



**CLEVELANDS**  
PREPARATORY SCHOOL



# SENIOR STAFF & DIRECTORS

## Senior Staff

Headmistress: Mrs Dawn Critchley

Assistant Heads: Miss Zoe Speck and Miss Katie Lobb.

Head of Lower School: Miss Katie Lobb.

Head of Upper School: Miss Zoe Speck

Secretary/Registrar: Miss Leanne Danson

## Board of Directors

Senior Director: Mr A Khan

Director: Mr R Stattersfield

Director: Mr P Buss

The directors may be contacted care of Cleavelands Preparatory School.

## TERM DATES

### Autumn Term 2023

Staff Inset Day: *Monday 4th September*

Staff Inset Day: *Tuesday 5th September*

Term Starts: *Wednesday 6th September*

Half Term: *Monday 23rd October to Friday 3rd November*

Term Ends: *Wednesday 20th December*

### Spring Term 2024

Term Starts: *Monday 8th January*

Half Term: *Monday 19th February to Friday 23rd February*

Staff Inset Day: *Monday 26th February*

Term Starts: *Tuesday 27th February*

Terms Ends: *Wednesday 27th March*

### Summer Term 2024

Staff Inset Day: *Monday 15th April*

Term Starts: *Tuesday 16th April*

Bank Holiday: *Monday 6th May*

Half Term: *Monday 27th May to Friday 31st May*

Terms Ends: *Friday 5th July*

## SCHOOL POLICIES

The following policies can be found on our website and any school policy is available on request;

- Academic Performance
- Admissions & Exclusions
- Anti-Bullying
- Behaviour & Discipline
- Code of Conduct for all Staff
- Complaints Procedure
- English as an Additional Language (EAL)
- Inclusion SEN
- Risk Assessment
- Safeguarding & Child Protection
- Safer Recruitment

## YEAR SIX AND BEYOND

Our mission is to align every student with the school which will suit them best in the future. To do so requires a close understanding of the strengths and interests of every student, together with a clear understanding of the schools available in Bolton and the local region. The natural exit point for Cleveland students is at the end of Year Six when the majority of our students are accepted into their senior school of choice having taken entrance exams. The process starts several years before your child reaches 11. We will start by talking to you about your aspirations for your child, and will let you know which school we think will suit him/ her best. Academic ability is but one of several factors which will affect the final choice of school.

Once this is decided, we will ensure that your child is prepared properly for any assessments and tests they are required to sit.

### **Cleveland students received and accepted offers from the following:**

*Bolton School Boys*

*Bolton School Girls*

*Bridgewater*

*Bury Grammar Boys*

*Bury Grammar Girls*

*Kirkham Grammar*

*Stonyhurst St Marys Hall*

*Westholme*



## Terminology in these Terms and Conditions;

**Child** or **Pupil** means a child of whatever age admitted to the School to be educated.

**Complaints Procedure** is the School's procedure for the review of complaints.

**Fee(s)** where used in these Terms and Conditions include each of the following charges where applicable: Registration Fee and Deposit; Tuition Fees; Fees for extra tuition; other extras such as set textbooks, social events and educational trips, clothing and equipment, photographs, examination fees and other items ordered by the parents or the pupil and charges arising in respect of educational visits, and late payment charges if incurred.

**Head** means the person responsible for the day-to-day management of the School, including anyone to whom such duties have been duly delegated.

**Normal Leaving Date** means that it is assumed that each Pupil in the School who satisfies the relevant criteria at the time will progress through the School, and ultimately complete Year 6.

**Parents** or **you** mean each person who has signed the Registration Form as parent or guardian of a child or who with the School's written consent has subsequently assumed parental responsibility for such child.

**Registration Form** means the form provided by the school for the parent/s or guardian/s to complete when applying for a place at the school.

**School** or **we** mean the legal entity carrying on as the School, or its duly authorised representative, as the context requires.

**School Rules** means the rules of the School, a copy of the current version of which or requested from the school directly is included within the school information pack. These rules may be amended from time to time.

**Term** means a Term of the School as notified to parents.

**Term's Notice** means notice given not later than the first day of the Term to which the Notice relates. Notices must be in writing and formally acknowledged by the School in writing.

**Terms and Conditions** means that these Terms

and Conditions of admission, which is reviewed annually and then may be consequently amended.

## 1) Registration and Admission

a) Applicants will be admitted to the School when the Registration Form has been completed; the non-returnable Registration Fee has been paid and a formal offer has been made by the School, in accordance with the admissions policy.

b) A Deposit is required to confirm your place at the School. The amount of the Deposit will be repaid once your child has left school and your Fee account is clear.

## 2) School Fees

a) All the costs incurred in the usual course of the education by the School of your child, including the provision of any necessary educational materials, shall be met by the Fees unless otherwise notified by the School. Any educational materials that students keep, highlight, or write in will be charged as supplemental to the Fees.

b) Any extra-curricular activities such as private music lessons, trips, School transport service and visits in which you agree your child may participate shall be deemed to be supplemental to items met by the Fees and charged for accordingly.

c) All public examination charges and any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the Fees.

d) The persons who have signed the Registration Form remain liable to the School for the whole of the Fees and supplemental charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the Fees or any part of them.

e) Each invoice must be paid in one of three ways; either in full for the Term, before or by the following dates: Autumn Term - 31st August; Spring Term - 31 December; Summer Term 30th April.

f) If payments are not made by the specified dates mentioned above, a late fee charge of £125.00 will be incurred.

g) We reserve the right to refuse to allow your child to attend the School or to withhold any references while Fees or supplemental charges remain unpaid. We may make an interest charge of 3% per cent above the Bank of England base rate on any late payment.

h) You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding Fees and consent (if necessary) to the Credit Control Department of Alpha Schools carrying out a

search (at any time) with a credit reference agency, which will keep a record of that search and may share that information with other businesses.

i) The Fees will be reviewed annually and may be increased by such amount as the School considers reasonable.

j) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

k) Failure to attend the School after registration for a place at the School will result in the payment of a Term's Fees if a full Term's Notice has not been given in writing.

l) In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

## 3) Notice Requirements

a) If you wish to withdraw your child from the School (other than the Normal Leaving Date); you shall either give a term's notice to that effect or shall pay to the School a Term's Fees in lieu of such notice, at such rate as would have been changed for the final Term of provision if a Term's Notice had been given. Fees in lieu of Notice means Fees in full for the Term of Notice at the rate that would have applied had the pupil attended the School.

b) A Term's Notice must be given in writing and formally acknowledged by the School if the parents wish to cancel a place for which they have registered, or if parents wish to withdraw a pupil who has entered the School.

c) You acknowledge that the School's affairs are organised on a Termly basis and that it is not possible for you to reduce the amount of Fees due or to obtain a refund of Fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a Term.

d) Where two parents have signed the Registration Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained prior written consent of both the School and the remaining parent.

**4) Force Majeure** (i.e., circumstances beyond our control)

a) In this Contract "force majeure" shall mean any cause beyond a party's control (including, for the avoidance of doubt, acts of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).

b) In the event of a force majeure arising which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give notice of the extent of any closure due to the force majeure. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the force majeure and subject to clause 4(c), the School will have no liability in respect of the non-performance of such of its obligations as are prevented or delayed during the continuance of the force majeure. The School shall endeavour during the continuance of the force majeure to provide educational services (including by providing appropriate educational services remotely).

c) Subject to Clause 4 (b), if the School is prevented from performance of all of its obligations as a result of force majeure for a continuous period greater than two school terms, then you have the right to leave without giving a full terms notice and incurring fees in lieu of notice.

### **5) School Rules:**

a) It is a condition of remaining at the School that your child complies with the School Rules, School Handbook, Classroom Rules and School Guidance, which are available on request.

b) To ensure compliance with the School Rules on illegal drugs the Head may require your child to submit to testing for drugs in accordance with suitably approved procedures.

c) The School reserves the right to monitor your child's email communication and internet use for the purpose of ensuring compliance with the School Rules.

### **6) Disciplinary Procedures:**

a) The parents hereby confirm that they accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole. The School's disciplinary policy which is current at the time applies to all Pupils when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School.

b) The Head may use their discretion to require you to remove or may suspend or expel your child from the School if (he/she) considers that your child's attendance, progress or behaviour is unsatisfactory and, in the reasonable opinion of the Head, the removal is in the School's best interests or those of your child or other children.

c) The Head may in (his/her) discretion require you to remove or may suspend or expel your child if the behaviour of you or either of you is in the opinion of the Head unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-

being of School staff or to bring the School into disrepute.

d) Should the Head exercise (his/her) right, you shall not be entitled to any refund or remission of Fees or supplemental charges paid or due and the Deposit is forfeited. However, in such circumstances Fees in lieu will not be payable.

e) Examples of offences likely to be punishable by suspension or expulsion are presented in the School Behaviour Policy, they are not exhaustive, and in particular the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. The review of serious disciplinary matters is governed by the School Complaints Procedure

f) Parents may ask for a Governors' Review of a decision to expel or require the removal of the pupil from the School (but not a decision to temporarily exclude the pupil unless the Temporary Exclusion is for 11 School days or more, or would prevent the pupil taking a public examination). The request must be made as soon as possible and in any event within seven days of the decision being notified to the parents. Parents will be entitled to know the names of the Governors who make up the Review Panel and may ask for the appointment of an independent panel member nominated by the School and approved by the parent (approval not to be unreasonably withheld).

### **7) The School's Complaints**

**Procedure:** Any question, concern or complaint about the pastoral care or safety of a pupil must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be found on the School website. If a complaint/concern is the motivating reason for notice of withdrawal then this complaint must be raised in writing on or before the formal date of notice otherwise the Complaints Procedure may not apply, in particular where there are disputes relating to Fees owed or Fees in Lieu of Notice.

### **8) The School's Obligations:**

a) Subject to these Terms and Conditions, the School undertakes to accept your child as a pupil of the School from the time of joining the School until the end of their schooling.

b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.

c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your obligations under these Terms and Conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the

School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

d) We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in normal sports and activities which may entail some risk of physical injury.

e) If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

f) You authorise the Head to take and/or authorise in good faith all decisions which the Head considers on proper grounds will safeguard and promote your Child's welfare.

g) Although our prospectus and website describes the broad principles on which the School is presently run they do not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum.

h) We shall monitor your child's progress at the School and provide opportunity for parent consultation and written reports.

### **9) The Parents' Obligations:**

a) It is a condition of your child's joining the School that you complete and submit to the School a medical questionnaire in respect of your child. If the School were to discover that information had been withheld, the Head would reserve the right to withdraw the child's place at the School – in view of how effectively the School would be in a position to accommodate the child, had they known about the undisclosed information.

b) Before registration parents must disclose to the School in confidence any known medical condition, health problem or allergy affecting the pupil, any history of a learning difficulty on the part of the pupil or any member of his/her immediate family, or any family circumstances or court order which might affect the pupil's welfare or happiness, or any safety concerns about the pupil's safety. In addition, any subsequent diagnosis must be disclosed to the School immediately.

c) Parents must also make the School aware of any change in the financial circumstances of Parent/s of a Pupil awarded a bursary by the School.

d) The School will be entitled (unless notified

otherwise) to treat any communication from any person who has signed the Registration Form as having been given on behalf of each such person. Unless other arrangements are agreed between you and the School we shall be entitled to treat any communication from the School to any such person as having been made to each of them.

e) The School must be informed in writing of any planned absence from School. The School must also be informed of the reason for any unplanned absence per the Attendance Policy which can be found on the School website and is available from the Schol Office on request

f) We will do all that is reasonable to ensure that your child remains in the care of the School during School hours but we cannot accept responsibility for the pupil if they leave the School premises.

g) If you have cause for concern as a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.

h) You consent to your child travelling by any form of public transport, private coach or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

**10) Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the pupil or parents or for loss or damage to property.

### **11) Confidentiality and References:**

a) The parents authorise the Head to override their own and (so far as they are entitled to do so) the Pupil's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where necessary to safeguard or promote the pupil's welfare or to avert a perceived risk of serious harm to the pupil or to another person at the School. In some cases, teachers and other employees of the School may need to be informed of any particular vulnerability the pupil may have.

b) You consent to our supplying information and a reference in respect of your child to any educational institution, which you propose your child may attend. Any reference supplied by us will be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on their ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you are or your child is alleged to have suffered resulting from a reference given by us.

c) You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of communicating and managing relationships with Pupils and former Pupils of the School

**12) Intellectual Property Rights:** The School reserves all rights and interests in any

intellectual property rights arising as a result of the actions of a pupil in conjunction with any member of staff of the School and/or other pupils at the School for a purpose associated with the School. Any use of any such intellectual property rights by a pupil is subject to the terms of a licence to be agreed prior to the use between the pupil, the pupil's parents and the School. The School will allow the pupil's role in creation/development of intellectual property rights to be acknowledged.

### **13) Imagery:**

a) It is a condition that upon joining the School, you complete and submit a consent form in respect of your child and as to how we can use their image within school for display purposes, in printed publications, on social media and on our website.

b) Should the parents wish to change their mind regarding their child's imagery consent, they should provide this in writing to the school by email or letter.

**14) Changes in Ownership:** For the purposes of reconstruction or amalgamation we reserve the right to transfer the undertaking of the School to any natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution.

**15) Communications:** All notices required to be given under these Terms and Conditions must be given in writing. You undertake to notify the School of any change of address of any person who has signed the Registration Form. Communications (including notices) will be sent by the School to the postal or email address shown in its records and on the website. If sent by first class post, notice shall be deemed to have been given on the second day after posting.

**16) Interpretation:** Headings in these Terms and Conditions are for the ease of understanding only and do not form part of these Terms and Conditions.

**17) Consumer Protection:** Care has been taken to use plain language in these Terms and Conditions and to explain the reason for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near to the original meaning as may be fair.

**18) Legal Contract:** The submission of the Registration Form by the parents gives rise to a legally binding contract on the terms of these Terms and Conditions. The Registration Form, the School Rules, the Disciplinary Procedure and these Terms and Conditions constitute the terms of a legally binding contract between you and the School.

**19) Third Party Rights:** Only the School and the parents are parties to this contract. The

pupil is not a party to it. The acts and omissions of parents are binding on the pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the parents are treated as being made on behalf of the pupil and vice versa.

**20) Termination by the School:** The School may terminate this agreement on one term's written notice sent by ordinary post and/or email. The School would not terminate the contract without good cause and full consultation with parents and also the pupil and would offer the parents a Governors' Review of a decision to terminate.

### **21) Jurisdiction and Governing Law:**

This contract was made at the School and is governed exclusively by the law of England and Wales and the parties submit to the nonexclusive jurisdiction of the Courts of England and Wales.

**22) Variations:** We reserve the right to make reasonable modifications to these Terms and Conditions from time to time.



## SCHOOL FEES

### (per term, from 1st September 2023)

Nursery and Pre-School Fees

Speak to the school office for further information regarding fees and government funding.

Reception to Year Six Tuition	£2,910 per term
Lunches	£250 per term
Total	£3,160 per term
Annual Fees	£9,480

## ADDITIONAL CHARGES

### Early Morning Club (from 7.30am)

£4 each morning, inclusive of breakfast if needed

### Stay and Play (until 6pm)

£3 per half hour, inclusive of snack

£15 for full session to 6pm

£5 per 5 minutes, for each child collected after 6pm

*(Music tuition & Extracurricular activities are charged for separately)*

## DISCOUNTS

Full year's fees paid in advance	- 5%
Loyalty Discount for Second child in family	- 5%
Loyalty Discount for Third child in family	-10%
Loyalty Discount for Fourth child in family	-15%

Fees are billed termly and are payable on the following dates: Autumn Term - 31st August; Spring Term - 31st December; Summer Term - 30th April. A late payment charge of £125 will be incurred if payment has not been received by the due date and no refund can be made in cases of illness or absence.

Tuition fees are subject to annual review and parents will be advised in writing of any such increases at least a term in advance of that in which the increase comes into effect.

A full term's notice, in writing, is required before a pupil leaves; otherwise a term's fees will be charged. Please refer to our full Terms and Conditions for more details.

## Payment Options

We accept payment by bank transfer, card, childcare vouchers and tax-free childcare. We do not accept cash or cheques in School.

## Registration

Parents may register a child at any time. There is a Registration Fee (non-returnable) of £100 which should be sent with the completed Registration Form. Acceptance of this fee does not guarantee the offer of a place.

## Deposit

A £200 deposit is taken on registration and will be returned in the September after your child leaves the school at the end of Year Six.

## Admissions Criteria

Clevalands Preparatory School is a non-selective school. More information can be obtained from the Secretary and full details are available in our Admissions Policy; located on our website or as a hard copy from the Registrar.

# REGISTRATION FORM

## CHILD'S DETAILS

Child's Surname:	First Names:
Date of Birth:	Nationality:
Religion:	Gender:
Proposed Entry Date:	Age of Child at Entry:
Have you registered your child's name at any other school/s and if so, which?	

White     Mixed     Asian/Asian British     Chinese     Other Ethnic Group

All pupils are treated equally regardless of race, colour, national origin, culture, religion or disability.  
We are obligated by the DFES to collect this information for statistical purposes only.

## FATHER'S DETAILS

Father's Full Name (inc Title):	
Address:	
	Occupation:
Daytime Phone:	Evening Phone:

## MOTHER'S DETAILS

Mother's Full Name (inc Title):	
Address:	
	Occupation:
Daytime Phone:	Evening Phone:

Please say how you first heard of Clevelands School. Was it from?

Local Reputation     Present School     Clevelands Website     Friends     Advert



Please state the name and address of your child's present Nursery or School:


If applicable, please outline any of your child's hobbies or interests:


Does your child have any additional needs?  Yes  No

If yes, please provide details of their additional needs:


**Notes**

Early registration is recommended. Registrations will be considered in the order they are received. Each registration is considered on an individual basis with no priority given to siblings of those already attending the school.

**Declaration**

We apply for the above-named child to be registered as a prospective pupil. We have read and understand the terms and conditions set out within this booklet and undertake to conform to all Rules and Regulations laid down from time to time and to be responsible for payment of all fees in advance on or before the first day of term. We understand that a full term's notice in writing of our intention to remove our child is required and that otherwise, we will be liable to pay a full term's fees in lieu of such notice. For pupils starting in Pre-Prep or Reception, we understand that notice must be given by the 1st of November prior to their admission. We are also aware that fees are not remitted on account of illness or any other cause, and that continuance of a child in school is conditional on due payment of all fees.

First Signature:	Second Signature:
Name in Full:	Name in Full:
Relationship with Child:	Relationship with Child:
Date:	Date:
Registration Fee of £100 enclosed <input type="checkbox"/> Deposit £200 <input type="checkbox"/>	





**CLEVELANDS**  
PREPARATORY SCHOOL

Clevelands Preparatory School  
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BL1 5DH

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E: [secretary@clevelandsprepschool.co.uk](mailto:secretary@clevelandsprepschool.co.uk)

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