

# FOOTSTEPS

## STANDARD TERMS AND CONDITIONS

1.
  - a. Parents are expected to support the aims of the School, and to continue their child's education at home by ensuring that their child maintains appropriate standards of punctuality, behaviour, language, dress and discipline.
  - b. Reasonable changes may be made from time to time to these standard terms and conditions, to the size and location of the school, to its premises and facilities, to the curriculum and to the structure and composition of classes and the way the school is run, to the length of school terms and the school day and to any other aspect of the school. Fee levels will be reviewed each year and fees will undergo reasonable increase from time to time. Changes may be notified by means of any written information which the School sends out to parents from time to time and which will form part of these terms and conditions. Parents will be consulted and/or given reasonable notice of any major changes affecting the School.
2. **Tuition and Fee Payment Policy**
  - a. Review of Fees – Fees are normally reviewed once per year during the Third Term. Notification of any increase will normally be given before the end of the 3<sup>rd</sup> Term and will take effect from the commencement of the following term. The right is reserved to increase fees at less than a term's notice.
  - b. Fees are due and payable before the first day of term.
  - c. Refund of Fees – Fees will not be refunded or waived for absence through sickness.
  - d. Unpaid Fees – The pupil may be excluded from the School at any time when Fees are unpaid. The School may disclose the fact and amount of any unpaid fees to another school which the pupil attends or proposes to attend.

Whether or not the pupil has been excluded the right is reserved to charge interest at 5% per month on unpaid fees. Interest will start to run on the second day of default.

The School may add to the account of the pupil the costs of all professional advice obtained by the School in relation to any matter of exclusion or for recovery of unpaid fees and the administration costs of the School in relation to unpaid fees.
3. **Events requiring Notice in writing**
  - a. Term means the period between and including the first and last days of each school term.

The School Year is deemed to start on 1 September. Parents must give notice in writing in the circumstances and in the manner described below.
  - b. Cancelling Acceptance – A term's written notice is required if parents cancel their acceptance of a place prior to their child entering the School or a term's fees will be payable as a debt in lieu.
- c. Withdrawal from the School – Parents must give a term's notice before withdrawing a pupil from the School, a term's fees will be paid in lieu.
- d. Written Notice – Notices to be given by parents under this or any other of these terms and conditions should be sent in writing to and actually received by the Administrator. Notice given orally or given in writing by or to any other person will not count as good notice.

Written notice actually received on or after the first day of a term expires at the end of the following term.
4. **Authority During Absence** -The Administrator is hereby authorized by the parents, in loco parentis, to take and/or authorize all decisions in relation to the pupil as may be, in the best interests of the pupil when no contact can be made with any parent or other person authorized as above.
5. **Concern/Complaints** – If parents should have cause for serious concern in relation to the care, discipline or progress of a pupil they must inform the Administrator without delay.
6. **Insurance** - The School does not undertake to provide or maintain any insurance covers beyond those prescribed by law and in no circumstances will the School be constituted agent of the parents for insurance purposes.
7. **General conditions**
  - a. Reports and Reference – A report on each pupil will be sent to parents a minimum of three times a year. Information provided to parents and others concerning the progress of a pupil and the character of the pupil and any references will be given with reasonable care and skill and in good faith but otherwise without liability on the part of the School.
  - b. Parents Handbook – The Parents Handbook describes the broad principles on which the School is presently run. Although believed correct at the time of printing, the Parents Handbook is not part of any agreement between the parents and the School. Parents wishing to place specific reliance on a matter given in the Parents Handbook should seek written confirmation of that matter before entering this agreement.
  - c. Liability – The School will not accept responsibility for accidental injury or loss of property unless caused by its negligence.