the Schedule of Fees);

"**Fees**" means the fees set out in the Schedule of Fees and on the website as amended from time to time;

"**Head of School**" means the person appointed by the Trustees of the Organisation to be responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated;

"**Schedule of Fees**" means the published note of the School's prevailing fees notified to you from time to time and a copy of which remains available on the School's website and from the School at any time upon request;

"**Term**" means a term of the School as notified to parents from time to time;

"**A term's notice**" means written notice given not later than the first day of the term before the term to which the notice relates<sup>1</sup>;

"**Terms and conditions**" means these terms and conditions as amended from time to time;

"**We**" or the "**School**" means the legal entity carrying on as the School as identified in Clause 1(b) below or its duly authorised representative (as the context requires); and

"**You**" or the "**parents**" means each person who has signed the Acceptance Form as a parent of the child, or a person who with the School's express written consent replaces a person who has signed the Acceptance Form (and "your" shall be construed accordingly).

*In these terms and conditions we sometimes provide illustrative examples to try and provide you with a better understanding of what we are referring to. We do this by using the words "for example", "includes" or "including". When we do use these words, it means that the examples that are given are not exclusive or limiting examples of the matter in question.*

*We also use headings to introduce separate provisions. These headings are for ease of understanding only.*

(b) Who we are. We are the Maria Montessori Training Organisation a company registered in England and Wales. Our company registration number is 697468 and our registered office is at Devonshire House, 60 Goswell Road, London EC1M 7AD. We trade as the Maria Montessori Institute and the Maria Montessori School.

(c) Our Contract with you. The **Acceptance Form**, the **Schedule of Fees**, the **Behaviour Policy** and these **terms and conditions** (as in each case may be varied from time to time) form the terms of a contract (the "**contract**") between you and The Maria Montessori Training Organisation, trading as the Maria Montessori Institute and the Maria Montessori School. It is not intended that the terms of this contract shall be enforceable by your child or by any other third party.

## 2. Acceptance and Deposit

(a) How you accept our offer of a place. An offer of a place for your child at the School is accepted by your submitting the duly completed Acceptance Form and paying the deposit.

(b) The non-refundable status of the deposit. **The deposit is not refundable if your child does not take up a place at the School.** The limited exception to this is where the School actually fills the specific vacancy created by your child's withdrawal, in which case the School shall refund the deposit to you less its costs in administering your dealings with the School or a reasonable estimate of those costs <sup>2</sup>

(c) How we use the deposit. Unless you have indicated that you would like to donate the deposit to the School's Born Inside Project (work we undertake with babies born inside the prison system) the deposit will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your child's leaving.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it deals with what you need to do if you wish to withdraw your acceptance of a place **before** your child joins the School and what happens if you withdraw at that stage.

*The cancellation of a place which has been accepted can cause losses to the School, especially if it occurs after other families have taken their decisions about schooling for their children as it means we are less likely to fill the place. This is why we require the period of notice referred to in this section for a withdrawal, and why different consequences follow depending on whether we get that period of notice or not.*

## 3. Withdrawing your Acceptance of a Place before your child joins the School

(a) The period of notice we require. **If you wish to withdraw your acceptance of a place BEFORE your child starts at the**

<sup>1</sup> So, if you wish to withdraw your child from the School with effect from the start of the *summer* term (which is the term to which the notice relates) then a term's notice means that you need to tell us in writing about the withdrawal, at the latest, on the first day of the *spring* term.

<sup>2</sup> You should be aware that in the event of a late withdrawal it is very unlikely that the School would be able to find a replacement.

School you **must** give us written notice before the first day of the term immediately preceding the term in which your child was due to start. This means that if, for example, your child is due to start at the School in September at the start of an academic year then you would need to tell us in writing that you wish to withdraw your acceptance of a place on or before the first day of the preceding summer term (ie, the final term of the previous academic year).

(b) If we receive that period of notice. If you provide that period of notice, you will lose the deposit (subject to repayment under **Clause 2(b)** above if the resulting vacancy is actually filled by the School) but no further fees will be payable.

(c) If we do not receive that period of notice. If you do not provide us with notice before the first day of the term immediately preceding the term in which your child was due to start (or if no notice is provided at all) a term's fees will be payable by you and will become due and owing to the School as a debt. The term's fees will be charged at the rate applicable for the term immediately preceding the term when your child was due to start. The School will credit the deposit you have paid (without interest) to the payment of the term's fees you will owe us. Where applicable, such fees will be reduced to take account of any bursary awarded to you.

#### 4. School Fees

(a) What the fees include. The fees include all the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials which are included in the fees unless otherwise notified to you by the School at any time (either in the Schedule of Fees or otherwise.)

(i) Free Early Education Funding may be made available to the School by the Local Authority for 3 and 4 year old children for 15 hours per week.

(ii) Where Free Early Education Funding is available, fees will be charged by the School for hours in excess of any free entitlement and for specialist Montessori teaching.

(b) What the fees do not include: supplemental charges. Any extra-curricular activities (such as private music lessons, trips and visits) in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. Additional charges incurred by the School in providing for the special educational needs of your child may also be charged as supplemental to the fees.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it deals with your responsibility to pay the fees and supplemental charges.

(c) (i) Who is responsible for ensuring payment. Each of you who has signed the Acceptance Form is liable for and must ensure that all of the fees and supplemental charges due are paid to the School. This is because our contract applies to both of you together and each of you on your own. Each of you remains liable to the School for all of the fees and supplemental charges due UNLESS AND UNTIL the School has expressly agreed in writing with each of you to look exclusively to any other person for payment of the fees and/or any supplemental charges. Each person who signs the Acceptance Form has an individual responsibility to ensure that, between them, the fees and supplemental charges owing to the School are paid. In practice this means that if fees or supplemental charges have not been paid to the School then in order to recover the outstanding payments, the School can seek payment of the full amount outstanding from either parent.

(ii) How one person can remove him/herself from their payment responsibility. A person who has signed the Acceptance Form may withdraw from this contract with the School by submitting a term's notice but that person **must** obtain the prior written consent of both the School and the other person who has signed the Acceptance Form.

(iii) How bursary awards and financial assistance are treated. If your child has been awarded financial assistance your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and/or if, in the opinion of the Head of School, your child's attendance or behaviour or your behaviour no longer merits the continuation of the award, but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced.

(d) How the fees are charged and payment requirements. Each term's fees are charged separately and the fees payable in respect of each term fall due for payment by you on the **first day of that term**. Each term's fees will be included in an invoice sent to you (or such other person(s) the School may have agreed separately shall pay the fees under Clause 4(c)(i) above). The fees must be paid in full by direct bank transfer, by online payment via the website or by cheque on or before the first day of the term to which the invoice relates. **We may not allow your child to attend the School if you do not pay on time.**

(e) Payment of supplemental charges. Any and all supplemental charges for extra-curricular activities for each term (and for other charges that were agreed during the previous term) will be invoiced separately and such invoice shall be sent to you before the start of the next term. All such supplemental charges must be paid in full either by online payment via the website, cheque or direct bank transfer on or before the first day of the forthcoming term.

(f) Agreement to payment by instalments. The School may agree that the fees that are or will fall due in relation to any term can be paid in instalments. If we agree to do this, then the School and those responsible for paying those fees will agree separately in writing the anticipated schedule of instalments by which the deferred amount of each term's invoice is to be paid. The agreed amount for each term will need to be paid by bank Standing Order in not more than four (4) instalments (unless otherwise agreed in writing by the School.) The School will issue a schedule of instalments relating to the fees due in respect of each term, which will be evidence of the separate agreement for the payment of that term's fees. Any agreement by the School to accept payment of current and/or past Fees by instalments is concessionary and will cease automatically in the event of any default for thirty days or more. On ceasing, the full amount of Fees then due shall be immediately payable and interest will start to accrue at the rate for late payment (see below).

(g) Sibling discount. A Sibling discount will apply for Children attending the school at the same time as an older sibling.

(h) Local Authority Funding. The Parent must promptly pay to the School the amount of any government subsidy included by the School on the termly fee invoice, to the extent that the Local Authority does not pay this amount to the School.

(i) Payment by Childcare vouchers. Payment by Childcare vouchers will not vary the School's normal terms and conditions for payment and arrangements should be made to ensure that the pupil's account is cleared by the start of the term (irrespective of any subsequent childcare voucher credits to come through that term) to avoid any interest charge on outstanding amounts.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it sets out what rights we have, and what action we may take, if fees and/or supplemental charges are not paid in accordance with these terms and conditions.

(j) (i) Non-payment of fees: refusal to attend school. **We may refuse to allow your child to attend the School or to withhold any references while fees and/or supplemental charges remain unpaid or there is a persistent failure by you to pay fees on time.**

(ii) We can charge interest if you pay late. If you do not make any payment to the School by the due date for payment (see Clauses 4(d) and 4(e) above) we may charge interest to you on the overdue amount at the rate of 3 per cent a year above the base rate from time to time of the School's bank. Unless we tell you otherwise in writing, this interest will accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after we obtain a court judgment against you. **You must pay the School the interest together with the overdue amount.**

(iii) We can recover our costs for recovering late or non-payments. You will be responsible for paying the costs we incur in recovering, or attempting to recover, any unpaid fees or supplemental charges from you (including reasonable legal costs being costs that would be allowable by the courts if judgment was made in the School's favour).

(iv) We can notify other educational institutions of your outstanding payments. **We may inform any other school or educational establishment to which you propose to send your child of any outstanding fees or supplemental charges.**

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it sets our right to increase the fees during the course of your child's time at the School.

(k) Our ability to increase the fees. **We will review our fees during the course of your child's education (usually annually) and may increase them. Notice of an increase in the fees will be sent to you before the end of the penultimate term before the increase is to take effect. This will allow you time to consider the increase and, if you wish to withdraw your child from the School before the proposed increase is set to take effect, then you will have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) below.**

(l) Fees and supplemental charges will not be reduced due to your child's absence. Fees and any agreed supplemental charges will not normally be reduced or refunded as a result of absence due to illness or otherwise.

**PLEASE READ THIS NEXT SECTION CAREFULLY** - it sets out what period of notice we require from you if you wish to withdraw your child from the School, or remove your child from participating in an activity for which there is a supplemental charge.

Due to the termly organisation and allocation of resources we will charge you if you do not provide us with the required period of notice to cover the School's losses. In such circumstances we require you to pay us a sum equivalent to the fees and/or supplemental charges you would have paid had the required period of notice been given – we refer to the relevant sum as "**fees in lieu of notice**".

## 5. Notice Requirements

(a) Notice to withdraw your child from the School. If you wish to withdraw your child from the School (other than at the normal leaving date), you must either give us a clear term's notice to that effect or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (ie, at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (ie, the final term of the preceding academic year).

(b) When the relevant amount in lieu of notice must be paid. In cases under (a) above, the appropriate sum in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(c) Notice to withdraw your child from participating in an activity covered by a supplemental charge. If you wish to withdraw your child from an activity charged for as supplemental, you must either give a half-term's notice to that effect or pay to the School as a debt a half-term's charges for the activity in which your child has ceased to participate.

(d) Withdrawal part-way through a term does not reduce the amount you owe to the School. The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees or supplemental charges due, or to obtain a refund of fees or supplemental charges, by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

## 6. Behaviour Policy

(a) Compliance with the Behaviour Policy. It is a condition of remaining at the School that your child complies with the Behaviour Policy. In addition, you undertake to ensure that your child attends School punctually.

## 7. Suspension and Required Removal

(a) Suspension or exclusion of your child from the School. The Executive Director may in his or her discretion suspend or, in serious or persistent cases, remove your child from the School if they reasonably consider that your child's conduct or behaviour is unsatisfactory and the suspension or removal is in the School's best interests or those of your child or other children.

(b) Removal of your child from the School. The Executive Director may in his or her discretion require you to remove your child from the School if they reasonably consider that:

(i) **your** behaviour or conduct (or the behaviour or conduct of one of you): is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's or other children's progress at the School, or the wellbeing of School staff; and/or brings (or is likely to bring) the School into disrepute; and/or is not in accordance with your obligations under this contract where we have cancelled this contract under Clause 14 below; or

(ii) your child's attendance is unsatisfactory and, in the reasonable opinion of the Executive Director, the removal is in the School's best interests and/or those of your child or other children.

(c) Should the Executive Director exercise his or her right under either Clause 7(a) or Clause 7(b)(i) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and, in such instances pursuant to those Clauses where your child is expelled or you are required to remove your child from the School, the deposit will be forfeited. If your child is required to be removed from the School then School fees in lieu of notice will not be payable and any prepaid fees and/or supplemental charges for the period after the expulsion will be refunded.

(d) What happens if your child is suspended, excluded or removed from the School.

- (i) Should the Executive Director exercise his or her right under either Clause 7(a) or Clause 7(b) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) in or relating to the term in which your child is excluded or suspended and (save in the case of suspension) the deposit will be forfeited meaning that the School will retain the deposit. If you are required to remove your child from the School as a result of the Director of Training and Schools exercising his or her discretion under Clause 7(c)(ii) then the deposit will be credited in the usual way (see Clause 2(c)).
- (ii) If your child is excluded or you are required to remove your child from the School, fees in lieu of notice will **not** be payable and any fees and/or supplemental charges that have been prepaid for or relating to any term after the expulsion/required removal will be refunded.

(e) Impact of exclusion or required removal on this contract. Provided you have paid the School's final invoice, this contract will terminate with immediate effect if your child is excluded or if you are required to remove your child from the School.

(f) Your right to have disciplinary matters or decisions reviewed. You are entitled to have any disciplinary matters or decisions taken by the School and/or Executive Director under this Clause 7 reviewed. Any such review shall be governed by the Complaints Procedure

## 8. The School's Obligations

(a) Montessori education. The School undertakes to offer a Montessori education which adheres to AMI standards for schools. The School does this by employing AMI Diploma holders in Lead Teacher and Teacher roles and by the provision of mentoring by AMI Teacher Trainers.

(b) The period of your child's schooling. Subject to these terms and conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of his or her Elementary schooling. The School accepts no responsibility if a Child is unable through lack of competence to complete schooling or for any effect on the future development or ultimate career of a Child if they are not able to achieve a particular level of educational attainment.

(c) The scope of our duty to exercise reasonable skill and care for your child's education and welfare. While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.

(d) Consent to participation in sports and similar activities. Unless you notify us to the contrary, you consent to your child participating, under supervision, in sports and activities which may entail some risk of physical injury. You consent to your child going out on excursions accompanied by a staff member. You will be required to complete a parental consent form if your child will be accompanied on excursions by someone other than a member of staff such as another parent at the school.

(e) What happens if your child needs urgent medical attention. If your child requires urgent medical attention while under the School's care, we will if practicable try to obtain your prior consent. **However, if it is not practicable to contact you we will make the decision on your behalf if, for example, consent is required for urgent treatment recommended by a doctor or other medical practitioner (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).**

(f) Our right to make changes at the School. Our prospectus on our website describes the broad principles on which the School is presently run. However, from time to time it may be necessary to make changes to any aspects of the School.

(g) We will give you notice of significant changes. We will give you notice of any changes that we regard as significant to your child's education prior to the end of the penultimate term before the change is to take effect. This will allow you time to consider the proposed change and, if you wish to withdraw your child from the School before the proposed change is set to take effect, then you have sufficient time to provide the required term's notice of withdrawal to the School under Clause 5(a) above. For the avoidance of doubt, a change in teacher does not constitute a significant change.

(h) Monitoring your child's progress at the School. We will monitor your child's progress at the School. **We will advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other conditions.** A formal assessment can be arranged either by you or by the School at your expense.

## 9. The Parents' Obligations

(a) We require your co-operation. In order to fulfil our obligations, we, the Head of School and School staff need your co-operation, including in particular by you fulfilling your own obligations under this contract.

(b) Examples of the co-operation and assistance we require. You must co-operate with the School and School staff in good faith, including by:

- (i) maintaining a constructive relationship with School staff (including where the School is exercising its rights and performing its obligations under this contract);
- (ii) encouraging your child and giving appropriate support at home;
- (iii) keeping the School up-to-date and informed of matters which affect (or may affect) your child (including circumstances which arise at any time that affect (or may affect) your ability to pay the fees and supplemental charges for your child);
- (iv) ensuring that all details or other information notified or otherwise disclosed to the School about you and/or your child are accurate, truthful and not misleading and that relevant details and information (or changes to it) are not withheld;
- (v) providing cooperation and assistance to the School so that your child can participate in and benefit from the School's provision of education; and
- (vi) attending meetings and otherwise keeping in touch with the School where your child's interests so require.

(c) You must notify us of your child's health/medical conditions or special educational needs. It is a condition of your child's joining the School that you complete and submit to the School a Health Form in respect of your child. You must inform the School of any health or medical condition, special educational need(s), disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. You must also provide us, whether upon further request by the School or otherwise, any reports or other materials relevant to any of the same.

(d) Circumstances where we may require you to keep your child away from School. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit him/her to return to the School until such time as the health risk has passed.

(e) You must notify us of any special arrangements needed for your child. You must inform the school of any situations where special arrangements may be needed for your child, including for their education or welfare.

(f) You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them. You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and/or the School's provision of education to your child. These would include any court order or undertaking given to a court which may deal with or impact upon in any way: (i) your child's living and/or contact arrangements; (ii) your child's education, welfare and/or upbringing; and/or (iii) the payment of fees and/or supplemental charges. In any such circumstances you must (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts of them). You must inform us of any current Child Protection issues.

(g) We require you to nominate a 'responsible adult' for us to contact in your absence. It is a condition of your child's joining and remaining at the School that you complete and submit to the School a parental absence form for your child. Amongst other things this form will nominate a 'responsible adult' for your child who will be delegated the authority by you to make decisions relating to your child if the School is not able to contact you

(h) We are entitled to expect that parents have consulted with each other regarding decisions relating to your child. You (and each of you as the holders of parental responsibility for your child) acknowledge and agree that, prior to and during your child's time at the School, the School is entitled to assume that you have consulted with each other so far as decisions regarding your child are concerned. Accordingly, except under Clause 9(i) below, you (and each of you) accept that the School is entitled to treat:

- (i) any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and
- (ii) any communication from the School to one of you as having been given to both of you.

(i) ***We are entitled to require that notices of withdrawal must be signed by both parents. A notice of withdrawal of your child served under this contract (ie, under any of Clauses 3(a), 4(c)(iii), 4(g), 5(a) or 5(d) must be in writing and signed by each of you as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).***

(j) *You must notify us of your child's absence from School.* The Head must be informed as soon as possible in writing of any reason for your child's absence from School. Wherever possible the School's prior consent should be sought for absence from the School.

(k) *Parents must notify us if they will be absent for a period of time.* If at any time during your child's time at the School you (or either of you) will not be in the United Kingdom at any time or will otherwise be absent from your main residential address for a period of longer than three (3) consecutive school days then you must inform the School immediately in writing and provide the details required by the School as a result, including the name and contact details for a 'responsible adult' for the period of your absence.

(l) *Raising concerns with the School and making formal complaints.* If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without undue delay. Complaints should be made in accordance with the Complaints Procedure. A copy of the most up-to-date version of the Complaints Procedure is on the School's website and is otherwise available from the School at any time upon request.

#### 10. Insurance

*Your responsibility to make your own insurance arrangements.* You must make your own insurance arrangements if you require cover for your child's person or property while at School or for the payment of fees due to absence of your child or closure of the School premises.

#### **PLEASE READ THIS NEXT SECTION CAREFULLY**

*It will not always be necessary or practical for us to obtain consent for every use we make of personal data. The law recognises this but does require that we set out these uses clearly as far as possible. Please also see our 'Data Protection Notice' and Privacy Policy which are available on the School's website.*

#### 11. How we may use Personal Information: References, Confidentiality and Data Protection

(a) *We may provide a reference for your child.* We may supply information and a reference in respect of your child to any educational institution which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we cannot be responsible for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

(b) *We will need to use information relating to your child, and to you, for certain purposes connected with the running of the School.* This will include name, contact details, school records, photographs and video recordings, both whilst your child is at the School and after he or she has left, for the purposes of:

- (i) managing relationships between the School and current pupils/parents and fulfilling our obligations under the contract with you;
- (ii) promoting the School to prospective pupils/parents;
- (iii) publicising the School's activities; and
- (iv) communicating with the school community and the body of former pupils.

In respect of (ii), (iii) and (iv), this includes use of such information by the School in/on the School's prospectus (in whatever format or medium it is produced/made available), the School's website(s) and (where appropriate) the School's social media channels.



(c) You are required to update us of changes to information held, or in circumstances relating to, you and/or your child.  
You must:

- (i) confirm (or update, if necessary), when requested, such information (and/or documentation) about (or relating to) you and/or your child that is held by the School; and
- (ii) inform the School of any change to you or your child's circumstances (including, where applicable, in connection with your child's entitlement to enter, reside and/or study in the United Kingdom), or to information about (or relating to) you or your child that has previously been notified to the School, including relevant contact details.

(d) We will send information (eg, school reports) about your child to both of you as a matter of course. You agree that those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his or her progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to such persons UNLESS the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data Protection Act 1998 (as amended or superseded)).

(e) Data Protection Law. The School will process personal data about you and your child in accordance with the General Data Protection Regulation, Data Protection Act and other related legislation. We will process such personal data:

- (i) as set out in this Clause 11, and in the School's 'Privacy Notice' which is available on the School's website as may be amended from time to time;
- (ii) in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement; and
- (iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's purposes.

## 12. Intellectual Property Rights

Recognising these rights. We shall recognise any intellectual property rights vested in your child.

## 13. Changes in Ownership etc

The circumstances in which we may transfer this contract to someone else. For the purposes of constitutional changes to the School (including changes to the legal entity that owns and runs the School) or amalgamation of the School with another we may transfer the undertaking of the School to another person or organisation. We will notify you if we plan to do this and we will ensure that the transfer will not affect your rights under this contract. We may transfer our rights and obligations under this contract in connection with any such transfer and/or amalgamation.

## 14. Ending this Contract

(a) Our rights to end the contract. The School may end this contract at any time by notice in writing to you, without any obligation to return any deposit or fees paid to you if:

- (i) you do not make a payment to us when it is due and you still do not make payment within fourteen (14) days of us reminding you that such payment is due;
- (ii) You (or either of you) make a serious misrepresentation of facts or circumstances or withholding of information about you and/or your child or that is relevant to the provision of education by the School to your child (such as misrepresenting at any point in time (and whether by act, omission or withholding of information on your part) that you and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact you/your child is not)
- (iii) You fail or refuse to complete and submit to the School a medical questionnaire in respect of your child.
- (iv) you (or either of you):
  - a. are unable, following our reasonable request, to demonstrate that you will be able to pay the fees and supplemental charges as they fall due under this contract;
  - b. are otherwise unable to pay your debts as they fall due;
  - c. are the subject of a bankruptcy petition or order; or

- d. enter into an individual voluntary arrangement; or
  
- (v) you otherwise do not comply with (ie, you breach) your obligations under this contract such that we have a legal right to end the contract because of something you have done wrong or, in the Executive Director's discretion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this contract.
  
- (b) Your rights to end the contract. You may end this contract at any time by notice in writing to the School if:
  - (i) you have a legal right to end the contract by providing the required notice; or
  - (ii) the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.
  
- (c) When this contract will end if not terminated early. For the avoidance of doubt and without us having to provide you with notice, this contract shall end on the settlement of the School's final invoice or the end of your child's schooling, whichever is later.
  
- (d) Ending the contract will not affect any accrued rights. Once this contract ends, it will not affect any legal rights or obligations that either you or we have that may already have arisen. After this contract ends, you and we will keep any rights we have under general law.

15. Force Majeure (ie, circumstances beyond our control)

- (a) What we mean by an event outside of our/your control. We mean any event beyond either your or our reasonable control including, by way of example and for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority, accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination. In the remainder of this Clause 15 we shall refer to these as an "event".
  
- (b) What happens if we are affected by an event outside of our control. If an event beyond our control arises which prevents or delays the School's performance of any of its obligations under this contract, the School shall give you notice in writing specifying the nature and extent of the circumstances giving rise to the event. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the event the School will not be responsible for not performing those of our obligations which are prevented or delayed during the continuance of the event. To the extent reasonably practicable in the circumstances the School shall endeavour during the continuance of the event to provide educational services (including by providing appropriate educational services remotely).

16. Communications between you and the School

- (a) Notices must be in writing. When this contract requires you or the School to give notice of something to the other then, unless we agree otherwise, this should be done in writing.
  
- (b) We will use the contact details held by the School to contact you. Communications (including notices) will be sent by the School to you at the address(es) shown in our records, or using your other contact details included in our records. **You must notify the School of any change of address(es) or other contact details.**
  
- (c) How to provide written notice to the School. Notices that you are required to give under these terms and conditions must be **in writing** addressed to the Head and either:
  - (i) sent by email to the School using this email address: schools@mariamontessori.org
  - (ii) delivered by hand to the School;
  - (iii) sent to the School by recorded or other form of registered post requiring a signature upon receipt as proof of delivery; or
  - (iv) otherwise sent to the School's Head Office by first or second class post.

**In light of the importance under this contract of serving certain notices on or before a particular deadline (and the consequences that follow if you do not do so) we recommend that if you provide notice under any of Clauses 3, 4(c)(iii), 5(a), or 5(d) of these terms and conditions you telephone the School to confirm receipt if you have not received an acknowledgement from us within 5 days (during term-time) and 14 days (during a school holiday period) after sending the notice.**

17. The Law that applies to this contract and where legal proceedings may be brought

(a) The law that applies to this contract. The contract between you and the School is governed by English Law and either you or the School must bring legal proceedings in respect of this contract in the English courts.

(b) Rights in relation to the enforcement of this contract. If we choose not to enforce any part of this contract, or delay enforcing it, this will not affect our right to enforce the same part later (or on a separate occasion) or the rest of this contract. And, if we cannot enforce any part of this contract, this will not affect our right to enforce the rest of this contract.

18. Changes to these Terms and Conditions

Reserving the right to change these terms and conditions. We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

**Revised: September 2019**

---