



Terms and Conditions

Please read before accepting the offer of admissions

These terms and conditions cover the rules and policies that govern your use of Warwick Academy's services, facilities and resources. This includes the enrolment process, school policies, pastoral care, educational curriculum, behaviour and discipline, withdrawal and fees. By accepting a place at Warwick Academy, you agree to comply with these terms and conditions. It is important to read carefully, understand and accept these terms.

Enrolment and Admission

Eligibility: Enrolment at Warwick Academy is open to students who meet the admission criteria set by the school. This includes age requirements, academic qualifications and any other specific criteria determined by the school. The application may require submission of relevant documents such as academic records, recommendation letters and health information.

Warwick Academy admissions decisions are made by the school's Education Committee based on various factors including, but not limited to, academic performance, conduct, available places and compliance with the admissions process.

Upon acceptance of an offer, parents or guardians will be required to pay the enrolment fee of \$1050.00, which is non-refundable, to secure the place.

Tuition and Billing

The undersigned agrees to pay the required tuition one term in advance on the dates specified below, unless other arrangements have been made with the Finance Department.

- First tuition payment – July 31st
- Second tuition payment – October 31st
- Third tuition payment – February 28th

The tuition does not include the other incidental expenses which will occur, such as stationery supplies, uniform, PE kit, examination fees or other disbursements which may arise during the child's enrolment at the school.

Tuition is invoiced in full in July but should be paid per your agreed payment terms. All other invoices are due in the month that they are billed.

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Student Behaviour and Discipline Expectations

Warwick Academy maintains a safe and respectful learning environment. Students are expected to adhere to a code of conduct that promotes positive behaviour, respect for others and responsible use of resources.

Violation of the code of conduct may result in disciplinary actions such as warnings, probation, suspension or expulsion, depending on the severity of the offence and at the direction of the school's management team.

Warwick Academy has zero tolerance for bullying, harassment or any form of discrimination. Students displaying any such behaviour may face immediate disciplinary action.

Parent Expectations

We look forward to working with you to ensure your child receives the best educational experience possible throughout the academic year. Please be aware of the following expectations we have of parents of Warwick Academy students.

Attendance

- To take seriously your legal obligation to ensure your child attends school;
- To avoid arranging family holidays during term time;
- To avoid as best as possible arranging appointments during the school day;
- To ensure your child is not on the school campus beyond 4pm, unless they are in one of our after-school clubs or in a co-curricular activity;
- To read all communications sent by the school in order to be aware of events and deadlines.

Punctuality

- To ensure that your child leaves home early enough to arrive at school on time.

Homework

- To check the homework diary (Primary) or FireFly (Secondary) for your child's homework so you are aware of what has been assigned;
- To provide a quiet area at home for your child to complete their homework and review tasks.

Uniform

- To ensure that items of school uniform are marked clearly with your child's name;
- To check uniform regularly for wear and tear;
- To ensure your child is following uniform and appearance expectations.

Parent Evenings and Reports

- To attend our Parent Teacher (Student) Conferences;
- To attend any meetings arranged during the academic year (e.g. those regarding school trips, subject options, etc.);
- To read your child's written reports and discuss the content with them.

Policies

- To read our school policies and support them;
- To address any problems or concerns with the school directly and not post them on social media.

Contact Details

- To inform us of any changes to your contact details: email addresses, telephone numbers and home address.

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Educational Curriculum

To meet its educational standards and objectives Warwick Academy curriculum follows:

- the UK National Curriculum
- the International Early years Curriculum
- the International Primary Curriculum (IPC)
- Cambridge & Edexcel I/GCSEs
- BTEC
- The International Baccalaureate

The curriculum may be subject to periodic updates or modifications as determined by the school administration.

Student performance will be evaluated through various methods such as tests, assignments, projects and examinations. The grading system is communicated to parents and students.

Warwick Academy promotes academic honesty and expects students to submit their own work without plagiarism (including unreferenced AI) or cheating. Any form of academic dishonesty may result in disciplinary action.

Privacy Policy

Warwick Academy holds certain personal information about you and your child in the usual course of its educational commitments. Maintaining the security of your data is a priority at Warwick. We are committed to respecting your privacy rights and to ensuring full compliance with our obligations under the Personal Information and Privacy Act (PIPA).

What personal information is collected?

Personal information is information that identifies you and relates to you, e.g., information about your family circumstances and your financial information, photographs of you, academic performance records, etc. We may also collect sensitive personal information such as ethnic group, religious beliefs, relevant medical information and educational psychology reports. Your personal information will usually be collected directly from you, such as from an admissions form, but may be passed to the school by third parties, such as your child's previous school, doctors and other professionals.

Why do we collect the information and what do we do with it?

The primary reason for using your and your child's personal information is to provide educational services to your child. All personal information received is processed strictly in accordance with PIPA in order to:

- support your child's teaching and learning;
- monitor and report on your child's progress;
- collate and publish examination results;
- provide appropriate pastoral care;
- communicate with former students;
- provide references for school transfers and college/university applications;
- monitor email communications and internet use for the purpose of ensuring student compliance with the school's rules and ICT usage policy;
- where appropriate, promote the school through our prospectus, website and social media, or for press and media purposes (including through the use of photographs or images); and

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- other reasonable purposes relating to the operation of the school.

Unless you have requested otherwise, the school may use your contact details to send you promotional and marketing information by post and email about the school and about carefully selected third parties.

Medical information about students may be processed so that staff will be able to respond appropriately in the event of a medical emergency and to safeguard and promote the welfare of your child.

Financial information will be used to assess applications for bursaries. The school may also process information about the payment of fees at the school and share this information with other schools.

The school uses CCTV for the following purposes: to safeguard the welfare of students, parents, staff and visitors; to protect the school, students, parents, staff and visitors from criminal activity such as theft and vandalism; to increase personal safety; to support the protection of safety; to aid in the investigation of accidents, incidents and breaches of our rules and policies; to assist the school with its health and safety obligations; and to support law enforcement agencies in the reduction, prevention and detection of crime and to assist in the identification, apprehension and potential prosecution of offenders. CCTV may contain the personal information of those individuals captured by the recording. Footage is automatically deleted after four weeks to reduce privacy-related risks.

With whom do we share your personal information and why?

From time to time the school may pass your personal information (including sensitive personal data) to third parties, including local Government bodies, schools, private institutions offering scholarships and awards, independent school bodies such as IB, Edexcel, Cambridge, BTEC, health professionals and the school's professional advisers, who will process the information:

- to enable relevant authorities to monitor the school's performance;
- to compile statistical information (normally used on an anonymous basis);
- to secure funding for the school (and where relevant, on behalf of individual pupils);
- to safeguard your child's welfare and provide appropriate pastoral (and where relevant, medical and dental) care;
- where specifically requested by you or your child;
- where necessary in connection with learning and extra-curricular activities undertaken by your child, including the school's IT systems or online systems;
- to enable your child to take part in national and other assessments and to monitor their progress and educational needs;
- to obtain appropriate professional advice and insurance for the school;
- where a reference or other information about your child is requested by another educational establishment or prospective employer to whom they have applied;
- where otherwise required by law; and
- otherwise, where reasonably necessary for the operation of the school.

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Retention of your personal information

We will continue to hold personal information about you and your child even when your child is no longer a pupil at the school for statistical purposes and to provide references. Any photographs or videos of you or your child at school events may continue to be used for promotional purposes after your child has left the school. We will also keep details of your address when your child leaves the school to find out how your child is progressing, to send you information about the school for promotional, fundraising and marketing purposes and to send you information about the Warwick Academy Alumni Association.

Your rights with respect to your personal information

You and your child have certain rights under PIPA, including a general right to be given access to the personal information that Warwick holds about you and your child, to check the accuracy of that information and, where necessary, to have any errors corrected. Please contact the school in writing if you wish to access your personal information or that of your child.

How we protect your personal information

We have implemented security policies and technical measures to protect the personal information we collect consistent with PIPA. These security measures are designed to prevent unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss of your personal information or that of your child.

If you have any queries about this policy or how personal data is processed by the school, please contact the Privacy Officer.

School Policies

School policies can be found on the school website [warwick.bm / school policies](http://warwick.bm/school-policies)

I agree to accept the rules and regulations adopted by Warwick Academy. I understand that a student's disregard of the rules and regulations of the school may be deemed sufficient cause for dismissal. Furthermore, I accept that the student may be asked to leave the school for academic and/or behavioural reasons. Such reasons may include, but shall not be limited to, a determination by the school that the student is no longer benefiting from the educational experience at Warwick Academy or is hindering a teacher's ability to successfully teach other students in the class. In such circumstances, it may be necessary to re-evaluate the student's position at the school, which may ultimately result in dismissal.

I agree to the policy of the school that until an account is paid in full to date no student will be permitted to register for external examinations or to receive a school report, official transcript or letter of recommendation. I also understand and accept that no new sibling student will be admitted to the school unless the family account is paid in full to date. I agree that the student may participate in all school activities, including athletics, and any school-sponsored trip within the island unless the school receives written notice to the contrary.

I agree for my child to be photographed when involved in school activities and for these photos to be used, if selected, for a range of educational and school promotional purposes.

I agree that we, the parents, will read communications sent by the school in order to be aware of events and deadlines.

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Agreement of Terms

I understand that the overhead expenses of the school do not diminish with the departure of some students during the course of a year and that my obligation to pay the fees for each term is unconditional after acceptance of this contract by Warwick Academy.

I further understand that no portion of any fees so paid or outstanding will be refunded or cancelled, notwithstanding the absence, withdrawal or dismissal of my child.

I agree to pay, to the extent permitted by law, the school's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.

I understand and acknowledge that all overdue accounts are subject to a late payment fee of \$100 per term and incur interest at a rate of 1.5% per month. I understand that the fees may be increased each year at the discretion of the Board of Governors.

I understand that regarding a student's withdrawal from the school, one complete term's written notice in advance is required if my child is not returning. If you are withdrawing for the next academic year, notice is due no later than the last day of Term 2, for the year you are in. Withdrawal for the second term is due by 1st of September, and withdrawal for the third term is due by 1st of January.

I understand that should one complete term's notice not be given; parents will be liable for a withdrawal fee as follows:

- \$500 notice received after deadline but within 60 days
- \$1,000 notice received after 60 days of deadline but before the start of next term
- \$1,500 notice received after the first day of the next term

I understand that there are no exceptions to this withdrawal fee.

Signature

Date

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