



SGS BOARDING

Undertaking by Parent/Carer

Upon signing this Undertaking and paying the Security Deposit in accordance with the terms of the offer, I accept a boarding place at Steyning Grammar School ("the School") for my son/daughter/ward and hereby undertake:

1. To pay to the School the boarding fees due in respect of my son/daughter/ward for each term;
2. To pay to the School any incidental expenses which have been incurred by or for my son/daughter/ward
3. To comply with the terms and conditions set out in this undertaking.
4. To acknowledge that the School has duties under the Children Act 1989 and the Education Act 2002 to safeguard the welfare and safety of pupils and boarders at the School.

The following terms and conditions apply:

1. Each term's fees must be received within 28 days of the date of the invoice for that term, or within 90 days if a written agreement is in place to pay by instalments, in accordance with the School's Payment Policy. If fees have not been received in full by such time, the student will forfeit their boarding place and the place may be offered to another student. The School will retain the Security Deposit.
2. If the student is permanently excluded from the School or Sixth Form College, the parent/carer will be liable for the boarding fees already applied to that term only. The School will retain the Security Deposit.
3. If the student is assessed by the School as being no longer suitable for boarding for disciplinary reasons and/or for a serious breach of the School's policies the parent/carer will be responsible for paying the remainder of that term's fees. The School will retain the Security Deposit.
4. If the parent/carer withdraws the student from boarding at any time after the signing of this Undertaking, they must give the Director of Boarding a full term's notice in writing of their intention to do so. If this notice period is not given in full the parent/carer will be liable for one term's fees in lieu of such notice and the School will retain the Security Deposit.

5. If the parent/carer has signed this Undertaking and paid the Security Deposit to secure a place for a student who then does not take up their place at the School for reasons other than those stated in condition 20, the School will retain the Security Deposit.
6. If the student is assessed by the School as being no longer suitable to board for a non-disciplinary reason as defined under paragraph 1.40 of the Admissions Code 2014, the parent/carer will be responsible for paying the remainder of that term's fees. The School will repay the Security Deposit.
7. The Security Deposit paid by the parent/carer as part of accepting the student's place will be retained by the School and Sixth Form College whilst the student has a boarding place at the School and Sixth Form College and subject to conditions 1 – 4 returned within six months of him/her leaving. Any costs incurred by the School for damage caused by the student and/or outstanding expenses may be deducted from the Security Deposit, when the student leaves the Boarding House. Security Deposits will only be repaid upon the completion of a 3 year GCSE or 2 year A Level/BTEC course of study (including sitting all relevant examinations).
8. Sixth Form Boarding is offered subject to a minimum two year course unless a one year course has been offered and confirmed in the offer letter. If notice is given within this period the Security Deposit will be forfeited and the current term and following term's fees will become liable.
9. Parents/carers must pay the boarding fees when the student is absent from School. This may include but is not limited to:
 - a. central or local government closing the School temporarily on health grounds;
 - b. severe weather conditions;
 - c. the student's wish to return home early after exams;
 - d. the student choosing to take study leave at home before or during exams.
10. Parents/carers must pay the boarding fees when the student is absent through illness, though cases of serious illness may receive special consideration upon written request.
11. The School is under no obligation to offer a student in Years 7-11 a boarding place in Year 12. The decision on a Year 12 place may be taken after GCSE results are known.

12. Parents/carers must nominate a guardian who is permanently resident in the UK and who undertakes to be responsible for their child should s/he be required to leave the School and Sixth Form College for any reason. This duty applies where parents/carers are resident outside the UK or are away from the UK for any period of time.
13. Parents/carers must ensure that suitable arrangements are made for the care of their child during half term holiday, end of term holidays or in cases where the closure of the School may be necessary as per condition 9 above. Parents/carers must confirm these arrangements with the Director of Boarding.
14. Parents/carers must inform the School promptly in writing of any change in address or emergency contact details.
15. Parents/carers are responsible for insuring their child's property whilst at the School.
16. Nothing in these conditions shall seek to restrict or exclude the School's liability to any student in relation to death or personal injury caused by the School's negligence and/or any other matters which cannot be restricted or excluded in law.
17. Parents/carers must provide the School with all relevant medical information which could reasonably impact on the School's decision to offer a boarding place.
18. Where a student boards on a full or weekly basis, the School or Sixth Form College will ensure your child registers with the School's doctor. If at any time, the School's doctor deems the student unfit to board, the School may withdraw the boarding place. If as a result of such a decision it becomes apparent that the parent/carer did not satisfy the requirements of condition 17, the parent/carer must pay the following term's fees in full. The School will retain the Security Deposit.
19. The School reserves the right to arrange ESOL (English for speakers of other languages) lessons for any student needing this support and will charge for this through the student's sundries account. Costs are advised in the Schedule of Fees each year which is sent on application for a place and again with the offer letter, it is also on our website.
20. In the event of any of the courses offered no longer being available, or the entry requirements not being met and where we are unable to offer the student a suitable alternative course for any reason, your Security Deposit and any fees paid will be refunded to you in full.

21. Fees are calculated as an annual rate and divided into three termly payments.

Upon leaving the School or Sixth Form College at the end of the External Public Examination period, the right to a boarding place ceases. This includes all students who have decided not to progress to the following academic year. The full amount invoiced for that term is still payable as part of the annual fee.

This undertaking remains in force throughout the period that the student has a boarding place at the School and Sixth Form College. By signing this Undertaking you become liable for the first term's boarding fees and all future fees/financial payments. The School reserves the right to amend any of these terms and conditions upon giving parents/carers one term's notice. Any new terms and conditions will not be applied retrospectively.

Student's Name

Parent's/Carer's Name

Signature:

Date:

Address:

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