



Milverton House School Terms and Conditions

Nursery, Pre-Prep, Infant and Junior Bookings

A signed and fully completed application form must be handed in at main school. A £30 non-refundable registration fee is required upon booking a place. This is payable at the time of booking.

Fees and Invoices

Fees are to be paid termly in advance and by the payment date stated on the invoice. No refunds will be given for sessions due to holiday, sickness or bank holidays. Failure to meet payments may result in termination of the school place and in such circumstances parents will not be entitled to a refund of any fees. We reserve the right to charge a late payment fee of £50 to cover any cost incurred by us. If you default on a payment, we reserve the right to carry out a search with a credit reference agency, which will keep a record of that search and may share that information with other businesses. A charge of £30 will be made for all dishonoured cheques.

Termination/Cancellation/Change

We require a term's notice, in writing, should you wish to terminate your child's place for any reason. Parents still remain liable for the fees during the notice period. If a parent withdraws their child during this period the fees still remain payable. In all but extreme circumstances we will give one month's notice at Nursery and a term's notice at school should we wish to terminate a child's place at Milverton House.

Personal Property and Belongings

We cannot be held responsible for any loss or damage to children's property. Every reasonable effort will be made by staff to ensure the children's belongings are not lost or damaged. School uniform must be worn unless notification given to the contrary. It is the parent's responsibility to name and clearly label all items of clothing.

Insurance

We have extensive Insurance cover. Full insurance details are available upon request from the School Registrar.

Behaviour Management

We may require parents to withdraw or remove their child in the event that the Head Teacher considers the child to be disruptive or displaying inappropriate behaviour.

We will not tolerate staff being spoken to in an abusive or threatening manner by adults or children. Such behaviour may result in termination of your child's place at Milverton.

Liability

We accept no responsibility for any financial loss suffered by parents directly or indirectly as a result of the school being temporarily closed, for example staff/pupil sickness, inclement weather and Bank Holiday. We accept no responsibility for children whilst in their parents' care on school premises e.g. prior to arrival or after pick up.

We will not be liable to parent and / or children for any economic loss of any kind, for damage to parents or child's property, for any loss resulting from a claim made by any third party or for any special, indirect or consequential loss or damage of any kind.

We will make every effort to keep parents/children's property in good order. Liability for damage of such property is excluded except where caused by our negligence.

Accidents and Illness

Minor first aid will be administered to children where necessary. Parents will be informed of all accidents involving head injuries and will be required to sign an accident form. For all accidents of a more serious nature involving hospital treatment every attempt will be made to contact parents. Failing this, we are hereby authorised to act on behalf of the parents and authorise necessary treatment.

We will administer prescribed medicines if more than three doses per day are required. Parents must complete a medicine consent form, provide detailed written instructions and take all medicines home at the end of each day. We may require parents to withdraw their child if we consider he/she is not well enough to attend. We may also ask parents to remove their child if we have reasonable cause to believe that he/she maybe suffering from any contagious diseases/infections. Parents are requested to inform us if their child is suffering from any illness or allergies before attending.

Security

Under no circumstances will the child be allowed to leave the building with anyone unknown to staff unless the parents has previously arranged this. If parents have made alternative arrangements by telephone, staff will require the name of the person in advance.

General Information

Parents are requested to inform us of any food, medicine, activity or any other circumstances that may cause their child to have an allergic reaction. Parents must provide written details of the severity of the reaction and must continue to inform us of any changes/progress to the condition.

Agreement

These terms and conditions represent the entire agreement and understanding between parents and Milverton House School Limited.

We reserve the right to update/amend these Terms and Conditions at anytime. Two months notice will be given of any changes made.

I have read and understand these Terms and Conditions

Parents/Guardians Signature:

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Print Name

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Date.....