

# SEVENOAKS SCHOOL SUMMER PROGRAMME

## 1. Terminology

1.1 The Summer Programme/We: means Sevenoaks School, Sevenoaks, Kent TN13 1HU, trading as Sevenoaks School Summer Programme (the “Summer Programme”) as now or in the future constituted (and any successor). Sevenoaks School is a registered charity (Charity Number 1101358).

1.2 The Parent or You: means any person who has signed the Booking Form and/or who has accepted responsibility for a child’s attendance at this Summer Programme.

1.3 Student: means the child named on the Booking Form and/or the child who attends the Summer Programme.

1.4 Deposit: means the amount payable to the Summer Programme in order to complete the booking procedure. Once received by the Summer Programme, the Deposit will be deducted from the balance of fees payable by the Parent.

1.5 The Booking Form: means the Booking Form provided by the Summer Programme or its agent for the purpose of booking a place for the Student at the Summer Programme.

## 2. Enrolment

These Terms and Conditions: In all cases, irrespective of whether the Parent completes the Summer Programme Booking Form or a Booking Form provided by an agent, these Terms and Conditions will apply to the agreement between the Summer Programme and the Parent and will supersede any Terms and Conditions provided by the agent.

2.1 Places on each course are strictly limited and you are advised to apply as early as possible.

2.2 An enrolment is not confirmed until the deposit of £500 has been received and it has been acknowledged in writing by the Summer Programme. A parent must pay the requested deposit at the time of booking in order to secure the booking.

2.3 Please note that the initial deposit of £500 per course is non-refundable and is part of the full fee, and not an additional cost.

2.4 Full payment must be received by the Summer Programme by 1 June 2020. If payment is not received by this date, the Summer Programme reserves the right to cancel the Student’s place on the course and the deposit payment will be forfeited.

2.5 If an application is made and accepted after 1 June 2020, full payment must be made at the time of the booking.

2.6 If incorrect information or misinformation is provided at application to the Summer Programme, the Summer Programme reserves the right to ask the Student(s) to leave the course. In this case, there will be no refund of the course fees.

2.7 Once a Student has registered, name changes will not be allowed. Any amendments to the registration process, if possible and subject to availability, will incur an administrative fee of £50.

### 3. Airport Transfers

3.1 Arrivals must be on a Wednesday and should be organised between 09:00 – 17:00.

3.2 Departures must be on a Wednesday and should be organised between 09:00 – 17:00.

3.3 Any transport arrangements outside of the above arrival and departure window are at the discretion of the Summer Programme, and will incur a fee.

3.4 Airport transfers from Heathrow Airport and Gatwick Airport are included in the course fee, in the specified time window in 3.1 and 3.2, and valid for the arrival and departure day of the course dates that the Student has registered for.

3.5 Students must be in possession of a valid return ticket with a time and date. It is not acceptable to arrive with an undated ticket. The Summer Programme is not responsible for booking return tickets.

3.6 It is essential that the Summer Programme is kept informed of any changes to the Student's travel arrangements. Students must not assume that we have received details of changes until they are acknowledged by us in writing; we always confirm travel details.

3.7 Any changes to travel details must be received at least 14 days before the start of the course. If travel details are not submitted within the deadline, we reserve the right not to provide an airport transfer.

3.8 Students are liable for the cost of excess baggage and Unaccompanied Minor (UM) charges. Please check at the time of booking, the airline's arrangements for the payment of airport departure tax and the maximum luggage allowance.

3.9 Any Student not requiring a transfer to an approved airport at the end of the course must be accompanied from the Summer Programme by an authorised adult.

3.10 If a Student is being picked up by an adult who is not the parent or guardian, the Summer Programme requires written confirmation of the name of the adult picking up the child, from the parent 24 hours in advance. The adult must provide photographic ID to the Summer Programme staff before the Student is released into their care.

3.11 If the Student is met by an adult at the airport/station and the adult is late or delayed meeting the Summer Programme staff, the Student will be checked in and sent through security.

3.12 The Summer Programme will not accept responsibility for organising transfers other than those which have been confirmed by the Summer Programme.

3.13 The Summer Programme will use private transport such as Coach, Taxi or School Minibus to transfer Students to and from the airport or train station on arrival or departure. Public transport may be used on occasions where this method of transport is considered to be more appropriate, efficient or effective.

3.14 Transfers from the airport to the Summer Programme are often organised in groups and this means that some Students will be required to wait at the airport for other Students arriving on different flights.

3.15 The Summer Programme will provide an online Transfer Service Form, which the Parent must complete and return to the Summer Programme by 24 May 2020. If the form is returned after this date, the Summer Programme may not be able to provide a transfer service. Upon receipt of the completed form, the Summer Programme will send the Parent an email confirmation of the flight details. The Parent understands that it is his/her responsibility to check this confirmation carefully and to let the Summer Programme know of any errors or changes.

3.16 Unexpected and unavoidable delays and complications sometimes occur. The Summer Programme does not accept responsibility for any loss or expense due to delays or changes in public transport beyond its control.

3.17 Where the Summer Programme arranges private transport for Students, the Summer Programme shall use its reasonable endeavours to ensure that Students reach the airport or the train station in the UK, on time to enable them to catch their flight or their train. Subject to this, the Summer Programme shall have no liability for any direct or indirect loss or expense that is incurred by Students or Parents if a Student misses a flight or a train. Nothing in this clause shall exclude or restrict the Summer Programme liability for death or personal injury arising from its own negligence, or for fraud.

3.18 There is no reduction in fees if the Student does not require a transfer service.

3.19 Should a transfer be requested or changed within 7 days of arrival, a Transfer Arrangement Fee of £100 will be payable.

#### 4. Cancellation

4.1 Please contact us immediately if you need to cancel your course.

4.2 No refund of deposit will be made under any circumstances, once the two-week cooling-off period has concluded;

4.3 For cancellations before your course start date, the remainder of the course fees less the deposit amount will be proportionally refunded as per the table below:

Period Before Start Date	Total Refunded
120+ days	100%
90-119 days	50%
45-89 days	10%
0-44 days	0%

4.4 Cancellations after the commencement date of the course for any reason will receive no refund of any course fees.

4.5 Depending on the circumstances, you may be covered by the insurance policy. Details of the policy are available on request. Cancellation claims must be supported by documentary evidence.

4.6 Where the reason for cancellation is due to a visa refusal, please see Student Visas, as separate conditions apply.

4.7 Please note, bookings are non-transferable.

4.8 Any unused portion of the course fee is non-refundable.

## 5. Student Visas

5.1 Student visas may be required from some countries, and obtaining a visa is the responsibility of the parent. In cases where the Student is required to obtain a visa to study in the UK, a Visa Invitation Letter will be provided by the Summer Programme.

5.2 If a visa application is refused, the following refund policy applies: If a visa application is refused and the client has followed all the correct procedures, the Summer Programme shall refund the full fees paid (less a £250 administration fee and any courier fees incurred) upon receipt of a copy of the original documentation issued by the Entry Clearance Officer.

5.3 The Summer Programme will not refund a client should the reasons for refusal be related to insufficient or incorrect documentation.

5.4 The Summer Programme will not refund a client should the client not have applied with sufficient time for the visa to be approved.

5.5 With all visa refusals, original documentation issued by the Entry Clearance Officer must be provided to Summer Programme to qualify for any refund.

5.6 If a Student is found to have the wrong type of visa, he/she will not be admitted on to the programme. In this case, the Summer Programme will not be obliged to offer the Parent a refund of fees.

5.7 If a visa has not arrived in advance of the Student's course start date, the Summer Programme will offer to postpone the course to a later date, subject to availability.

## 6. Liability

6.1 Force Majeure: An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include, but are not limited to, any worldwide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The Summer Programme reserves the right to cancel a course or programme in the case of such an event.

6.2 If the Summer Programme is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event, it shall immediately notify the Parent in writing and shall be excused from performing its obligations while the Force Majeure Event continues.

6.3 The Summer Programme has public liability insurance. Any liability of the Summer Programme to the Student or parent or guardian, in respect of which the Summer Programme has insurance cover, shall be limited to the amount of such cover, and any such liability in respect of which the Summer Programme does not have insurance cover, shall be limited to the aggregate amount of fees paid in respect of the Student. Nothing in these terms and conditions, however, shall operate to exclude any liability of the Summer Programme for personal injury or death caused by negligence of the Summer Programme or our respective servants and agents.

6.4 It shall be a condition of the contract between the Summer Programme and the Student or his or her parent or guardian, that the Summer Programme shall not, in any way, be liable to the Student or the parent or guardian in the event that any service contracted to be supplied by the Summer Programme becomes impossible to supply due to reasons outside our control.

6.5 All organised sports, activities, clubs, events, trips and excursions have been risk assessed by Summer Programme staff and are deemed to meet health & safety requirements. The Summer Programme does not accept responsibility for accidents or sports injuries, except in cases where its staff have been found to be negligent.

6.6 If the Parent does not wish the Student to partake in any particular activity, they must inform the Summer Programme in writing at the time of booking.

6.7 Except in the case of illness, all students are obliged to go on all excursions. If the Parent does not wish the Student to go on an excursion, the Parent must arrange for a family member or family friend to collect the Student at the time the excursion departs and return them to the Summer Programme at the time the excursion returns. The Parent must inform

the Course Director of the arrangements before 1 July 2020. The parent/guardian of the Student must sign an authorisation letter before permission is granted. Except in the case of illness, the Summer Programme will not supervise any students at the Summer Programme site during an excursion.

6.8 The Summer Programme can take any fair and reasonable action it considers appropriate should a situation arise which is not covered by these Terms and Conditions.

## 7. Health and Welfare

7.1 Student's health: The Parent warrants that the Student is in good physical and mental health and is not travelling against the advice of any doctor or qualified healthcare professional. The Parent agrees to inform the Summer Programme, when completing the Booking Form, if the Student suffers from any pre-existing medical condition, disability or allergy.

7.2 Medication: The Parent agrees that any medicine brought to the Summer Programme by the Student will be given to the Houseparents on arrival. The Summer Programme shall only accept responsibility for medicines which are licensed in the UK, prescribed by a doctor and which are accompanied by English translation. Such medication shall be properly stored and administered by the Houseparents or Nurse, or by any authorised person who is expressly appointed to administer medicines by the Summer Programme.

7.3 Illness: In case of illness or injury, the Student will see the Houseparent or School Nurse who will assess his/her condition. In cases of minor illness such as a cold, headache or sore throat, the Houseparent, School Nurse or any other person expressly authorised by the Summer Programme may issue common, non-prescribed medicines such as Paracetamol, throat lozenges or cough syrup.

7.3.1 If the Houseparent or School Nurse considers that a doctor's visit is necessary, an appointment will be made with a local GP.

7.3.2 If the Student requires urgent medical attention, the Summer Programme's staff will take him/her to the nearest local hospital for immediate care or if necessary, will telephone for an ambulance.

7.4 Emergency medical treatment: The Parent authorises the Summer Programme to consent on their behalf to the Student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person, as necessary for the Student's welfare, and if the Parent cannot be contacted in time.

7.5 Seeing a doctor: Students from non-EU countries are not entitled to free healthcare in the UK and will therefore have to pay a fee to see a doctor. The Parent agrees that such fees will be paid from the Student's pocket money. Medical Expense Cover is included in the insurances conveyed by the Summer Programme.

7.6 Medical Certificates: The Parent agrees to inform the Summer Programme and pay the relevant fee in advance if they require the Student to be issued with a Medical Certificate following a visit to a doctor or hospital.

7.7 Student's accommodation: The Summer Programme reserves the right to organise the Student's accommodation as it deems appropriate within the Boarding House.

## 8. Insurance

8.1 There is no extra charge for the insurance cover, which comes into effect automatically upon receipt of the £500 deposit per course.

8.2 Students automatically receive the benefit of Studentguard+ Student Travel Insurance arranged through Gibbs Denley Insurance Services. The insurance is underwritten by Chubb European Group Ltd. The insurer is regulated by the Prudential Regulation Authority and the Financial Conduct Authority. Gibbs Denley Insurance Services are regulated by the Financial Conduct Authority.

8.3 If costs are incurred through medical treatment of a Student, the parent or guardian is liable for this cost in the first instance.

8.4 Should the need arise, the Parent understands and agrees that they are responsible for making an insurance claim by completing the required paperwork in English and by providing the necessary documentary evidence to support the claim.

8.5 The Parent agrees that the Summer Programme cannot make claims on behalf of the Parent.

8.6 The Summer Programme will provide a Claims Form on the Parent's request.

8.7 Full policy terms and conditions are available from the Summer Programme Website.

## 9. Passports, Tickets and Pocket Money

9.1 The original passport and travel ticket must be presented at registration on arrival at the School and will be kept secure throughout the course.

9.2 Pocket money can be handed in at the start of the Student's course. We strongly recommend that parents purchase a prepaid debit card or a credit card for use in the UK. Parents can increase this if extra pocket money is required. The Summer Programme recommends Students bring £100-150 pocket money per week.

9.3 The Summer Programme will allow the Student to withdraw pocket money on days when there is an excursion from the Houseparent or any other authorised person.

9.4 The Summer Programme cannot lend or advance pocket money to any Student.

9.5 The Summer Programme shall not be liable for the safety or security of any pocket money, which is brought to the Summer Programme by Students and that is not handed in to the Summer Programme for safekeeping upon a Student's arrival, or which is in the Student's possession.

9.6 The Student must not bring valuable possessions to the Summer Programme. If the Student does bring a valuable item with him/her, the Student is responsible for the security and safe use of that item.

9.7 The Summer Programme is not able to accept responsibility for any lost, stolen or damaged personal possessions brought to the Summer Programme by the Student

## 10. Damage

10.1 The full cost of repairing any damage caused by the Student to Summer Programme property or equipment, or to the personal property of another Student, will be charged to the Parent. The Parent agrees that such payments to repair damage caused will be taken from the Student's pocket money account. Should funds be insufficient or unavailable, the Parent agrees to make payment in full by credit card or bank transfer.

10.2 Bedroom Damage Deposit: On arrival, students will be required to pay a refundable damage deposit of £20 in cash.

10.3 If any minor damage occurs during the Student's stay, the Student will forfeit the deposit paid (serious/major damage will be charged to the parent). Where a bedroom shared by two or more Students is damaged and the Summer Programme cannot ascertain which Student or Students are responsible, it shall be entitled to apportion the cost of repair equally between them, taking into account the individual circumstances of each case. 10.4 If there are no damages or losses, the deposit will be refunded to the Student in cash on departure.

## 11. Course Rules

11.1 If Students participating in the Summer Programme do not follow the Summer Programme rules as set out in the Student Handbook, the Summer Programme reserves the right to discipline them.

11.2 Serious Breaches of Course Rules: A Student can be excluded for grave breach of Summer Programme discipline. The following examples of behaviour, which may lead to the Student to be sent home, are not exhaustive and are included for illustrative purpose only:

11.2.1 Abusive behaviour including harassment, bullying, actual or threatened violence, damage to personal property and verbal or other abuse on racial, sexual or religious differences.



11.2.2 Students purchasing or drinking alcohol/smoking cigarettes.

11.2.3 Students possessing, using or supplying drugs or any other illegal substances.

11.2.4 Stealing or committing any other criminal offence under UK law.

11.3 Once the decision has been made to exclude a Student from the Summer Programme, they will be withdrawn from all lessons, activities and excursions and they will be required to pack their suitcase and leave the Summer Programme.

11.3 If a Student has been expelled from the Summer Programme, the Parent will be responsible for:

11.3.1 Rescheduling, where possible for the same day of the exclusion, and paying for the Student's return flight home.

11.3.2 Paying for any additional cost of transferring the Student.

11.3.3 If a flight is not available for the same day as the exclusion, alternative accommodation will be arranged by the Summer Programme at the Parent's expense. Parents will be asked to pay any extra costs in advance of the Student's transfer to alternative accommodation.

11.4 The Summer Programme reserves the right to refuse admission based on previous poor behaviour e.g. official warnings as detailed in course rules.

11.5 During excursions, the Summer Programme may allow Students to go shopping in small groups without the supervision of the course staff, unless the parent or guardian writes to tell us their child cannot do this.

## 12. Visitors to the Summer Programme

12.1 It is an academic requirement that all Students attend their lessons. Any relative or friend, who wants to take a Student out during the course, must seek the permission of the Director or his or her delegate 48 hours before the desired time. The parent/guardian of the Student must sign an authorisation letter before permission is granted.

## 13. Marketing

13.1 The Summer Programme sometimes uses photographs or video footage of the Students in promotional material. If the Parent does not wish the Student to appear in such material, they must inform the Summer Programme in writing. We will confirm the receipt of your request.

13.2 Students and the parent or guardian are asked to complete a course evaluation form at the end of the course. Unless the Parent writes to tell us this is not acceptable, we may use any comments in future promotional material.

## 14. GDPR

14.1 The Summer Programme complies fully with the latest General Data Protection Regulation (GDPR) guidelines. From time to time, the Summer Programme will share student details with appropriate third parties as necessary; for example, medical services, horse riding stables (only if horse riding has been selected on making the booking) and agents (only if booking is through an agent). If the Parent does not wish the Student's details to be shared with appropriate third parties, they must inform the Summer Programme in writing.

14.2 For full details on the school's Privacy Statement, please click on the following link:  
[Sevenoaks School Privacy Statement](#)

## 15. Governing law

15.1 These Terms and Conditions form the basis of any contract between the Summer Programme and the Parents/Guardian or Agent. The contract is provided in English, and is subject exclusively to the laws and courts of England and Wales.