



March 2024

Undertaking by Parent/Carer

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

1. To pay as directed the Boarding Fees (as defined in the Boarding Fees Payment Policy) due in respect of my son/daughter/ward for each term in accordance with the Boarding Fees Payment Policy.
2. To pay as directed any incidental expenses which have been incurred by or for my child (as agreed in advance).
3. To comply with the terms and conditions set out in this Undertaking and the Boarding Fees Payment Policy.
4. To acknowledge that the School has duties under legislation to safeguard the welfare and safety of pupils and boarders at the School.
5. To confirm that I have declared and shared all information that I have received from previous schools; advisers or specialists in any area of child development, health or education that I have about my child. In particular, but not exclusively, I have shared all formal school reports; declared all known educational needs; and physical or mental health needs or conditions, and that I have informed the School of any investigations; assessments or recommendations.
6. That I will, upon becoming aware of any known or suspected mental or physical health condition or need, or any welfare or safeguarding related matters, promptly inform the School and will in any event, confirm (or where applicable update) upon request at the start of each academic year that all relevant information has been disclosed that relates to my child's academic, pastoral, medical or other needs or conditions.

The following terms and conditions apply:

1. The Security Deposit paid by the parent/carers as part of accepting the student's place will be retained by the School whilst the student has a boarding place at the School 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 as set out herein upon the completion of a 3-year GCSE or 2 year A Level/BTEC course of study (including sitting all relevant examinations).
2. If the parent/carers 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 19, the School will retain the Security Deposit.
3. If the parent/carers withdraws the student from boarding (up to and including Year 11) at any time after the signing of this Undertaking, they must give the Director of Boarding a term's notice in writing of their intention to do so in accordance with the Boarding Fees Payment Policy. 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.

4. 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 the parent/carer withdraws the student from Sixth Form Boarding at any time after the signing of this Undertaking, the Security Deposit will be forfeited and the current term and following term's fees will become liable.
5. Each term's fees must be received within 28 days of the date of the invoice, or if instalments have been agreed, on the day stated in the Choice of Payment Method, in accordance with the School's Boarding Fees Payment Policy. If Boarding Fees have not been received in full by the relevant date set out, the student will forfeit their boarding place and the place may be offered to another student. The School will retain the Security Deposit.
6. If, during any academic term, the student is permanently excluded from the School, the parent/carer remains liable for the Boarding Fees due and payable for the subsequent term. The School may retain the Security Deposit.
7. If, during any academic term, the student is assessed by the School as being no longer suitable for boarding in accordance with the School's policies for such assessment, the parent/carer will be responsible for paying the remainder of that term's fees. The School may retain the Security Deposit.
8. If, during any academic term, the student is assessed by the School as being no longer suitable to board for a non-disciplinary reason, as defined under paragraph 1.43 of the Admissions Code 2021, the parent/carer will be responsible for paying the remainder of that term's fees. The School will refund the Security Deposit.
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 or other statutory 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;
 - e. exclusion from the School for a fixed term or permanent exclusion.
10. Parents/carers must pay the boarding fees when the student is absent through mental or physical illness or injury, 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 9-11 a boarding place in Year 12. The School reserves the right to confirm boarding places for Year 12 September intakes following publication of the relevant GSCE or international results (or national public exam results in the Student's home country).
12. Parents/carers must nominate a suitable 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. This duty applies where parents/carers are resident outside the UK or are away from the UK for any period of time. Parents/carers will ensure that the provisions of the SGS Guardianship Charter are shared with all such guardians, and are complied with at all times by guardians.
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 or the child is not otherwise at School under conditions 9 (e) or 10 above. Parents/carers must confirm these arrangements with the Director of Boarding at the beginning of each academic year and notify the Director of Boarding in writing if any changes to these arrangements are made during each academic year.
14. Parents/carers must inform the School promptly in writing of any change in address or emergency contact details or guardian 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, welfare and safeguarding information including any formal prior history in any setting relating to peer interactions. This is essential to ensure the School is able to safeguard students and that the decision to offer a boarding place is based on full disclosure of all prior relevant information. Failure to declare such information on the application form, at interview, or when a student is at School may result in the withdrawal of the boarding place. Where a student boards on a full or weekly basis, the School 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.
18. 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 with the offer letter, and is also on our website.
19. 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.
20. Fees are calculated as an annual fee and divided into three termly payments which may, upon agreement in advance with the Director of Boarding, be payable in instalments.
21. Upon leaving the School or Sixth Form 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 Boarding Fees amount invoiced for that term is still payable if notice has not been given in accordance with the Boarding Fees Payment Policy or the provisions of this Undertaking.
22. The School reserves the right to take action to recover any sums due and payable with respect to Boarding Fees or Security Deposit.

This undertaking remains in force throughout the period that the student has a boarding place at the School and Sixth Form. 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 half term's notice.

Student's Name:

Parent's/Carer's Name:

Signature:

Date:

Address:

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Revised March 2024