



**TERMS AND CONDITIONS  
(including Student Rules)  
Summer School**

**These terms and conditions are an agreement between the Summer School and the Parent (or person acting on behalf of the Parent).**

**Terminology**

**The Summer School:** means The Bell Concord Educational Trust Limited, Acton Burnell Hall, Acton Burnell, Shrewsbury, Shropshire SY5 7PF, trading as Concord College Summer School. The Bell Concord Education Trust Limited is registered with charity number 326279 and with company number 1503040.

**The Parent or You:** means any person who has submitted the application form for attendance at the Summer School.

**Student:** means the child named on the application form.

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## SUMMARY OF KEY FACTS

A non-refundable deposit payment of 500 GBP is to be made within 5 working days of confirmation of place, this will be deducted from the final payment.

Payment of all fees is due 8 weeks before the course start date.

Any changes to the course dates or course subjects less than 8 weeks before the course start date will incur an administration charge of 150 GBP.

Enrolment documents are issued electronically, if original documents are required there will be a charge incurred of 30 GBP.

We will provide a supporting letter for any Visa applications.

There is a free coach transfer available from Manchester and London Heathrow airports but there are strict terms and conditions regarding dates and flight times.

Any pre-bookable additional activities and excursions are non-refundable.

Any refunds will be made within 14 working days of receiving all the required information to make the refund.

## 1 Applying for a place/enrolment

The Parent understands and agrees that:

1.1 A place for their child can be requested by completing and submitting the on line application form.

1.2 If the application is accepted, the Summer School will supply an electronic link for the payment of the on-line, non-refundable deposit payment of 500 GBP. This deposit must be paid within 5 working days of receipt of the link otherwise the place may be cancelled. Payment by bank transfer is also accepted.

1.3 A copy of the student's passport or ID card must be supplied when requested by the Summer Course team.

1.4 The Summer School will issue enrolment documents consisting of a Certificate of Acceptance and a supporting Visa letter (if required) within 14 days of receipt of the deposit payment. These documents will be supplied electronically. If an original copy of the enrolment documents is required there will be a charge applied of 30 GBP.

1.5 Changes to the course dates or course programme made within 8 weeks of the Student's course start date will incur a 150 GBP administration charge.

1.6 Balance of payment is due 8 weeks before the course start date. If payment is not received in time, the place may be cancelled and the deposit will be forfeited.

1.7 Full fees will be payable immediately if an application is made within 8 weeks of the course start date.

1.8 The College is not responsible for any charges incurred during the payment transactions. These are the responsibility of the payee.

## 2 Student documentation

The Summer School will require additional information and a number of documents to be completed by the Parent/Guardian and returned to the Summer School prior to the course start date. These will include, but are not limited to:

- Travel details (due 4 weeks before the course start date)
- Supervision form
- Medical information

## 3 Complimentary Coach Transfers

The complimentary coach transfer is offered to keep parental costs to a minimum. Parents must understand that the transfer is not immediate as a number of students arriving at different times will be travelling on the same coach. Waiting times will be kept to a minimum as far as possible. The complimentary coach transfer is for students only and we cannot accommodate accompanying adults. Parents do have the option of requesting a private taxi transfer at an extra cost.

**3.1 Coach transfer – Junior and Senior programme:** The Summer School will provide a complimentary coach transfer under the following circumstances only:

- Arriving/Departing **Manchester Airport** (approximately 90 minutes coach journey)
  - For flights arriving between **0800-1400** on the first day of the course.
  - For flights departing between **0800-1400** on the last day of the course.
- Arriving/Departing **London Heathrow Airport** (approximately 4 hours coach journey):
  - For flights arriving between **0930-1630** on the first day of the course.
  - For flights departing between **0930-1630** on the last day of the course.
  - For Students arriving at the airport meeting point (Terminal 3 Arrivals) between **1000-1600** on the first day of the course.
  - For Students being collected from the meeting point (Terminal 3 departures) between **0800-1400** on the last day of the course.

**3.2 Requests for transfers outside criteria:** We will provide details of our recommended local and trusted taxi company for Parents to arrange a private taxi transfer direct for arrival/departures outside those date/times/location detailed in para 3.1 or by request.

**3.3 Coach transfer – University Preparation programme:** There will be a complimentary transfer available for those students attending the **University Preparation** programme that arrive at London Heathrow airport in a similar time frame. Details of this time frame will not be available until student flight details are known. Where students arrive outside this time frame, we will arrange a private taxi transfer and this will be approximately 260 GBP. As far as possible we will try to limit any extra transfer costs for students by sharing transport/costs but on occasions, this may be unavoidable. Students are also encouraged to arrive/depart at Birmingham/Liverpool/Manchester airport which are the closest airports to Concord College.

## **4 Changes to the programme**

The Summer School may make changes to the course programme, excursions and activities at any time to ensure the Student receives the best possible experience.

## **5 Passport/identification cards**

On arrival, the Student must hand over their passport to the Summer School for safekeeping. The passport will be returned on the date of departure of the Student.

## 6 Insurance

The Summer School offer the option of purchasing an insurance package provided by Endsleigh, further information regarding this package, including the cost, will be available in early 2019. Parents should still look to obtain travel/medical insurance either personally or through Endsleigh (once the details are made available).

The Summer School accept no responsibility for any damage or loss to Student's property.

It is not recommended that Students bring high value items to the Summer School. All personal items and Student property are the responsibility of the Student and you are advised to insure such property in case of damage or loss. Students should also make use of the personal safe in their bedroom and ensure they keep their bedroom secure.

## 7 Student rules

All students attending Summer School must agree and abide by the Student Rules (Summer School). All students must:

- Be friendly, kind, helpful and polite to everyone by showing consideration and respect to all members of the Summer School community. Abusive behaviour of any kind will be investigated.
- Not use bad language (in any language).
- Speak English in all classes and activities.
- Follow the instructions of house parents, teachers or other members of staff.
- Work well with house parents, teachers and other students.
- Keep the college surroundings nice, not cause damage to college property or litter in college grounds, vehicles and classrooms and keep bedrooms tidy, no litter or graffiti.
- Be on time for lessons, excursions and bed.
- Respect the property of others. This includes taking, moving or using other people's belongings.
- Remain within the college campus at all times, unless given permission by a member of staff to do otherwise.
- Remain within the Boarding Residence at bed time unless given permission by a member of staff to do otherwise or bed time has been extended due to a specific event.
- Not bully other members of the college community.
- Not consume or possess cigarettes (this includes e-cigarettes and vaping), alcohol or illegal substances whilst on the college's premises or during off-site activities and excursions.
- Not enter into the accommodation of the opposite sex. No girls in boys' accommodation and no boys in girls' accommodation.
- Not put the college community in danger or damage the good reputation of Concord College.

The Summer School reserves the right to send home any student who:

- breaks these rules or who has persistent bad behaviour
- presents with a safeguarding issue
- or for any other reason deemed to put members of the Summer School community or themselves in danger or the good reputation of Concord College at risk.

The student will be sent home at the parents' expense and fees will not be refunded. The Summer School's decision will be final and, due to the short length of the course, there is no right to appeal. However, parents may refer to the Summer School's Complaints Procedure if it is felt necessary.

## 8 Health and Safety instructions

### 8.1 Instructions for students using College transport:

- Arrive on time and wait for the coach in a safe place.
- Do not rush towards the coach when it arrives.
- Wear their seatbelt and stay seated whilst travelling on the coach.
- Never touch any of the vehicle's equipment or controls.
- Keep bags clear as not to block aisles or exits.
- Never attempt to get on or off the moving coach.
- Never lean out of or throw things from the window of the coach.
- Never kneel or stand on seats.
- Never distract or disturb the driver or block the driver's vision.
- Stay clear of doors after boarding or leaving the coach.
- Always stop, look and listen before crossing the road after leaving the coach.
- If you feel unwell, tell a teacher.
- Tidy up any rubbish.

### 8.2 Laboratory rules

#### GENERAL

- Only enter a laboratory, when told to do so by a teacher.
- Place bags and coats well out of the way and **NOT** on the bench. Keep benches tidy and gangways clear.
- No food or drink (including bottled water) is allowed in the laboratory.
- Read all appropriate 'Hazcards' relevant to practical and take note of additional safety instructions given to you by your teacher or displayed on the board.
- Keep your working area clean and tidy and free of clutter.
- Clear up spillages immediately.
- When using a Bunsen burner, make sure that ties, hair etc. are tucked away or tied back.
- When working with dangerous liquids or heating things, always stand so you can quickly move out of the way if you need to.
- Follow instructions precisely, check bottle labels carefully and keep tops on bottles when not in use.
- **ALWAYS** work with fume cupboard sashes as low as possible and **ALWAYS** work towards the back of the cupboard'
- Any burns, cuts or splashes of chemicals on the skin or in the eye must be reported **IMMEDIATELY**.
- Do not remove equipment or chemicals from the laboratory.

#### PERSONAL PROTECTION

- **ALWAYS** wear a lab coat and appropriate eye protection, e.g. safety spectacles, goggles or face shield and only remove them, when told to do so.
- Lab coats should **ALWAYS** be buttoned up and **NOT** worn in general areas of the college.

- **ALWAYS** wear protective gloves when instructed by your teacher and **ALWAYS** check that the gloves are undamaged and ‘hole free’.
- **ALWAYS** wear proper footwear, **DO NOT** wear open toed footwear.

## HYGIENE

- **DO NOT** pipette by mouth, use the safety fillers provided.
- Never taste anything or put anything in your mouth in the laboratory.
- **ALWAYS** wash hands after using any substances hazardous to health, on leaving the laboratory and before visiting the toilet.
- **DO NOT** touch surfaces with your contaminated gloves if they may be touched by others (phones, door handles etc).

## EMERGENCIES

- **ALWAYS** know where your nearest first aid kit and eye wash station is located.
- **ALWAYS** know your emergency escape route and assembly point.

## SPILLS AND DISPOSAL

- Report all breakages to your teacher and **ALWAYS** keep broken glassware and sharps separate from other waste and dispose of in the appropriate labelled container.
- Wipe up all small spills with the absorbent towel provided and report bigger spills to your teacher. **ALWAYS** dispose of absorbent towel appropriately in the labelled bin provided.

## 9 Student Behaviour and Wellbeing

9.1 If the Student does not follow the Summer School’s Rules (part 7) or the Health and Safety instructions (part 8) or behaves in any way deemed unacceptable by the Summer School senior management team, the Summer School reserve the right to both discipline that Student and/or send the Student home immediately, with no refund of fees and at the cost of the Parent.

9.2 If a safeguarding issue arises and the Summer School senior management team decides it is in the best interests of the Student to return home this will be arranged in partnership with the Parent and at the expense of the Parent. No refund will be payable.

9.3 The Summer School will, where possible, look to caution Students in the first instance and will make every effort to communicate early concerns over behaviour to Parents and guardians. In respect to damages, caused deliberately or as a result of inappropriate behaviour, the Summer School will recover costs from the Student or Students involved. With regard to any safeguarding or wellbeing issues, the Summer School will, where possible, look to offer counselling and support to Students in the first instance with the support of Parents.

## 10 Bag or room search

If Summer School staff suspect that a Student has broken Summer School rules or has been involved in any illegal activity, the Student may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student’s rights and freedoms and to ensure that the Parent is informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action.



## 11 Medical treatment, including First Aid

11.1 The Summer School accept Students only on the understanding that they are in good health at the commencement of the programme - both physically and mentally.

11.2 The Medical information form provided should be completed as accurately as possible, the Summer School can take no responsibility for any aspects of your child's wellbeing if a medical condition is not declared prior to arrival. You must give a full account in writing if there are any additional concerns or matters about which we need to be aware.

11.3 When submitting the Application Form, the Parent agrees to provide consent to all emergency or other medical, dental treatments or procedures (including but not restricted to inoculations, general or local anaesthetic, surgery or blood transfusion) which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of your child. The Parent also agrees to the provision of First Aid as and when necessary.

11.4 Where it is reasonably practicable, we will attempt to contact you by telephone to obtain your agreement to any emergency medical treatment or procedure. Where this is not possible, we will act in loco parentis on your behalf (in accordance with the signed Application Form) and sign the medical consent form and agree to the medical treatment on your behalf.

## 12 Pre-bookable excursions and activities

The Summer School may offer the opportunity to pre-book certain excursions or activities. Parents are to note that these are non-refundable payments should the Student decide they no longer wish to take part in the excursion or activity.

## 13 Marketing and promotional materials

The Summer School uses photographs and video footage for marketing purposes and on social media. There is the opportunity to opt out of this on the Application Form if the Parent does not wish photographs of the Student to appear in such material.

## 14 Cancellation

14.1 It is recommended that the Parent arranges suitable insurance for the Student in the event of unforeseen circumstances resulting in the cancellation of a place including but not limited to cancellation due to illness of the Student, flight cancellation or a change of plan.

14.2 In the event you have to cancel a confirmed place, written notice (via e-mail) will be required. The cancellation will take effect from the day the written notice is received by the Summer School and the following charges will apply:

- **Cancelled more than 45 days prior to the course start date:**
  - All fees will be refunded less 650 GBP (500 GBP deposit payment + 150 GBP administration charge).

- All fees can be transferred towards another summer course for the same Student the following year only. An administration charge of 150 GBP will be payable.
- **Cancelled less than 45 days prior to the course start date:**
  - No refund will be made
- **Cancellation due to visa refusal:**
  - All fees will be refunded less 650 GBP (500 GBP deposit payment + 150 GBP administration charge).
  - Evidence must be provided of the visa refusal for the above to be valid

## 15 Refunds

When it has been confirmed that a refund is required, the Concord College Accounts Office will aim to make this payment within 14 working days of receiving all the information necessary to make the payment.

## 16 Force Majeure

An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include but are not limited to any worldwide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The Summer School reserves the right to cancel a course or programme in the case of such an event and the Parent understands that:

15.1 If the Summer School is prevented from or delayed in carrying out its obligations by a Force Majeure Event, it shall immediately notify the Parent by email and shall be excused from performing its obligations while the Force Majeure Event continues.

15.2 The Summer School may give the Parent the option of the Student attending the next available Summer School course or programme as an alternative to cancelling the course or programme. The Parent will be under no obligation, however, to accept the Student's attendance at a different Summer School course or programme.

## 17 Policies

The Summer School abides by the relevant Concord College main term policies, available to view on the website or by request. For ease of reference, the main Summer School policies are available to view on the website in the Summer School section.