



**SHERARDSWOOD**  
SCHOOL



# SENIOR STAFF & GOVERNORS

## Senior Staff

Headmistress:	Mrs Anna Wright
Head of Prep:	Mr Matt Capuano
Assistant Head - Academic:	Mrs Koulla Theodoulou
Assistant Head - Pastoral:	Mrs Nicci Venn

## Board of Governors

Chairman:	Mr Ali Khan
	Mrs Tara Petri
	Mr David Chapman
	Mr Paul Buss
	Mr Stephen Thompson
	Mr Ben Kenyon
	Mr Robin Stattersfield

The Chair of Governors may be contacted  
c/o Sherrardswood School, Lockleys, Welwyn,  
Hertfordshire, AL6 0BJ

# TERM DATES

## Autumn Term 2024

Term Starts:	Wednesday 4th September (Year7) Thursday 5th September (Whole School)
Half Term:	Monday 21st October - Friday 1st November
Term Ends:	Friday 6th December

## Spring Term 2025

Term Starts:	Tuesday 7th January
Half Term:	Monday 17th - Friday 21st February
Term Ends:	Friday 4th April

## Summer Term 2025

Term Starts:	Wednesday 23rd April
Half Term:	Monday 26th May - Friday 30th May
Term Ends:	Friday 4th July

# SCHOOL POLICIES

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

- Anti-Bullying Policy,
- Behaviour Policy,
- Safeguarding Policy,
- Educational Visits Policy,
- Admissions Policy,
- Complaints Procedure.

# SCHOOL BUS SERVICE

Using our own drivers and minibuses, we offer services for travel to and from the School. Please speak to the office for further details.



## School Fees (per term)

Sixth Form	£6,725
Years 9 - 11	£6,725
Years 7 - 8	£6,225
Years 3 - 6	£5,195
Reception - Year 2	£4,325

## Pre-School (ages 2 - 4)

Full day (8.30am-3.30pm)	£81.50 per day
--------------------------	----------------

## Lunch Fees (included in fees)

## Optional Fees

### Music Tuition

30 Minute private lesson	£32.50
--------------------------	--------

### Lamda

30 Minute private lesson	£32.50
--------------------------	--------

### Breakfast Club

7.30am-8.30am	£5.50
---------------	-------

### After School Care

Pre School	£10 per hour
Reception – Year 6	£8.50 per hour

After School Clubs:

Individual charges dependent on activity

## School Fees Protection

Reception - Year 6	1.75% of termly fees
Years 7 - 13	1.5% of termly fees

GCSE, A Level and other external examination fees are payable in addition to the tuition fee. Disbursements are generally added to our school money system. Deductions for residential trips will be invoiced via school money.

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

Discounts apply for early payments including multi-year fee payments. Please speak to the office.

## Registration

Parents may register a child at any time. There is a Registration Fee (non-returnable) of £250 which should be sent with the completed Registration Form, together with a deposit of £500 for prep students or £1,000 for senior students, refundable when your child completes their education at Sherrardswood.

# EXAMINATION RESULTS 2020-2023

GCSE Level	National Average	Sherrardswood
5 or more A* - C Passes	2020	
	76%	97%
	2021	
	77%	96%
	2022	
	73%	89%
	2023	
70.5%	93%	

A Level	Sherrardswood
A - E Passes	2020
	100%
	2021
	100%
	2022
	99%
	2023
96%	

**Destinations 2023-2024:** University of Bath, Durham University, University College London, Warwick University, Loughborough University, University of Lancaster, University of Exeter, University of York, University of Southampton, University of Sheffield, University of Surrey, King's College London, University of Manchester, University of Leeds, Portsmouth University, University of East Anglia, University of Nottingham, University of Reading, Cardiff University, UCFB, Leeds Beckett University, Oxford Brookes University, Staffordshire University, Harper Adams University, University of Chichester, Medway School of Pharmacy, LMA, Leeds Trinity University, Leading Edge Flight School, Staffordshire University, Nottingham Trent.



# TERMS & CONDITIONS

Terminology in these Terms and Conditions;

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

**Complaints Policy** 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 13.

**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 accepting 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 can be requested from the school directly. These rules may be amended from time to time.

**Term** means a Term of the School as notified to Parents from time to time

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

**Terms and Conditions** means these Terms and Conditions of admission as amended from time to time.

## 1. Registration and Admission

a) Applicants will be admitted to the School when the Registration Form has been completed and returned together with non-returnable Registration Fee.

b) Where a Deposit is paid 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.

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 - 31st December; Summer Term - 30th April

f) Payment must be made by the specified dates mentioned above, a late fee charge of £125.00 would 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. The rate of interest charged will be 3% per month accruing on a daily basis which represents a genuine pre-estimate of the cost to the School of a default. The Parents shall also be liable to pay all costs, Fees, disbursements and charges, including legal fees and costs reasonably incurred by the School, in the recovery of any unpaid Fees regardless of the value of the School's claim.

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.

## 3. Notice Requirements

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 charged for the final Term of provision if a Term's Notice had been given.

a) 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 and not limited to the parental contribution in the case of a scholarship, exhibition, bursary or other award or concession.

b) A Term's Notice must be given in writing 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.

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 part-way through a Term.

## 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) 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 Policy 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.

b) Parents must, as soon as possible, 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.

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 Head must be informed in writing of any reason for your child's absence from School.

Wherever possible the School's prior consent should be sought for absence from the School.

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 or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

i) A pupil of any age whose parents are resident outside the United Kingdom must have an education guardian in the United Kingdom who has been given legal authority to act on behalf of the Parents in all respects and to whom the School can apply for authorities when necessary. The

School can accept no responsibility during half term or the holidays for Pupils whose Parents are resident abroad and the parents and guardians of such Pupils must make holiday arrangements, including travel to and from the School, well in advance. The responsibility for choosing an appropriate education guardian rests solely with the Parents. Parents are responsible in each case for satisfying themselves as to the suitability of an education guardian.

**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) By agreeing to the Terms and Conditions, you consent for the School to use your child's image within School for display purposes, in printed publications, on social media and on the website.

b) The school is granted full rights to use the

imagery resulting from the photography or video and any adaptations of the imagery for commercial or publicity use to achieve the school's aims.

c) The School is permitted to authorise the use of such imagery with partners of the business, such as agents, advertisers and partner schools.

d) Should the Parents wish that their child's imagery not appear in any school publication, they should provide this in writing to the School.

**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 address shown in its records. Notices that you are required to give under these Terms and Conditions must be addressed to the Head and sent to the School's address. 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 Policy 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 or on less than one term's notice in a case involving Permanent

Exclusion or required removal. 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.



**SHERRARDSWOOD**  
SCHOOL

Sherrardswood School  
Lockleys  
Welwyn  
Hertfordshire  
AL6 0BJ

T: 01438 714 282  
E: [office@sherrardswood.co.uk](mailto:office@sherrardswood.co.uk)