

QUEEN'S GATE SCHOOL

TERMS AND CONDITIONS OF REGISTRATION

These are the Terms and Conditions which apply on Registration but are not to be taken as an unconditional offer of a place in the school and will only become effective once an offer of a place has been made by the School and is accepted by the Parent/Guardian. The signature of Parents or Guardian on the attached form constitutes acceptance of these Terms and Conditions.

1. All fees are due on receipt of the account, *and must be paid no later than the first day of each term.* The Bursar will supply details of composition fees - a scheme whereby parents can pay fees in advance in a lump sum.
2. All fees are subject to revision from time to time, notice in writing being given in respect of any such revision.
3. No remission of fees is given for absence except when due to illness which is covered by insurance, the premium for which is paid on request by the Parent or Guardian through the School.
4. No holidays may be taken in term time, except for convalescence or other exceptional circumstances.
5. If a pupil is absent with an infectious illness, or through contact with a serious illness, the Principal must be informed immediately.
6. **ONE TERM'S NOTICE IN WRITING** is required before the withdrawal of a pupil, otherwise a full term's fees must be paid in lieu of such notice.
7. **ONE TERM'S NOTICE IN WRITING** is required for the discontinuance of "extras" such as music and speech lessons and such other items required by the Parent or Guardian for the pupil, otherwise a term's payment must be paid in lieu of such notice.
8. The Principal reserves the right to require the removal of any pupil who, in the opinion of the Principal, has not maintained satisfactory standards of work or conduct, or whose presence in the school is held to be undesirable.

Please detach and retain this sheet for reference. The attached Registration Form should be completed and returned to the school. The registration fee of £50 is payable upon return of this form.

QUEEN'S GATE SCHOOL

133 Queen's Gate

London SW7 5LE

Form:

Year:

APPLICATION FOR ENTRY (REGISTRATION FORM)

This application should be signed and returned to the Registrar.

Pupil's Surname _____

Other Names _____

Date of Birth _____

Proposed term and year of entry _____

Nationality _____

(For dual nationality please underline the preferred one)

Language (1st) _____ (2nd) _____

Religion _____

(It is not mandatory to enter your daughter's religion, but it would be helpful if you do)

Parents' Names

	FATHER	MOTHER
Address	_____	_____
_____	_____	_____
_____	_____	_____
Post Code	_____	_____
Telephone	Home: _____	Home: _____
	Mobile: _____	Mobile: _____
	Email: _____	Email: _____
Occupation of Father	_____	
Occupation of Mother	_____	
Present School - Name of Head	_____	
Address	_____	

Introduction/Special Remarks	_____	

I/We wish to register _____ for entry to Queen's Gate School in accordance with the Terms and Conditions of Registration, which I/we have read and to which I/we jointly and severally agree.

Signature of Father _____

FOR OFFICE USE ONLY

Registration form received _____

Signature of Mother _____

Visited _____

Date _____