



WESTBURY HOUSE SCHOOL

80 WESTBURY ROAD

NEW MALDEN

SURREY

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Terms & Conditions

1. There are three terms in a school year: Autumn term : September to December
Spring term : January to March
Summer term : April to July
2. Parents of a child who will not be returning to Westbury House School must provide the school with one full term's written notice to that effect, i.e. before the beginning of that final full term. Letters of notice will be acknowledged in writing by the school. When notice is given later than stipulated, a full term's fees will be required. Only exceptional circumstances will be considered by the Proprietor and the Head Teacher for exemption from this rule.

Advance notice that a child will not be returning to school in September (autumn term) must have been given as soon as possible, i.e. by the last day of the previous Easter holiday prior to the commencement of the summer term, at the latest.

3. The Directors of Westbury House School require that fees are payable on or before the first day of term, or by monthly Direct Debit, and in certain circumstances, reserve the right to suspend or ask for the removal of a pupil if fees remain unpaid. If a parent/guardian fails to take up an accepted offer of a place without giving one term's notice, a full term's fees are to be paid.
4. Children whose fees are in arrears may be suspended from attendance at school.
5. The School reserves the right to withdraw the offer of a place if the School is unable to provide the degree of support required to allow a child to progress satisfactorily.
6. The Nursery is an integral part of Westbury House School, not a separate provision. We anticipate that anyone reserving a place in our Nursery will keep their children with us until the end of Year 6
7. Deposits will be refunded against the final term's fees in Year 6.
8. The school retains the right to vary the terms and conditions without consultation. However, any changes will be notified to parents in writing with a term's notice.

I/We have read the school's admissions policy and agree to the terms therein.

I/We agree to the terms and conditions regarding the payment of fees and written notice of a child's withdrawal from the school.

Signed _____ Date _____

Print Name _____ Child's Name _____

