



St Albans School Terms and Conditions Update 2023 – key points

From time to time the School needs to update its contract to ensure that it continues to address evolving legal issues and is as accessible as possible. It was last updated in 2018.

The School is updating the Standard Terms and Conditions (sometimes known as the Parent Contract) with effect from September 2023.

The updates this year are generally administrative in nature and are explained below. If you have any particular queries on these, please contact the Deputy Clerk, Rebecca Mitchell on ramitchell@st-albans.herts.sch.uk

General

Various clarifications of wording, updating of terminology, inclusion of examples and the removal of superfluous words including the use of gender inclusive language where appropriate.

Section 1- Definitions

Amendments by way of clarification to definitions of ‘Complaints Procedure’, ‘Medical Officer’, ‘Review Procedure’, and ‘School Regulations’

Section 2 – Acceptance and Deposit

F - Clarification on deposits and notice periods.

Section 3 – School Fees, Extras and Payments

Clarification of wording relating to liability under the contract where there are divorced/separated parents who may not be in communication with each other including clarifications around payment responsibilities where court orders or third-party payment arrangements are in place and clarifications around payment responsibilities, payment of fees and allocation of payments (Clauses 3(d), (e), (k) & (s)).

C – to allow for collection of taxes should VAT (or other taxes) become chargeable.

F – clarification of wording and requirements relating to money laundering along with child visa and residency requirements.

H – Clarifications of wording and amendment to allow alternative methods of collection of fees.

L – Extension of activities to include ‘educational visits’.

N – Clarification of wording relating to right to charge interest on late payments.

P – Clarification of wording relating to potential increases in fees and entitlement to withdraw your child.

Q – General clarification with regard to remote learning.

Section 4 – Notice Requirements

A – Amendment clarifying the treatment of deposits.

C & F – Amendment clarifying how notice is given and liability for fees and extras.

Section 5 – School Regulations

B – Amendment clarifying the process for drugs testing.

C – Amendments to clarify monitoring of pupil use of IT and related communications.

Section 6 – Disciplinary Procedures

A – Amendment clarifying that school disciplinary procedures may change as appropriate along with clarification as to the types of misconduct which might be investigated.

B – Inclusion of cross-referencing to clauses relating to non-payment of fees and source of funds.

D – Clarification as to what amounts to unreasonable behaviour.

E(ii) – Amendment clarifying the status of deposits in the event of required removal.

F – Amendment clarifying your rights to have disciplinary matters reviewed.

Section 7 – The School’s Obligations

B – Amendment clarifying notice requirements prior to entering the Sixth Form.

E – Amendment clarifying consent to participation in educational visits and trips.

G – Amendment clarifying the procedure in the event your Child requires medical attention and sharing of medical information in such circumstances.

I – Insertion of provisions regarding information supplied by the School.

K – Amendments to reflect updated School procedures relating to the Learning Support Department, exam access arrangements/reasonable adjustments.

O – Clause relating to Relationships and Sex Education (RSE) and Health Education.

Section 8 – the Parents’ Obligations

B – Inclusion of examples of co-operation and assistance required of parents, including amendments relating to parental conduct and accuracy of information disclosed.

D – Amendment clarifying the consequences of misrepresentation.

G & H – Amendments clarifying the requisite process for service of notices relating to cancellation and withdrawal.

J – Clarification that court orders include those which may impact upon the exercise of your parental responsibility in respect of your Child.

K – Amendment clarifying the location of the School Complaints Procedure.

Section 10 – Personal Information

General amendments clarifying language and the information held by the School.

Section 11 – Intellectual Property Rights

B – Insertion of provisions relating to the retention of your Child’s work.

Section 12 – Changes in Ownership

General amendment and clarification.

Section 13 – Ending this Contract

A – Amendments clarifying when the School might terminate the contract (Clause 13(a)(iv)), along with clarification as regards the status of deposits paid (Clause 13 (a)(vii)).

D – Additional wording clarifying the effect of ending the contract on any accrued rights.

Section 15 – Communications

C - General amendments clarifying means of communications.

D – Clarification as to when the School should be notified of a ‘responsible adult’ in your absence.

Section 16 – Applicable law

B – Additional wording relating to rights in relation to the enforcement of this contract.

Richard Hepper

Bursar

28th March 2023