BRACKENMOOR SCHOOL

Terms and Conditions

The contract between the school and parents for each pupil

Owner: Bursar **Approved by:** Board of Governors **Last reviewed:** September 2026 **Next review:** September 2027

1. Acceptance of a place

A place is confirmed when the school receives the signed acceptance form and the deposit of £1,500. The deposit is refunded against the final term's fees, less any amounts owed.

2. Fees and payment

- Fees are payable before the first day of each term.
- A monthly plan over ten months is available through the finance office.
- Fees include lunch, textbooks and most day trips. Extras are listed on the fees page.
- Interest may be charged on fees paid more than 30 days late.

3. Discounts

A sibling discount of 5% applies to the second child and 10% to the third and further children attending at the same time. Forces families receive a 15% discount. Only one discount can apply to each child.

4. Notice

A full term's written notice is needed before a pupil leaves, or a term's fees are payable instead. Notice must be sent to the Head before the first day of the term in which the pupil will leave.

5. Conduct and exclusion

Parents agree to support the school's policies, including the Behaviour Policy. The Head may require a pupil to leave if their conduct, or that of their parents, seriously harms the school community.

6. Data protection

The school processes personal data in line with its Privacy Notice and UK data protection law.

7. Related policies

Admissions Policy · Complaints Procedure · Privacy Notice