



VIRTUS SAPIENTIA HUMILITAS

# St. John's School Porthcawl

St John's School Newton Porthcawl CF36 5NP T: 01656 783404 F: 01656 783535

## REGISTRATION FORM & CONTRACT

### SECTION ONE - CHILD'S DETAILS

Name of Child (in full) .....

Date of Birth ..... Term of Entry .....

Name & address .....  
of last School .....

Nationality ..... Religion .....

### SECTION TWO - FAMILY DETAILS

Parents' Names .....

Parents' Address/Addresses .....

Postcode .....

Telephone Home ..... Work .....

Mobile(s) .....

E-mail address .....

Profession or Occupation .....

Father ..... Mother .....

### SECTION THREE - PAYMENT OF FEES

It is assumed that School accounts will be sent to the person(s) signing this registration form and detailed in Section Two. If this person is different from the details and correspondence address above please state relevant details below. Please send all fee information to:

Full name including title .....

Address .....

Postcode ..... Telephone .....

E-mail address .....

### SECTION FOUR- HOW DID YOU FIRST HEAR ABOUT THE SCHOOL?

Please tell us how you first heard about St John's (please tick)

Word of Mouth  Present school of sibling  Open Day  School Website

Education Agent  School listings/directory  Advertisement  Local reputation

Other (please specify) .....

**1. Registration**

A non-returnable registration fee of £75 should accompany this form. This amount includes a £50 deposit which will be credited against the final bill if the place is taken up, provided that no monies are owed to the school.

**2. School Rules**

All pupils shall be subject to and abide by the policies laid down by the School which concern conduct, dress and appearance. Parents are expected to support the School and ensure pupils comply with policies regarding conduct.

**3. Fees**

Fees are due and payable termly in advance (save in the case of additional fees for extras, which are payable termly or half-termly in arrears) on, or before, the first day of each term and are not refundable. Fees are normally reviewed once a year. Any increase in fees will usually take effect from the start of the Autumn term.

The liability to pay fees is the joint and several liability of each person who has signed the Registration Form and /or any person who has been named in Section Three overleaf. The School may, at their discretion, accept payment of fees in monthly instalments by Standing Order at no extra cost. If the School should agree to accept payment of part or all of the fees by instalments the same shall be regarded as an arrangement only, which may be cancelled by the school with immediate notice and thereupon any amount of fees which are due shall become payable forthwith as a debt.

A reduction of fees is allowed to siblings. No reduction can be made for absence but a school fees protection plan is available.

**4. Unpaid Fees**

The School reserves the right to charge interest on overdue accounts. Interest will be charged from time to time on overdue fees calculated on a daily basis at the rate of 2% per calendar month.

All costs incurred in the collection of unpaid fees including administrative costs and any costs and disbursements paid to solicitors acting on behalf of the School shall be recoverable in full.

The School reserves the right to suspend a pupil from attending School when there are unpaid fees.

**5. Termination of Agreement**

A complete academic term's notice is required before the removal of a pupil (unless leaving at the end of Year 11) or a full term's fees will be charged in lieu of notice. If you wish to withdraw your child you must provide written notice as follows:

Child leaving on last day of term – notice required on or before first day of that term

Child leaving within the term – notice required on or before first day of the preceding term

Notice given verbally, or by telephone or by any other means, or to any other person other than the Headteacher will not count as good notice.

Fees in lieu of notice are a debt and the School will not be required to mitigate its loss or give credit for any mitigation or for the fact that the place is subsequently filled. Under no circumstances will the School disclose details of its waiting lists or other such confidential information. Fees payable in lieu of notice shall be at the rate which applies to the term in question.

**6. School Property**

The School reserves the right to invoice loss of, and damage to, School property as and when it arises.

**7. Removal of a Pupil**

The acceptance and continued attendance of a pupil at the School is at the discretion of the Head and the School Governors and the School reserves the right to take back the offer of a place, or require a pupil to leave the School where in the opinion of the Head it is considered necessary or in the interests of the pupil or the School. If it is considered necessary to suspend or expel the pupil with immediate effect there will be no refund of fees for the balance of the term in which the suspension or expulsion occurs, though in this instance no charge will be made for a term's fees in lieu of notice.

**DECLARATION**

I / We request that the child named overleaf be registered as a prospective pupil. We understand this registration form does not give rise to a commitment by the school or the parents until formal acknowledgement of the registration and offer of a place is given by the school.

I enclose a cheque for £75 (payable to 'St John's School')

I have made a payment of £75 by bank transfer

Bank Name: Lloyds TSB Account Sort Code: 30-91-18 Account Number: 01700801

I/We undertake to ensure that my child attends school regularly, complies with the school rules and follows the regulations regarding school uniform and appearance.

**SIGNATURES**

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