



FALKNER HOUSE  
PARENT - SCHOOL CONTRACT

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# FALKNER HOUSE

A partnership of Mrs Flavia Nunes, Principal and Mrs Anita Griggs, Headteacher

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Falkner House is an independent preparatory school for girls aged 4 – 11 and a nursery school for boys and girls aged 3 – 4.

It offers an academic education in a home setting. Standards are high and teaching methods are forward-looking within a traditional framework. The School prides itself on its broad curriculum with an emphasis on the early acquisition of the basic skills. Falkner House is a Christian school where all denominations and nationalities are very welcome

## **Falkner House aims to:**

- ensure that all children achieve a high standard of work across the curriculum
- provide a broad curriculum with progression through the years
- provide a caring and happy atmosphere
- provide an appropriate set of expectations for each individual child
- develop self-confidence and self-esteem
- encourage an ability to form easy relationships with both peers and adults
- encourage a sense of individual pride in all school and personal activities
- instil a wide variety of life skills

## Definitions

**Acceptance Documentation:** The document under which a place for the Pupil has been accepted in writing.

**Deposit:** The sum paid when accepting the offer of a place in either the Nursery or the Main School.

**Headteacher:** Appointed by the Partnership to be responsible for the Pupils and for the day to day management of the School. These duties may be responsibly delegated to senior members of the staff.

**Members of Staff:** Those employed by the Partnership to undertake all educational and support duties as specified by the Headteacher.

**Parents:** Those with parental responsibility for the Pupil. The school is entitled to treat as Parents those who have signed the Acceptance Documentation.

**Partnership:** A partnership between Mrs Flavia Nunes and Mrs Anita Griggs.

**Pupil:** A child who has been offered a place which has been accepted in writing.

**Queries and Complaints Procedure:** The procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time for legal or other substantive reasons.

## School Policies

The following Falkner House policies are available both at the School and on the School website [www.falknerhouse.co.uk](http://www.falknerhouse.co.uk)

- Admissions Policy
- Behaviour Policy (including prevention of bullying & harassment)
- Child Protection Policy
- Complaints Policy & Procedure
- Computer Network & Internet Policy
- Curriculum Policy
- Disability Policy
- Pupils Internet Code of Practice

## Queries and Complaints

All complaints will be dealt with in accordance with the School's Complaints Procedure.

Concerns should be addressed as follows:

- Those relating to administration of fees and other charges to the Bursar.
- Academic work or treatment in class to the Form Teacher.
- Safety, care or discipline to the Headteacher.

**The Falkner House contract explains what Falkner House expects of Parents and what Parents can expect of Falkner House. It does not affect statutory rights. To protect both parties, a waiver of these terms and conditions is effective only if given in writing by the Headteacher or the Partnership.**

## **Offer of a Place and Deposit**

When accepting the offer of a place, a Deposit, as set out in the offer letter, is payable. The Deposit is not returned if the Pupil does not take up the place offered at the school. Until repaid, the Deposit is held as part of the general funds of the School.

## **Repayment of Deposit**

The Deposit will be returned by means of a credit to the leaver's invoice issued on a Pupil's last day at the school and used, if appropriate, to offset fees or other sums due to the School accrued during the Pupil's last term.

## **Cancelling Acceptance**

Parents who withdraw their child before entry, giving a full term's notice, will not have to pay a term's fees in lieu but the Deposit will be retained. Parents who cancel their Acceptance of a Place less than a full term before entry will be liable for a full term's fees in lieu of notice less any Deposit held. In all cases Notice must be given in writing.

## **Term's Notice:**

Advice date for Autumn Term - published start date for previous Summer Term

Advice date for Spring Term - published start date for previous Autumn Term

Advice date for Summer Term - published start date for previous Spring Term

Breaks at half-term do not apply in defining the terms.

## **Term Fees**

Parents who have signed the Acceptance Documentation will be jointly and severally liable, to pay in full the fees for each term that the Pupil is due to attend the School. An individual invoice for each Pupil will be issued in advance of each term and payment is due on or before the first day of that term. Term fees include the normal curriculum tuition and include lunch, most books and stationery.

## **Music Lessons**

Fees for music lessons will be invoiced in advance where possible.

## **Extras**

Charges incurred for extras in the current term which have been agreed and or notified in advance will be added to the following term's fee invoice. Such additional charges could include extra books, after school clubs, music lessons, examination fees and outings, together with any other costs incurred as a result of normal school activity.

## **Early Years Education Grant**

Parents of Nursery or Reception Pupils who are eligible to receive a Local Authority Early Years Education Grant will be notified by the School of the amount prior to the start of each appropriate term. The sum advised will be used to reduce the term's fees and will be itemised on each appropriate invoice.

## **Personal Accident Insurance**

This is included as part of the term's fee, details of which are sent to parents when the Pupil joins the School. This provides 24 hours a day, 365 days a year cover whilst the Pupil is registered at the School.

## **Damage**

Parents will be charged for the cost of replacing items lost or damaged by the Pupil as a result of carelessness, negligence or misbehaviour.

## **Absence**

The entire term's fees will be due for any term during which the Pupil is absent through illness or any other reason or if a term is shortened, a vacation extended or if the Pupil is released home or excluded from school before the normal end of term.

## **Changes in Fees**

The Partnership will normally set the fees to cover a whole academic year, and changes will be notified to all Parents, usually with at least a term's notice. The Partnership reserves the right to change the fees more often if it is felt necessary.

## **Payment of Fees**

The School's preferred method of settlement for termly fee invoices is by Direct Debit. Any request for an alternative method of payment should be addressed to the Bursar.

## **Delays in Paying Fees**

Where payment of fees is not received by the first day of term, in the absence of prior arrangements for delayed payment, interest will normally accrue on the outstanding amount at the rate of 3% over Courts Bank base rate until cleared funds are received. The amount accrued will be advised to the parents concerned and will be payable on demand. Should it be necessary to adopt legal proceedings to obtain payment, then parents will become liable for any additional costs incurred by the School.

## **Non-payment of Fees**

If, despite the measures outlined above, fees or other charges remain unpaid, the School reserves the right to exclude the Pupil from the school. This will not affect the amount that is owed to the School.

## **Unpaid Direct Debits and Cheques**

Should any Direct Debit claim or cheque presented in payment for outstanding fees be returned unpaid, the School will pass on to the Parents any bank charge incurred by the School.

## **Withdrawal**

Parents agree to give at least a full term's notice in writing to withdraw the Pupil from the School. If Parents give less than a term's notice, then a term's tuition fee in lieu of that notice plus any outstanding fees or charges and any costs payable as a result of the withdrawal or cancellation, less any Deposit held, will be due.

## **Provisional Notice**

In exceptional cases, where there is a valid reason for uncertainty about the Pupil's future at the School, the School may accept provisional notice of the Parent's intention to withdraw the Pupil from the School. This is only valid for the term in which it is given and a term's notice is still required. Provisional notice must be given in writing and acceptance is at the Headteacher's discretion. The Headteacher reserves the right at any stage during the term in which provisional notice has been given, to require the Parents to confirm in writing that the notice is to become unconditional.

## **Cancellation of Music Lessons**

Parents agree to give at least a full term's notice in writing to withdraw the Pupil from individual music lessons. If less than a full term's notice is given, then the full fee is payable and no refund for the current term will be made. Should withdrawal from individual music lessons be as a result of consultations between the Parents and the School, then any refund will be at the School's sole discretion.

## **School Discipline & Exclusion**

The School reserves the right to exclude the Pupil from the School if, at the sole discretion of the Headteacher, and after all options have been considered, there are reasonable grounds for so doing.

Children are disciplined by means of verbal reprimand from form staff, subject teachers and the Headteacher. Full details are given in the School's Behaviour policy.

## **Court Orders and Precautions**

The Headteacher must be notified in writing immediately of any court orders in relation to the Pupil and which may affect the Parent/School relationship. These may include, for example, orders for parental responsibility, residence and contact.

## **SEN / Learning support / English as an additional language**

The school has a rigorous admission policy to ensure that all Pupils are at ease with the pace and scope of the curriculum. However, some Pupils may need temporary external or internal learning support to ensure their happiness and success.

The aim is to identify problems early in a child's school career, if need be after an assessment by an educational psychologist, so that extra help can be given promptly either by Falkner House staff or outside specialists.

Parents are kept informed to ensure that home and school work closely together. In-house learning support is given by the form teacher, subject teacher or other member of staff as appropriate. External specialists and support may also be recommended. Such support is co-ordinated and monitored by the Pupil's form teacher who reports back at regular intervals to the Headteacher.

Where necessary an IEP (Individual Educational Plan) is prepared and is reviewed and monitored by the Headteacher.

Annual Reviews are carried out for any child with a Statement of Special Educational Needs

## The School agrees to:

- educate Pupils to fulfil their potential through a broad and balanced curriculum. A carefully planned programme of study ensures steady and sustained progress. The Main School aims to prepare the Pupils for entry to senior schools.
- respond to changes in the external environment, in legislation, and in the requirements of the other schools to which the girls may go. The School thus reserves the right to make changes in all aspects of the School, including the educational curriculum, if it is felt necessary or right for the School and its Pupils.
- accept responsibility for the welfare of Pupils from the start of the school day, including Early Birds and music lessons, to the end of the school day including Late Birds, music lessons and other organised activities.
- open the School on all days during term time. However, the Headteacher reserves the right to close the School if circumstances beyond his/her control mean that the School cannot be operated safely. In this event, the School is not obliged to make any refund or to extend the period of the normal term.
- monitor each Pupil's progress and twice a year to give a written report. Parents will be advised if there is any concern about the Pupil's progress but the School does not undertake to diagnose specific learning difficulties. However the School will, on request, advise Parents as to how they may, at their own expense, obtain specialist advice. The School would be prepared to support that advice as far as possible.
- supply information and a reference for the Pupil in support of an application for admission to any educational institution. Any such reference will be confidential. The school will take care to ensure that all information supplied is accurate and that any opinion given on the Pupil's ability, aptitude and character is fair.
- inform Parents of any illness or accident that may occur during the School day, either at the end of the School day when the Pupil is collected or earlier if it is considered that the Pupil is not well enough to continue at the School, or in the event of a serious accident or illness. The School can ask for the Pupil to be taken home, or recommend that the Pupil be taken for medical attention. If appropriate, the School can ask for a medical opinion or a certificate on the health of the Pupil.
- preserve confidentiality of information concerning the Pupil and Parents. However, the School (through the Headteacher) will obtain, hold, use and communicate on a "need to know" basis confidential information which, in the opinion of the Headteacher, is material to the safety and welfare of the Pupil and others. The School may also communicate with other schools which the Pupil has attended, attends or may attend, about any matter concerning the Pupil or the payment of fees.
- take the necessary steps to ensure that whenever the Pupil is taking part in official school outings and visits, proper transport is arranged and that the Pupil is accompanied by responsible staff, who may be assisted by Parents of other Pupils.

*Continued overleaf*

## The Parents agree to:

- ensure that the School holds up to date contact details for home and office: address, telephone, mobile and email.
- notify the School of arrangements made in the event of their temporary absence from home in terms of the details of the person taking responsibility for the Pupil in case of accident or illness.
- take responsibility for ensuring that the Pupil is delivered to the School in good time for the start of the day, and that he or she is collected promptly at the end of the school day.
- take responsibility for ensuring that the Pupil attends the School on each day of each School term. Except in the case of illness, Parents must obtain, in advance, the School's consent for any intended Pupil absence during the published School terms.
- advise the School as soon as possible before the start of the school day if the Pupil is unable to attend for any reason.
- inform the School if the Pupil is going to be collected by someone other than the parent.
- the Pupil taking part in school outings and visits, details of which will be given to parents in advance, and agree he or she may travel by whatever means of transport is deemed appropriate by the School and to the Pupil participating in sporting activities, including swimming, which may take place off the school site and require transport.
- the School taking photographs of the Pupils during the course of normal school activities, either in school, on outings, visits or at sporting events. Images may be printed or kept in digital format. The School reserves the right to use any such image for its publicity or internal purposes, either in print or electronic format.
- insure the Pupil's possessions. The School will accept no responsibility for loss or damage to the Pupil's personal possessions, so far as permitted by law.
- inform the School immediately if the Pupil develops or is in contact with an infectious disease and, for the duration of any disease or illness, keep the Pupil at home until signed off by their GP or medical advisor. The School's medical advisor will be involved where appropriate.
- notify the School in writing of any existing or new medical condition or allergy whether short term or long term, and to explain what treatment has been prescribed. And in the case of an allergy what if any medication is to be administered in the event of an emergency or allergic reaction. Whilst the School will take every precaution following such notification, the School will not accept responsibility for the consequences of an allergic reaction to any food consumed by the Pupil, whether at the School or on an outing, visit or sporting fixture away from the School.
- the Pupil, with the Headteacher's consent if Parents cannot be contacted in time, receiving emergency medical treatment at a NHS or private hospital, including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person that this is necessary for the Pupil's immediate welfare.
- allow Members of Staff and those assisting Members of Staff, to have such physical contact with the Pupil as is necessary, proper and appropriate for teaching, to provide comfort, maintain safety and good order.
- allow the School to treat the decision of one parent as binding on both Parents, unless the School is given express notice to the contrary.
- allow the school to supply information and a reference, in confidence, in respect of a request received from any educational institution to which they propose to send the Pupil.