



ST. MARTIN'S
PREPARATORY SCHOOL



SENIOR STAFF & DIRECTORS

Senior Staff

Headmistress:	Mrs Diane Crookes
Assistant Heads:	Mrs Elouise Fillingham-Howarth Mr Joel Jackson
Bursar:	Mr Andrew Major
Registrar:	Ms Becky Hamilton
Secretary:	Mrs Martine Fisher

Board of Governors

Senior Director:	Mr Ali Khan
Director:	Mr Robin Stattersfield
Director:	Mr Paul Buss

The directors may be contacted care of St. Martin's Prep School.

TERM DATES

Autumn Term 2023

Term Starts:	Wednesday 6th September
Half Term:	Friday 13th to Sunday 29th October
Term Ends:	Friday 15th December

Spring Term 2024

Term Starts:	Thursday 4th January
Half Term:	Friday 9th to Sunday 18th February
Term Ends:	Friday 29th March

Summer Term 2024

Term Starts:	Tuesday 16th April
Half Term:	Friday 24th May to Sunday 2nd June
Term Ends:	Friday 12th 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 and Exclusions Policy,
- Complaints Procedure,
- Aim and Ethos of the School,
- Staff List,
- Risk Assessment Policy,
- Safer Recruitment Policy,
- Code of Conduct.



SCHOOL FEES

School Fees (per term, from 1st September)

Pre School	£2,295.00 per term
Reception	£2,395.00 per term
Infants (Yrs. 1 & 2)	£2,495.00 per term
Lower Juniors (Yrs. 3 & 4)	£2,650.00 per term
Upper Juniors (Yrs. 5 & 6)	£2,950.00 per term

(Fees are inclusive of lunch, milk & swimming tuition).

DISCOUNTS

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

All fees must be paid as per the dates in terms and conditions (see 2(e)). 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

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 £150 which should be sent with the completed Registration Form. Acceptance of this fee does not guarantee the offer of a place.

Payment should be made via bank transfer. Please find the bank details below:

Bank Name:	Barclays Bank PLC
Account Name:	The Saints Schools Ltd
Account Number:	20480622
Account Sort Code:	20-40-89

Admissions Criteria

St. Martin's Prep School is a non-selective school.

More information can be obtained from the Registrar and full details are available in our Admissions Policy; located on our website or as a hard copy from the School Office.

YEAR SIX AND BEYOND

For over 80 years, St. Martin's Prep School is renowned for preparing our pupils to undertake the 11+ entrance exams for Grammar schools.

We are very proud of all our children, we know that they have worked very hard from the moment they begin their school career at St. Martin's Prep School to the culmination of this work and focus, the entrance examinations!

Whilst the examinations can be a daunting task for anyone, we believe that the process itself is a fantastic learning opportunity, preparing the children for the bigger challenges and expectations that lie ahead and we encourage our parents to embrace this time, to help their child with the staff to not only be prepared for the examinations, but to do their very best.

St. Martin's Prep School is proud of its approach to the whole child, we offer a huge variety of extra curricular activities. We proudly promote excellence in academics as well as in sport, dance, singing and music also. The school environment allows children not to get lost or to be just a number, they are all known by name and their individual personalities and talents are celebrated.

St. Martin's Prep School offers children the opportunity to choose from a variety of schools. Each year most of our Year 6 leavers have the privilege of choosing from a selection of schools, no mean feat for anyone!

This past academic year has been no exception, our Year 6 children have done extremely well and we would like to share this success with you.

Our Year 6 children achieved passes at the following schools:

Caistor Grammar School

Queen Elizabeth Alford Grammar School

King Edward VI Grammar School

And recieved scholarships for Hull Collegiate and Hymers

The final destination is one that is chosen with great care. St. Martin's Prep School teaching staff work with parents in partnership, knowing the children as well as they do, as most of them have been at the school since they were 3 years old.

This has allowed them to grow and flourish, in the small, intimate school environment, unique personalities, strengths and weaknesses have been nurtured and assisted to enable the children, upon their leaving us, to be ready, not just for the academic challenges, but also the social and emotional ones that senior school inevitably presents.

We strongly believe that allowing each child to develop in their own time, right up until the end of Year 6, here at St. Martin's Prep School offers them the best chance to not only be ready for Year 7, but also to ensure that the school they finally move on to is the best one for them, both academically and socially.



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 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 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 of which 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 if a Pupil has been 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.

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 <input type="checkbox"/>	Mixed <input type="checkbox"/>	Asian/Asian British <input type="checkbox"/>	Chinese <input type="checkbox"/>	Black <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
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:	
Postcode:	Occupation:
Daytime Phone:	Evening Phone:
Email:	Mobile Phone:

MOTHER'S DETAILS	
Mother's Full Name (inc Title):	
Address:	
Postcode:	Occupation:
Daytime Phone:	Evening Phone:
Email:	Mobile Phone:

How did you hear about St. Martin's Prep School?
<input type="checkbox"/> Local Reputation <input type="checkbox"/> Present School <input type="checkbox"/> St.Martin's Website <input type="checkbox"/> Friends <input type="checkbox"/> Advert
<input type="checkbox"/> Other (please specify)

Please state the name and address of your child's present nursery school:	
Date of joining:	Name of Headteacher:
If applicable, please outline any of your child's artistic, dramatic, musical or sporting skills or experience:	
If applicable, please give an outline of your child's other hobbies or interests:	

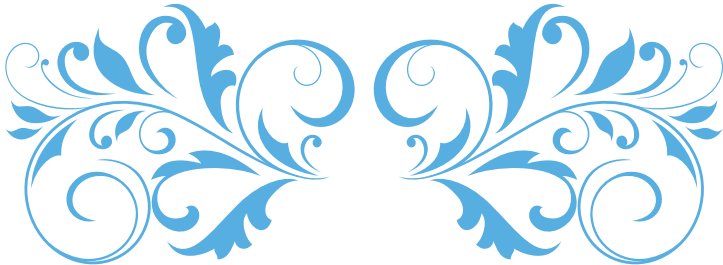
Notes

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-school or reception, we understand that notice must be given by the 1st of March 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 £150 enclosed <input type="checkbox"/>	





ST. MARTIN'S
PREPARATORY SCHOOL

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