



## **Terms and Conditions Overstone Park School**

At Overstone Park School, we aim to foster an environment of mutual respect and clarity in all our dealings with parents, guardians, and students. The following Terms and Conditions outline the rights and responsibilities of both the school and the families we serve.

### **1. Enrollment and Admissions**

- 1.1. Admission to Overstone Park School is subject to the successful completion of our admissions process, including submission of the required forms, payment of the registration fee, and acceptance of these Terms and Conditions.
- 1.2. Enrollment is confirmed upon receipt of the deposit, which will be held against the final term's fees.

### **2. Fees and Payments**

- 2.1. Tuition fees are payable termly in advance, unless otherwise agreed in writing with the school.
- 2.2. A schedule of current fees is available on the school's website or from the school office.
- 2.3. All fees must be paid by the due date as stated on the invoice. Late payments may incur additional charges.
- 2.4. For children with an Education, Health, and Care Plan (EHCP), fees will be managed by the relevant local authority or council. It is the responsibility of parents/guardians to coordinate and ensure all necessary arrangements are in place.

### **3. Notice of Withdrawal**

3.1. A minimum of one month's notice must be provided in writing if you wish to withdraw your child from the school.

3.2. Failure to provide the required notice will result in fees being charged in lieu of notice.

## **4. Changes to Terms and Fees**

4.1. Overstone Park School reserves the right to make reasonable changes to these Terms and Conditions, fee schedules, or policies. Notice of any changes will be provided in writing.

## **5. Conduct and Behavior**

5.1. Students are expected to adhere to the school's code of conduct and behavior policy.

Parents/guardians are expected to support the school in maintaining high standards of behavior.

## **6. Health and Safety**

6.1. Parents/guardians must inform the school of any medical conditions, allergies, or special educational needs their child may have.

6.2. Overstone Park School operates in compliance with all relevant health and safety regulations to ensure the well-being of students and staff.

## **7. Complaints Procedure**

7.1. Any concerns or complaints should be raised in accordance with the school's complaints policy, available upon request.

## **8. Data Protection**

8.1. Overstone Park School complies with all data protection laws and regulations, ensuring the confidentiality and security of personal information.

## **9. Liability**

9.1. The school accepts no responsibility for loss or damage to personal property while on school premises.

## **10. Communication**

10.1. All formal communication must be conducted through the school office or designated channels.

### **Contact Information:**

For further inquiries, please contact the school office:

Email: [office@opschooloffice.com](mailto:office@opschooloffice.com)

