

**Abingdon School and Abingdon Preparatory School
Terms and Conditions**

1. Definitions

(a) In these terms and conditions

"The School" is Abingdon School which includes Abingdon School and Abingdon Preparatory School acting by the Governing Body as now or in the future constituted;

"Acceptance Form" means the form provided by the School for parents to complete when accepting a place for their child at the School;

"child" means a child of whatever age and sex admitted by the School to be educated and includes any pupil aged 18 or over;

"the Complaints Procedure" is the School's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the School. A copy of the procedure is available from the School at any time upon written request;

"acceptance fee" means the sum set out in the Schedule of Fees;

"fees" means the fees set out in the Schedule of Fees as amended from time to time;

"Head" means the persons appointed by the Governors of the School to be responsible for the day-to-day management of the Schools, including anyone to whom such duties have been duly delegated;

"Schedule of Fees" means the published note of the School's prevailing fees;

"School Rules" means the rules of the School, a copy of the current version of which is provided to each child on entry and is sent to parents with the letter offering a place at the School, as those rules may be amended from time to time for legal, safety or other substantive reasons or in order to assist the proper administration of the School. Parents will be given notice of such amendments;

"term" means a term of the School as notified to parents from time to time;

"a term's notice" means written notice given not later than the first day of the term preceding the term to which the notice relates; for example, to give a term's notice to withdraw your child at the end of the Lent term you need to have written to the School to that effect by the end of the day before the Lent term started

"terms and conditions" means these terms and conditions as amended from time to time;

"we" or the "School" means the legal entity carrying on as the School as identified in Clause 1(b) below, or its duly authorised representative, as the context requires; and

"normal leaving date" is for Abingdon at the end of sixth form and Abingdon Preparatory School at the end of National Curriculum year eight;

"you" or the "parents" means each person who has signed the Acceptance Form as parent or legal guardian of a child or a person who with the School's written consent replaces a person who has signed the Acceptance Form. Please note that the appointment of a UK resident guardian is compulsory if both parents are non-UK resident.

Use of the word "including" shall mean (and be construed) such that the examples that are given are not intended to be exclusive or limiting examples of the matter in question.

(b) The Acceptance Form, the Schedule of Fees, the School Rules, the Complaints Procedure and these form the terms of a contract between you and Abingdon School. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. Acceptance and Acceptance Fee

(a) An offer of a place for your child at the School is accepted by your submitting the duly completed Acceptance Form and paying the acceptance fee.

(b) The acceptance fee is not refundable if your child does not take up a place at the School. The acceptance fee will form part of the general funds of the School until it is credited without interest to the final payment of the fees or other sums due to the School on your child's leaving.

(c) If a pupil at Abingdon Preparatory School is offered a place at the Senior School, the acceptance fee already paid to Prep School will be deducted from the acceptance fee amount requested by the Senior School.

(d) If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the acceptance fee but before your child starts at the School you shall give written notice to that effect prior to the first day of the term immediately preceding the term in which your child was due to start (term dates are published in advance on the School website). If such notice is received by the School by that time no further fees will be payable. Subject to the remainder of this Clause 2(d), if such notice is received on or after that date (or if no notice is received), a term's fees shall be payable and shall become due and owing to the School as a debt. The term's fees shall be charged at the rate applicable for the term your child was due to start at the School. Where applicable, such fees shall be reduced to take account of any scholarship or bursary awarded to you.

(e) A pupil moving from Abingdon Preparatory School to the Senior School will be required to meet the agreed internal academic progress and process requirements. Transfer to the Senior School from the Prep School takes place following completion of Year 8.

(f) Where a boy does not sit the entrance examination at Abingdon School and/or has not been invigilated by Abingdon School staff, progress beyond the first term and/or first year is conditional on his standard of work being in keeping with his entrance examination result and with the level expected by Abingdon School.

(g) It is assumed that a pupil will continue into the Sixth Form (and parents must in every case give a term's notice if that is not the pupil's and their intention) unless the pupil has been unable to satisfy the Sixth Form entry requirements (see paragraph 7(a)).

(h) The acceptance fee is refundable, if, for whatever reason, the School withdraws the offer of a place after the payment has been made but before the pupil starts at the School.

3. 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 and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the School.

(b) Any extra-curricular activities such as private music lessons, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, 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.

(c) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has expressly agreed in writing with the persons who have signed the Acceptance Form to look exclusively to any other person for payment of the fees or any part of them.

(d) Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

(e) If your child has been awarded a scholarship or bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn if, in the opinion of the Head, your child's attendance, progress or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Head that, for academic reasons, an award may be withdrawn from your child, you shall be notified in advance. If, within 14 days following the withdrawal of a scholarship or bursary, a child is withdrawn from the School, no fees in lieu of notice will be payable.

(f) Each term's fees accrue separately and the fees payable in respect of each term fall due on the day before term commences and will be included in an invoice sent to those persons who signed the Acceptance Form (or such other person(s) the School has agreed shall pay the fees under paragraph (c) above). The fees invoice must be paid in full by termly direct debit (or by direct bank transfer if expressly agreed with the Director

of Finance and Operations beforehand).

(g) The School may agree that the fees that are or will fall due in relation to any term can be paid in instalments. If the School so agrees in relation to any term's fees, then the School and those liable for those fees will agree separately anticipated schedule of instalments by which the deferred amount is to be paid. The agreed amount for each term is to be paid by direct debit in not more than four (4) instalments within a period that does not exceed twelve (12) months beginning with the date of the relevant invoice. The School shall issue a separate invoice and schedule of instalments relating to the fees due in respect of each term, which shall be evidence of the separate agreement for the payment of that term's fees.

(h) Any and all supplemental charges for extra curricular activities for each term (and for other charges that were agreed during the previous term) will be detailed separately on your fees invoice and such invoice shall be sent to you before the start of the next term. All such supplemental charges must be paid in full in accordance with arrangements for fees.

(i) We reserve the right to refuse to allow your child to attend the School in cases where our fees are in default. We may make an interest charge of 1.5 per cent per month on the outstanding debt. Unless otherwise notified to you in writing, this interest shall accrue on a daily basis from the due date until the date of actual payment of the overdue amount, whether before or after judgment. You must pay the School the interest together with the overdue amount. In addition there is a fixed rate payment penalty as shown on supplement charges sheet. You will also be liable for all third party collection costs incurred by the school in the recovery of the debt. You also consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(j) The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the School considers reasonable. Notice of an increase in the fees will be sent to you prior to the end of the penultimate term before the increase is to take effect.

(k) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

4. Notice Requirements

(a) If you wish to withdraw your child from the School (other than at the normal leaving date), you shall give a term's notice to that effect or shall pay to the School a term's fees in lieu of notice. The amount due as fees in the lieu of notice shall be the published fee level for the term following the term in which you withdraw your child.

(b) If you wish to change your child's place at the School from a full boarding to a weekly boarding or day place or from a weekly boarding to a day place you shall either give a term's notice or shall pay to the School the difference between the boarding or full boarding and the day or weekly boarding fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

(c) In cases under (a) or (b) above, where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

(d) If you wish to withdraw your child from an activity charged for as supplemental, you shall either give a term's notice to that effect or shall pay to the School a term's charges for the activity in which your child has ceased to participate.

(e) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing to participate in an activity part-way through a term.

5. School Rules

(a) It is a condition of remaining at the School that your child complies with the School Rules as amended from time to time. In particular you undertake to ensure that your child attends School punctually and that your child conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

(b) The School may undertake drugs testing of pupils in accordance with its Drugs Policy. The Drugs Policy has been adopted with the aim of safeguarding the health and safety of all pupils.

(c) The School reserves the right, subject to applicable data protection legislation, 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 Head may in their discretion require you to remove or may suspend or, in serious or persistent cases, expel your child from the School if he/she considers that your child's attendance, progress or behaviour, including behaviour outside school, 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.

(b) The Head may in their discretion require you to remove or may suspend or, in serious or persistent cases, 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.

(c) Should the Head exercise their right under sub- clause 6(a) or 6(b) above you will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable) and the acceptance fee will be forfeited. However, in such circumstances fees in lieu of notice will not be payable and any prepaid fees will be refunded.

(d) The Behaviour, Rewards and Sanctions Policy indicate the offering likely to be punishable by suspension or expulsion. The Head sets out examples of offences likely to be punishable by suspension or expulsion. These examples 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. All aspects of the pupil's record at the School may be taken into account.

(e) The School will act in a way which is fair in all the circumstances when taking decisions under this Clause 6. The review of serious disciplinary matters is governed by the Disciplinary and Exclusion Policy.

7. 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 your child's schooling. However, the School shall not be obliged to permit your child to enter the third year from Lower School or sixth form unless satisfied that it is appropriate to do so having regard to your child's academic attainments and all other relevant circumstances. The School may make a decision as to whether your child may join the sixth form after the results of GCSE or equivalent examinations are known, and may make entry to the sixth form conditional upon the results of such examinations.

(b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of your child's 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. The School shall adhere to and comply with the National Minimum Standards for Boarding Schools (applicable from time to time) published under the Children Act 1989 (as amended or superseded).

(c) In accordance with the law, we will not subject your child to corporal punishment. We will not subject your child to physical contact except where such contact may be deemed appropriate in order to avert an immediate danger of personal injury to, or an immediate danger to the property of, a person (including your child). Unless you notify us to the contrary, you consent to your child participating, under proper supervision, in contact sports and in other normal sports and activities which may entail some risk of physical injury.

(d) 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 recommended by Health Professional (including anaesthetic or operation, or blood transfusion (unless you have previously notified us you object to blood transfusions)).

(e) Our prospectus describes the broad principles on which the School is presently run and is believed to be correct at the time of printing. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum or the manner of providing education for your child (including by providing such education remotely whilst your child remains at home, for example, where the School is required to close the School premises), and we reserve the right to do so. For this reason, please notify the School if there is anything of particular concern to you contained in the prospectus, as it may be that recent changes are not reflected in the current version. We will give parents notice of any changes at the School including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the

change is to take effect

(f) We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Head the School cannot provide adequately for your child's special educational needs.

(g) Religious observance at the School shall be conducted in accordance with the information in the Parents' Handbook.

8. The Parents' Obligations

(a) In order to fulfil our obligations, we need your co-operation, including in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in their 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; providing cooperation and assistance to the School to ensure (so far as reasonable and in appropriate and/or necessary circumstances) that your child can participate and benefit from the School's provision of education to your child in accordance with the terms of this agreement, including where the School wishes to provide such education remotely; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

(b) 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. You undertake to inform the School of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit your child to return to the School until such time as the health risk has been averted. In such circumstances we shall endeavour to continue providing education to your child remotely during such period (including, for example, by sending you/your child work assignments electronically or by post).

(c) You undertake to inform the School of any situations where special arrangements may be needed in relation to your child.

(d) The School is entitled to treat any communication instruction, authority, request or prohibition received from any person who has signed the Acceptance Form as having been given on behalf of both or all such persons. 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 cannot accept any responsibility for the welfare of your child while off the School premises unless your child is taking part in a school activity or otherwise under the supervision of a member of the School staff.

(g) If you have cause for concern as to 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) If your child is a Tier 4 (Child) Visa holder, it is a condition of your child's joining the School that he remain a full boarder for the duration of the course in order to allow the School to meet its Tier 4 sponsorship obligations to ensure suitable care arrangements whilst your child is in the UK.

9. Insurance

You must make your own insurance arrangements if you require cover for your child's person or property while at School or for the payment of fees due to absence of your child or closure of the School premises.

10. Confidentiality, References and Data Protection

(a) We may need to supply personal information, assessment data and a reference in respect of your child to any educational institution which you propose your child may attend. We will also normally be in receipt of such information from schools your child has previously attended. Any reference supplied by us or to us shall 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 your child's ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

(b) You undertake to (i) confirm (or update, if necessary), when requested, such information about you and/or your child that is held by the School and (ii) in any event, inform the School of any change to you or your child's circumstances (including, where applicable, in connection with an entitlement to enter and/or reside in the United Kingdom), or to information about you or your child, that has previously been notified to the School, including relevant contact details.

(c) In order to comply with our responsibilities as a licensed sponsor under Tier 4 of the Home Office's points-based system for immigration purposes, the School may be required to notify and/or supply information relating to you and/or your child's right to enter, reside and/or study in the United Kingdom to the United Kingdom Visas and Immigration (UKVI) unit of the Home Office (and to do so whether we actually sponsor your child or not).

(d) We will send information (eg, school reports) about your child to both parents as a matter of course. Those persons who have parental responsibility for your child are entitled to receive certain information about your child from the School (including school reports, correspondence and other materials relating to his progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to such persons unless the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data protection Act 1998 (as amended or superseded)).

(e) The School will process personal data about you and your child in accordance with the Data Protection Act 1998 (as amended or superseded, including from 25 May 2018 the General Data Protection Regulation) and other related legislation. We will process such personal data:

(i) as set out in this Clause 10, and in the School's 'Privacy Notice for Parents and Pupils' which is available on the School website and is appended to these Terms and conditions.

(ii) in order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirement;

(iii) to perform our obligations under this contract, and where otherwise reasonably necessary for the school's legitimate purposes; and

(iv) to safeguard and to promote the welfare of your child.

11. Intellectual Property Rights

We shall recognise any intellectual property rights vested in your child.

12. Changes in Ownership etc

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other 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.

13. Cancellation

(a) The School shall be entitled to cancel this agreement forthwith by notice in writing without prejudice to its other remedies and without any obligation to return any acceptance fee or fees paid to you if you are in material breach of any of your obligations under this or any similar agreement with the School and have not (in the case of a breach which is capable of remedy) remedied the same within 14 days of a notice from the School requiring it to be remedied (including for the avoidance of doubt persistent non-payment or material default under these terms and conditions).

For the purposes of illustration only (and without limitation), the following circumstances would typify what the School is likely to regard as a material breach entitling it to terminate this agreement: (i) failure to pay any fees or supplemental charges on time on more than one occasion; (ii) you (as opposed to your child) acting in such a way as to give the Head cause to expel your child under Clause 6(b) of this agreement; (iii) any other circumstance where your child is expelled from the School in accordance with the terms of this agreement; and (iv) failure or refusal to complete and submit to the School a medical questionnaire in respect of your child.

(b) Either party may cancel this agreement forthwith by notice in writing without prejudice to its other

remedies if the other (in your case) is unable to pay its debts or is declared bankrupt or (in the School's case) becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason.

(c) For the avoidance of doubt, this agreement shall end at the end of your child's schooling which may be at the end of the fifth form if your child does not meet any requirements imposed under Clause 7(a) for entry to the sixth form.

14. Force Majeure (ie, circumstances beyond our control)

14.1 In this agreement "force majeure" shall mean any cause beyond a party's control (including, for the avoidance of doubt, strikes, other industrial disputes, 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).

14.2 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 you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the force majeure, the School will have no liability in respect of the non-performance of such of its obligations as are prevented by the force majeure while it continues. The School shall use its best endeavours during the continuance of the force majeure to provide educational services (including by providing appropriate educational services remotely).

14.3 Subject to Clause 14.2, if the School is prevented from performance of all of its obligations as a result of force majeure for a continuous period greater than six months, the School shall notify you of the steps it shall take to ensure performance of the agreement and you shall then, following receipt of such notice, be entitled to cancel the agreement on written notice and without giving a term's notice or paying fees in lieu.

14.4 Subject to Clause 3(k), in the event that your child is unable to attend (or is likely not to be able to attend) the School due to reasons of their severe ill-health or physical impairment caused by a force majeure you shall give the School notice in writing of such circumstances and the following provisions shall apply:

(a) you shall, in consultation and cooperation with the School, use all reasonable endeavours to:

(i) mitigate the effect of the force majeure in order to continue to perform the obligations under this agreement in any way that is reasonably practicable in the circumstances (such that your child can still participate and benefit from the provision of education by the School, including for example participating remotely); and

(ii) resume the performance of the obligations as soon as reasonably possible;

(b) in circumstances where, following the efforts made and steps taken under Clause 14.4(a), your child is not able to participate and benefit from any level of provision of education by the School then you shall not be liable for non-performance of your obligations (including the obligation to pay fees, pro-rated accordingly) during the continuance of the force majeure; and

(c) in the event of the force majeure continuing to prevent your child from attending the School or being able to participate and benefit from any level of provision of education by the School for more than six months you shall discuss with the School a solution by which this agreement may be performed and, following such discussions, you shall be entitled to cancel the agreement on written notice and without giving a term's notice or paying a term's fees in lieu.

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 Acceptance Form. Communications (including notices) will be sent by the School to the address shown in its records and unless other arrangements are agreed between us, we shall be entitled to treat any communication from the School to any person who has signed the Acceptance Form as having been made to both or all such persons. 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 ease of understanding only and do not form part of these terms and conditions.

17. Consolidated United Nations Security Council Sanctions List

I confirm, by signing the Acceptance Form, that no person with parental responsibility for the pupil starting at the School nor any person paying the fees for the pupil accepted, appears on the Consolidated United Nations Security Council Sanctions List.

18. Jurisdiction and Governing Law

The contract between you and the School is governed by English Law. You agree with us to submit to the exclusive jurisdiction of the English courts.

19. Variations

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will give parents notice of any material modification to these terms and conditions (on at least an annual basis) via the email mailings regularly sent to parents and guardians. In addition, the current version of these Terms and Conditions are available on the School website.

May 2018

Appendix 1.

Privacy Notice - Parent Contract Terms and Conditions

This appendix to the School's Terms and Conditions is for parents and pupils and explains, in more detail, how Abingdon School and Abingdon Prep School use your personal information.

For the purposes of Data Protection Law (the UK Data Protection Bill and the General Data Protection Regulation) the School is the Data Controller of Personal Data about pupils and their parents and/or guardians (the School's Information Commissioner's registration details are listed in section 1 of the [School's Data Protection Policy](#), published on the School's website). In the main (unless otherwise specified below), the School's basis for processing your and your child's personal data is as a result of either a contractual obligation under the Parent Contract or as a result of legitimate interest - in other words, the School requires this information in order to carry out its ordinary duties.

Personal Data processed by us includes:

- names, dates of birth, nationality and contact details;
- where appropriate, medical / health or financial information;
- national curriculum and other assessment information;
- attendance records;
- information relating to special educational needs or disabilities;
- previous school(s) information, including references and assessment data;
- images of pupils;
- in relation to parents and/or guardians - financial information.

Some of this data is classified as Special Category Personal Data (sometimes called 'sensitive personal data' as defined in the School's Data Protection policy) such as information about parents' and / or pupils' ethnic group, religious beliefs, financial and relevant medical information. The legal basis for processing this information is usually in order to adequately safeguard the interests your child but this information may also be processed in order to protect their vital interests or as a result of a legal obligation or because a parent has supplied this information (for a bursary application for instance).

We acquire Personal Data in a number of ways. For example, parents of pupils may provide us with Personal Data about themselves or their family in correspondence, forms, documents, during discussions with staff, and through our website. Every form completed by a parent or child containing personal data will be held in accordance with the School's Data Protection Policy.

Data Check Form

Each academic year, a data check form is sent to parents and pupils (either electronically or in hard copy) that asks for personal data to be checked and data preferences to be updated. It is vitally important that this is completed by parents and pupils to ensure that the School maintains accurate records.

How we use your Personal Data

We commonly use Personal Data for:

- Ensuring that we provide a safe and secure environment;
- Making decisions relating to admissions, bursaries and scholarships
- Providing pastoral care;
- Providing education and learning for children;
- Enabling pupils to take part in exams and assessments and to monitor and report on pupils' progress and educational needs;
- Providing additional activities for children and parents, such as extra-curricular clubs and educational trips and visits;
- Protecting and promoting our interests and objectives, including fundraising;
- Safeguarding and promoting the welfare of children;
- Where there has been a suspected misuse of the School's ICT facilities;
- Legal and management purposes and fulfilling our contractual and other legal obligations.

We may share Personal Data with third parties where doing so complies with Data Protection Law. For example, we may share personal data:

- With relevant statutory agencies or authorities (e.g. for safeguarding reasons or in order to comply with our reporting obligations);
- Where necessary in connection with learning and extracurricular activities and trips undertaken by pupils;
- When a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied;
- To enable pupils to take part in national and other assessments;
- To obtain professional advice and insurance for the School;

- Where otherwise required by law or where reasonably necessary for the operation of the School;
- We may also share information about a pupil with their parents where permitted by data protection law, e.g. information about the pupil's academic attainment, behaviour and progress;
- We may need to share special category data (medical for instance), in order to safeguard students' vital interests and welfare, to provide appropriate pastoral care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's vital interests to do so: for example for emergency medical advice or treatment, to insurance providers or to schools or individual host families caring for our pupils;
- When using the school medical centre, we will routinely share details of any physical injury and medication administered with a pupil's parents. Where a pupil contacts the medical centre for other issues, they will normally be asked for consent to share that information with their parents (however, in the case of any potential safeguarding concern, the pupil will not be promised confidentiality).

Biometric Information, Photographs & CCTV

We do not currently use biometric data (eg. fingerprint identification systems) for school administration purposes (access to buildings, cashless purchasing etc).

We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to our site. CCTV recordings may be disclosed to third parties but only where such disclosure is in accordance with data protection law. Staff and pupils are also reminded that although the primary purpose of the School's CCTV system is the detection and prevention of crime, any evidence of misconduct captured incidentally on these cameras can be used as evidence in disciplinary matters. There will be no routine monitoring of data captured by CCTV for disciplinary purposes but in the event of an incident or allegation in relation to a visitor, pupil or member of staff, any existing footage may be reviewed if relevant to the allegations.

We may use photographs (and occasionally other media such as video or sound recordings) of pupils for educational purposes or in our publications, including on the school website and on social media, for marketing and promotion purposes. We may also share photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Consent will be sought for the use of photos in line with the [Taking and Storing Images of Children Policy](#) (available on the School website).

Fees

We may make enquiries of pupils' previous schools for confirmation that all sums due and owing to such schools have been paid. We may also inform other schools or educational establishments to which pupils are to be transferred if any of our fees are unpaid.

Data Retention

Personal data will be stored securely and not be kept for any longer than required for the School's legitimate or lawful purposes. Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, your data will be securely and permanently destroyed as soon as practicable.

The School, as one of the oldest schools in England, maintains a school archive of historical interest. This means that some data that is used for research purposes (and that is compatible with the purposes for which the data was originally collected) may be kept indefinitely if the relevant conditions apply.

For more information on the School's data retention policy or on how long it stores certain types of personal data, please contact the School's Data Protection Officer (dp.officer@abingdon.org.uk).

Alumni and Abingdon School Community

We share your contact details and information about your involvement with the School with the Development and Alumni Relations Office. The Development and Alumni Relations Office forms part of the School and exists to support the Abingdon Foundation with events, communications and fundraising initiatives. The Development and Alumni Relations Office has its own Privacy Notice that explains more fully how it uses data belonging to alumni and the Abingdon School community (including current and former parents, governors, staff and friends). This is available here: https://alumni.abingdon.org.uk/page/data_protection.

Your Rights

You have rights in respect of your personal data and these are explained in the School's Data Protection Policy document. However, If you would like any further information please contact the School's Data Protection Officer (dp.officer@abingdon.org.uk).