

# DE LA SALLE COLLEGE



## TERMS & CONDITIONS

**“ARE NOT FIVE SPARROWS SOLD FOR TWO SMALL COINS? YET NOT ONE OF THEM HAS ESCAPED THE NOTICE OF GOD.”**

LUKE 12:6

## Terms and Conditions(Fees & Charges Information)

Please refer to the Policies section of our website for further details on De La Salle College procedures.

### Registration and Joining the School

- Places are offered in accordance with our Admissions Policy and confirmed in writing, upon completion of registration documentation and receipt of the required deposit.
- Families are asked to provide their religious affiliation as part of the admissions documentation.

### Admissions Deposit

- Once a place is confirmed, a non-refundable deposit of £900 is payable.
- This deposit is deducted from the first term's fees.
- For students who join the College in pre-reception no deposit is charged.
- As students' progress through the Key Stages of the school:
  - EYFS to Infants;
  - Infants to Juniors;
  - Juniors to Secondary;
  - Secondary to Sixth form;

we will automatically transfer the student without the need for further deposits or confirmation. *(Please note below regarding leaving the College and notice periods).*

### Payment of Fees

- Liability for fees: All parties who sign the Acceptance of Place form shall be jointly and severally liable for all associated fees.
- The fee-payer may choose one of the following payment methods:
  1. Monthly Direct Debit in 10 or 12 equal instalments (due on the first day of the month)
  2. Monthly Standing Order in 10 or 12 equal instalments (due on the first day of the month)

3. Termly payment by BACS transfer, in 3 instalments (due on the first day of term)
  4. Annual payment by BACS transfer, at the start of the academic year (due on the first day of the academic year)
- A 5% charge applies to any missed or late payments not cleared within 15 days.
  - Fees are not reduced in cases of illness or absence.
  - Students on exam study leave remain on roll; Summer Term fees still apply irrespective of the payment option agreed.

## Bursaries and Discounts

- Bursaries may be available. For enquiries, contact [collegedirector@dls-jersey.co.uk](mailto:collegedirector@dls-jersey.co.uk).
- An offer of place must have been made before submitting a bursary application, a deposit provided whilst a bursary application is being considered, will be refunded should the bursary not be approved.
- Families with three or more children at the College receive a discount for the eldest child.

## Annual Fee Review

- Fees are reviewed each Spring, with changes announced by the end of the Lent Term, where possible.

## Additional Charges

- Students in Year 7 and above who choose to purchase canteen items receive a purchase card; parents of primary-aged students receive a virtual card and order meals in advance. Parents must ensure credit remains available on these cards.
- Parents of students who take part in chargeable co-curricular activities will be billed separately. These charges cannot be added to the student's fee account.

## Notice Period

- After accepting a place, the fee-payer must provide one full term's written notice if they wish to withdraw their child.
- Failure to provide such timely notice will result in the next term's fees remaining payable, i.e. the fees for the next term will be charged in lieu of the one full term's written notice period.
- Notice must be emailed to [collegedirector@dls-jersey.co.uk](mailto:collegedirector@dls-jersey.co.uk) no later than the first day of the term preceding the intended departure.

## Credits When Leaving

- Any credit balance remaining in the fee account shall be refunded upon application by the fee payer.
- Any funds not claimed for refund within six months from the date of departure shall be donated to support the work of the College.

## Conditions of Admission

- Parents must disclose all relevant information regarding any special educational needs before joining the school.
- The College Director may withdraw a place if this information is not provided.
- In rare cases, the College Director may withdraw a place if it becomes clear that the school is not the appropriate educational environment for the student. Reasons may include:
  - Concerns regarding the student's confidence, progress, or overall wellbeing
  - Non-payment of fees
  - Required provision exceeding what the school can ordinarily offer
- Such a decision is made only after all parties have taken reasonable steps to avoid withdrawal. The final decision rests solely with the College Director.
- The Headteacher and staff will work closely with families to support any transition.

- Withdrawal of place for these reasons is a neutral act; disciplinary suspensions or exclusions follow separate policies.
- When a place is withdrawn under these circumstances, fees in lieu of notice will not be charged, but all outstanding fees remain payable in full.

## Suspension and Exclusion

- The Headteacher may, in line with the published policy and at his discretion, suspend or—where behaviour is serious or persistent—recommend permanent exclusion. This may occur when behaviour inside or outside school is deemed unsatisfactory, and suspension is considered in the best interests of the student or wider school community.
- The College Director may, in accordance with our published policies, confirm a recommendation for permanent exclusion where behaviour constitutes gross misconduct.
- Following exclusion, no fees or supplementary charges will be refunded, and all outstanding payments remain due.

## Conditions of Admission (Pre-Entry)

- The College reserves the right to withdraw an offer of a place at any time prior to admission if it is deemed in the best interests of the student or the school. In such cases, any deposit paid will be refunded.

## Brief summary of other information covered by particular published policies

- Welfare, Health and Safety:  
Parents must inform the school of any medical conditions, allergies or exposure to infectious diseases.
- Data Protection and Confidentiality:  
Personal data is processed according to our published policy. Information may be shared where legally required or necessary for safeguarding.
- Trips and Transport:

Consent for school trips is sought according to our published policy and safety procedures apply. Additional charges may apply.

- Personal Property and Insurance:

Students are responsible for their personal belongings; the College is not liable for loss or damage to property.

- Parent behaviour:

Parents must interact respectfully with staff and uphold the school's values.

- Communication, Absence and Family Circumstances:

Parents must update the school regarding changes to contact details, custody arrangements, or wellbeing concerns, including if the child lives with someone without parental responsibility.

## Variations to These Terms & Conditions

- De La Salle College reserves the right to amend these Terms & Conditions and published policies from time to time.
- Prospectus and website content are descriptive rather than contractual.
- Reasonable changes to curriculum or operations may be made as necessary.
- Any changes take effect upon publication on our website.