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ARRANGING YOUR VISIT

The Prospectus should have given you much of the standard information you need when considering whether The Leys provides the facilities and opportunities you wish for your son or daughter. The DVD may well have brought this to life. However, if at all possible, we encourage you to come and visit the School for yourselves.

Only rarely do we have special presentations since we prefer you to see the School on a normal working day. The one annual exception to this is the Sixth Form Presentation Evening held in early October. On all other occasions we should hope to give you a tour of the School, usually with a current pupil, so you can see everyday School life.

VISITING THE SCHOOL

If, after reading the information below, you are still unsure about the type of visit which is best for you then please do not hesitate to contact either the Admissions Office (01223-508904/6) or the Headmaster's PA (01223-508903) for further advice.

Families of International Students may only be in the UK for short periods. The more warning we are given of a possible visit, the more likely we are to be able to make the arrangements.

Should any member of your party have a disability or special need which requires specific provisions or adjustments to the visit programme, please inform the School in advance.

OPEN MORNINGS

Each term there is at least one Open Morning. Some of these are targeted at particular entry points. The major components are the tour, the chance to see an appropriate House and a question and answer session with the Headmaster or Deputy Headmaster. Members of staff are also available at points on the tour route to answer informal questions. Lunch is provided during Open Mornings.

There are often up to 40 families present on these occasions and they provide a good first introduction to the life of the School.

Dates of Open Days can be found on the next page. We would simply ask that, in order to have the appropriate number of guides and also for catering purposes, you ring the Admissions Office on 01223-508904 to book a place.

GROUP VISITS

On some occasions a group of parents from a particular school would prefer to see around the School together. We are happy to make such arrangements.

On other occasions we shall group together sets of parents who are investigating entry to the same entry point and category, e.g. Day Pupil entry to Year 7.

The components are the same as for the Open Days: Tour, House visit and Question and Answer session. There are often 6 to 10 families on these occasions. Arrangements for group visits are made through the Headmaster's PA (01223-508903)

INDIVIDUAL FAMILY VISITS

Those travelling from further away may not be able to join a group visit so an Individual Visit is the best option. Sometimes families who have already been to the School on an Open Day or Group Visit may have more detailed questions that they wish to discuss. Individual visits involve a tour of the campus, a visit to a House with a Housemaster/Housemistress and an individual appointment with the Headmaster. It is often possible to arrange to stay for lunch.

If the Headmaster is not available on a particular day then the Deputy Headmaster or the Admissions Manager will be happy to meet visiting families. Individual family visits should be arranged through the Headmaster's PA on 01223-508903.

OPEN DAYS FOR 2010/11

Saturday 8 May	General Open Morning
Saturday 18 September	St Faith's Year 5 Open Morning
Thursday 30 September	Sixth Form Open Evening
Saturday 16 October	11+ Open Morning
Saturday 27 November	General Open Morning

For administration and catering purposes, we ask you kindly to let the Admissions Officer know if you would like to attend one of the above occasions. Detailed timings will be available shortly before the date of each Open Day

Admissions Office	Telephone: 01223 508904
admissions@theleys.net	Fax: 01223 505303

DATES OF TERMS

2010 Summer Term

Sunday, 18 April – Sunday, 4 July

Half Term: Saturday, 29 May – Sunday, 6 June

2010 Autumn Term

Monday 6 September – Saturday 18 December

Half Term: Friday 22 October – Monday 1 November

2011 Lent Term

Monday 10 January – Saturday 2 April

Half Term: Saturday 19 February – Sunday 27 February

2011 Summer Term

Tuesday 26 April – Sunday 3 July

Half Term: Saturday 28 May – Sunday 5 June

TRAVEL INFORMATION

Directions and travel times may be found on page 35 and maps are printed on the inside back cover.

ACCOMMODATION

The following hotels are within easy walking distance from The Leys.

Doubletree Hilton Garden House, Granta Place, Cambridge

Telephone: 01223 259988; Fax: 01223 316605

reservations.cambridgegardenhouse@hilton.com

Approx. room rate (family room): £140 - £200

The Crowne Plaza, Downing Street, Cambridge

Telephone 0871 942 9180; Fax: 01223 464440

reservations-cambridgecp@ichotelsgroup.com

Approx. room rate (family room): £140 - £180

The Royal Cambridge Hotel, Trumpington Street, Cambridge

Telephone: 01223 351631; Fax: 01223 352972

royalcambridge@forestdale.com

Approx. room rate (family room): £165

The Lensfield Hotel, 53 Lensfield Road, Cambridge

Telephone: 01223 355017; Fax: 01223 312022

reservations@lensfieldhotel.co.uk

Approx room rate (family room): £135

Hotel du Vin, 15-19 Trumpington Street, Cambridge

Telephone: 01223 227330; Fax: 01223 227331

reservations.cambridge@hotelduvin.com

Approx. room rate (standard room): from £150

Information about Bed and Breakfast accommodation can be obtained from:

The Tourist Office, Peas Hill, Cambridge

Telephone: 0871 2268006; +44 1 223 464732; Fax: 01223

463385 tourism@cambridge.gov.uk

NAMES OF FAMILIES TO CONTACT

Contact details of Parents who will be happy to answer any questions you may have can be found in Appendix D.

ENTRY PROCEDURE FOR 2010

This page contains general information applicable to all points of entry. For more detail, please refer to the appropriate sections on the following pages. The information is currently written for entry in September 2010, but similar arrangements will be in place in future years. However, please note that the criteria for scholarships may change in the future.

REGISTRATION

To make a formal application for a place the Registration Form must be completed and returned to the Admissions Office with the Registration Fee of £100. The form can be found in the prospectus box or requested from the Admissions Office. Bank details for payment are listed in the Financial Matters section on page 13.

ASSESSMENT

At an appropriate stage arrangements will be made to assess each candidate and we shall ask parents for their permission for us to obtain a report from their child's current school. **No report will be requested until we have received this permission.**

Please note that no offer can be made, nor can the results of test papers be divulged, until a report has been obtained.

AGE

The ages referred to in this section are the standard ages for UK students. International students are sometimes one year older.

LEARNING SUPPORT

All candidates with a Specific Learning Difficulty should provide the School with an up to date Educational Psychologist's report. Please read Appendix B on Learning Support later in this booklet.

INTERNATIONAL STUDENTS

For candidates whose home is outside the United Kingdom, arrangements can be made for the tests to be taken either at The Leys during a visit, or in their home country.

Where English is not the mother tongue, the candidate will be assessed using an ESOL paper. Please read Appendix C on English for Speakers of Other Language at the end of this booklet.

SCHOLARSHIPS AND BURSARIES

Please see Appendix A.

ACCESS ARRANGEMENTS

Should a potential candidate have any disabilities or needs that require special provisions or adjustments, please consult the School at an early stage.

ENTRY AT 11+ TO YEAR 7

(30 pupils each year)

Candidates registered for entry to Year 7 will be tested in English, Mathematics and Reasoning (verbal, non-verbal and spatial) early in the year prior to entry. The English and Mathematics tests will be broadly in line with the National Curriculum KS2. Syllabus notes and exemplar material are available on our website.

These tests will be held at The Leys on **Saturday 22 January 2011**. Early notification is requested if any individual is unable to attend on this date.

ENTRY AT 12+ TO YEAR 8

(Very few places available)

Candidates registered for entry to Year 8 will be tested in English, Mathematics and Reasoning (verbal, non-verbal and spatial) early in the year prior to entry. No specific syllabus is available but exemplar material is available on our website.

ENTRY AT 13+ TO YEAR 9

(65 - 70 places each year)

Candidates from St Faith's School are able to take a pre-assessment two years prior to entry.

Candidates from all other schools registered for entry to Year 9 will be tested in English, Mathematics and Reasoning (verbal, non-verbal and spatial) early in the year prior to entry. The English and Mathematics tests will be broadly in line with the National Curriculum. Syllabus notes and exemplar material are available on our website.

These tests will be held at The Leys on **Saturday 22 January 2011**. Early notification is requested if any individual is unable to attend on this date.

ENTRY AT 14+ TO YEAR 10

(Very few places available)

Candidates for entry to Year 10 are interviewed and assessed on an individual basis. As there will often be syllabus material from Year 9 that has to be consolidated, offers of places may be conditional on appropriate private tuition being arranged.

ENTRY AT 15+ TO YEAR 11

Only in emergency situations do we consider candidates for entry to the GCSE courses at the Year 11 stage. Each case has to be carefully considered on an individual basis. The divergence in the requirements of different examination boards means that transfer at this stage should be avoided if at all possible.

ENTRY AT 16+ TO YEAR 12 (SIXTH FORM)

UK APPLICATIONS

An Open Evening for prospective Sixth Formers and their parents will be held on **Thursday 30 September 2010**. Heads of Departments will talk about their subjects at A level, and the Director of Studies, the Careers staff and the Sixth Form Co-ordinator will be available to discuss subject combinations and

other relevant matters. Those unable to attend on this occasion are welcome to arrange an individual visit.

Reports: Before an offer can be made, it will be necessary to ask Parents' permission to approach the Head Teacher/Principal of the applicant's current school for a report on his or her progress. This report needs to include predictions of GCSE results (or the equivalent).

Academic entry requirement: Candidates must achieve at least five B grades in their GCSEs, with A or B in their chosen A level subjects, or, through interviews and written tests, satisfy the Headmaster that they will be able to cope with the full A level programme. Most entrants will have eight or nine passes at grades A* - B.

Decisions and offers can be made from 1 December onwards.

APPLICATIONS FROM OUTSIDE THE UK

Applicants who are at school outside the UK are not expected to make a special journey to visit The Leys, but are very welcome to visit if they are in the UK at any time. A good report will be particularly important for applicants who are unable to come to the School for interview. Candidates wishing to **apply for a scholarship** should note that the assessments take place in early November of the year prior to entry. While the academic scholarship papers can be sent to examination centres in the home country it may be necessary for candidates for other awards to attend in person.

International students who are attending an international school following the UK curriculum should refer to the section above with regard to entry requirements. International Students following the curriculum of their home country will be required to take test papers in English and each of the four subjects which they intend to study at AS level. Arrangements can be made for these to be sent to their school or to the nearest British Council offices.

GOVERNORS AND STAFF

GOVERNORS:**Chairman:**

Prof E A V Ebsworth CBE PhD ScD FRSC FRSE

Vice Chairman:

J D Callin FRICS IRRV

Honorary Treasurer:

D C W Unwin MA ACA*

Honorary Secretary:

R B Haryott BSc FEng FICE FIStructE CRBCC*

N J M Abbott MA

C M Kidman ACIOB*

Mrs J M Allison BA

P R Lacey MA, PGCE, FRSA

Ms P B Appafram BA MCIPD

Mrs M E Mackay RGN

Mrs H Arthur CertEd

Rev Dr T S A Macquiban TSA

M D Beazor BA

Mrs E L Mimpriss CertEd

Rev M A Bishop MA*

G Russell MA

Mrs A Brunner BA

R C Sadler FRICS

J D Callin FRICS IRRV

S H Siddall MA

C G Clough LLB*

A V Silverton BSc FSI*

Mrs C Crawford MA

Rev Canon G Thompson

Prof E A V Ebsworth CBE PhD ScD FRSC FRSE

D C W Unwin MA ACA*

Mrs J W Harding BA

Dr R D H Walker MA

R B Haryott BSc FEng FICE FIStructE CRBCC *

R B Webster FCA

C R B Hewitson LLB

** Old Leysian*

R A Johnson MA*

(To contact the Chairman of Governors please write c/o The Leys School, Cambridge, CB2 7AD)

STAFF:**Headmaster:**

M Slater MA

Deputy Headmaster:

A W Jessop MA PhD

Housemasters and Housemistresses:

Barker House:

Mr G J Deudney

Granta House:

Dr C L Howe

Barrett House :

Mrs E R Culshaw

Moulton House:

Miss A Macpherson

Bisseker House:

Miss E F Prosser

North A House:

Mr C I A Fraser

Dale House:

Miss C E Battison

School House:

Mr S H Dorman

East House:

Rev C J Meharry

West House:

Mr W J Earl

Fen House:

Ms S Schilperoort

A S Erby BSc	Rev C J Meharry BEd BTh	Miss C J Keyser BSc
M A Brown BSc	Mrs S Vallance-Goode JP BA	R S McAlinden BA
P White BEd	P M Davies BSc MedDip	S G Hancock BA MA
E M W George BEd*	Miss C E Battison BA	N R Born MA
R Adamson BSc PhD	M A Egan BSc	N J Dix-Pincott BA MA
R A D Hill BA	Mrs J Stobbart BA	S N Leader BA
D J Nye BSc	Ms L Clark BA	A J McGarry BA MA
P A Mathieu MA	Miss C L Brocklehurst BSc	G F Stentiford BSc MSc
Mrs P C A Taylor BA MEd	M C Gale BEd	Miss J P E Cooke BA
Mrs P B Davis BA MPhil	R A Hall MA ARCO	T P Dunn BA MSc FRSA
Mrs C E Wiedermann MA	Miss P J Lees BA	J W Fawcett MA
Mrs P J Jessop BEd DipSpLD	A C R Long BA	Ms A Freisenbruch PhD
Ms S Schilperoort BSc MA	J R Norton BA	Miss R H P Taylor BSc
Mrs C J Ilman	Ms E F Prosser BSc	D J Wilson PhD
C I A Fraser BA MA(Ed) MCMi FRSA	Ms E J Fordham BA DipSpLD, MEd	L M Copley BA
Mrs A P Muston BEd	Mrs M Nichols BEd	Mrs K J Cox BSc
W J Earl BSc	Mrs A Lainchury BA MCLIP	C D Coupland .MA
G K Howe BSc MSc MA MEd	T L Reed BA MSc	C J Foster BA
A R C Batterham BA	R W Tillett MA	Miss R S Isdell-Carpenter BA
D K Fernandes BSc	Mrs E R Culshaw MA	M P J Lindsay MSc
A P Harmsworth MA MRI FRAS	S A Newlove BSc PhD	Mrs L A Reyes MA
Mrs C L Howe BSc PhD	B A Barton BA	W P Unsworth BSc, PhD
D R Bell MA	A J Welby BA	A S Phoenix Holland BA
G J Deudney BSc Bed	S G Wilson BSc LRAM	Miss G Plummer BA
S H Dorman BA, MPhil	Mrs J A Samuel BSc	* Old Leysian
Chaplain:	Rev C J Meharry	Bursar: P D McKeown
Director of Studies:	S G Wilson	Finance Bursar: Mrs M Cooksey
Senior Tutor:	A S Erby	Headmaster's PA: Mrs B Beney
Director of Pastoral Care:	Mrs C E Wiedermann	Administration Manager: Mrs J A Cooper
Director of WiderCurriculum:	M A Brown	Admissions Officer: Miss N L Annetts
Medical Officer:	A J Stewart MB BChir	Database Officer: Mrs D V Butterworth
Nursing Staff:	Sister M A Williams SRN SCM	Bursar's PA: Mrs J C Carruthers
	Sister G Woolley SRN SCM	Admissions and Marketing J D R Benson *
	Sister P Sherman SRN SCM	Manager

A LEVEL RESULTS FOR 2009 (UPPER SIXTH)

Subject	No. of Candidates	A	B	C	D	E	U
English Literature	19	10	6	3	0	0	0
French	5	1	3	1	0	0	0
German	3	1	2	0	0	0	0
Spanish	5	1	3	0	1	0	0
Chinese	11	9	2	0	0	0	0
Classical Civilisation	7	4	1	1	1	0	0
Latin	3	2	0	1	0	0	0
History	26	14	10	1	0	1	0
Geography	25	15	7	3	0	0	0
Economics	22	13	4	3	2	0	0
Business Studies	21	4	11	5	1	0	0
Religious Studies	7	3	4	0	0	0	0
Psychology	13	1	6	2	4	0	0
Drama & Theatre Studies	6	2	2	2	0	0	0
Art	10	6	4	0	0	0	0
Music	4	3	1	0	0	0	0
Mathematics	35	23	8	1	3	0	0
Further Mathematics	7	5	1	1	0	0	0
Physics	21	9	5	4	2	1	0
Chemistry	9	6	1	1	1	0	0
Biology	16	7	4	4	1	0	0
Physical Education	6	0	2	3	1	0	0
Design and Technology	6	2	3	1	0	0	0
ICT	4	1	1	2	0	0	0
Other	6	5	1	0	0	0	0
Totals		147	92	39	17	2	0
% at each grade		50%	31%	13%	6%	1%	0
Average for 2007/08/09		45%	29%	17%	6%	1%	1

GCSE RESULTS FOR 2009 (YEAR 11)

Subject	No. of									
	Candidates	A*	A	B	C	D	E	F	G	U
English	94	7	54	25	8	0	0	0	0	0
English Literature	94	15	43	29	7	0	0	0	0	0
History	66	15	27	22	2	0	0	0	0	0
Geography	46	20	17	8	1	0	0	0	0	0
Latin	19	5	7	5	2	0	0	0	0	0
Greek	2	2	0	0	0	0	0	0	0	0
Classical Civilisation	10	0	7	3	0	0	0	0	0	0
French	42	8	16	12	6	0	0	0	0	0
German	26	6	11	5	4	0	0	0	0	0
Spanish	30	5	11	8	5	1	0	0	0	0
Art	27	12	14	1	0	0	0	0	0	0
Music	11	3	4	3	1	0	0	0	0	0
Mathematics	94	32	33	20	9	0	0	0	0	0
Biology	93	32	24	21	16	0	0	0	0	0
Chemistry	93	25	25	25	17	1	0	0	0	0
Physics	93	26	20	28	16	3	0	0	0	0
Design & Technology	25	2	14	9	0	0	0	0	0	0
Drama	29	5	12	8	4	0	0	0	0	0
Religious Studies	92	46	35	8	3	0	0	0	0	0
Physical Education	38	5	17	11	5	0	0	0	0	0
ICT	20	3	3	11	1	1	1	0	0	0
Other subjects	5	3	0	0	1	1				
Totals		277	394	262	108	7	1	0	0	0
% at each grade		26%	38%	25%	10%	1%	0	0	0	0
Average for 2007/08/09		28%	37%	25%	9%	1%	0	0	0	0
Non-GCSE subjects:										
Additional Mathematics	18	N/A	5	2	4	5	2	0	0	0

DESTINATION OF LEAVERS

Leysians known to have entered Higher Education in the last two years. Full information is not always available due to the number taking 'gap' years.

By University:

Aberdeen	1	Oxford	7
Aston	3	Oxford Brookes	7
Bath	2	Portsmouth	2
Birmingham	10	Reading	1
Brighton	2	Roehampton	2
Bristol	2	St Andrews	1
Cambridge	3	University of London – total:	34
Cardiff	2	Imperial College	7
City	4	King's College	8
Durham	4	LSE	6
East Anglia	2	Queen Mary	3
Edinburgh	6	SOAS	1
Essex	2	UCL	9
Exeter	8	UWE	2
Glasgow	1	Warwick	2
Kent	1	York	2
Leeds	14		
Leeds Metropolitan	4	Art Foundation Courses	2
Leicester	1	Royal Veterinary College	1
Loughborough	2		
Manchester	3	Abroad	3
Newcastle	8	Hong Kong	1
Nottingham	5	Germany	2
Nottingham Trent	6		
Other	7	GAP year	20

DESTINATION OF LEAVERS

By Course:

Art	5	Law	11
Architecture	4	Management	6
Biology	2	Mathematics	5
Bio-Medical Science	6	Medicine	7
Business	16	Music	3
Classics	3	Natural Sciences	1
Computer Science	5	Philosophy	6
Dentistry	2	Physics	2
Drama	5	Politics	6
Economics	11	Psychology	2
Education	2	Science – other	7
Engineering - total	9	Sociology	1
English	7	Sport	7
Geography	9	Theology	1
History	8	Various	10
Journalism	2		

MISSION STATEMENT AND AIMS

MISSION STATEMENT

To provide a first-class boarding and day education for boys and girls, building their confidence by enabling them to fulfil their potential academically, culturally, physically, spiritually and socially in a Christian community where each one is seen as a unique individual.

AIMS

CURRICULUM

To offer a broad curriculum which is both attractive and educationally sound, and to guide all pupils towards their highest possible examination grades, while at the same time opening their eyes to the excitement of academic study and independent learning.

WIDER CURRICULUM

To ensure that all pupils are exposed to a programme of sporting, cultural and creative opportunities, in order to widen their range of experience, to allow them to develop in mind and body, and to build their self-esteem through the achievement of high standards.

PASTORAL

To create an environment, both in Houses and in the School, where pupils feel that they are understood, valued and supported. Through a combination of encouragement and discipline where they can grow in confidence, and are helped to find their own spirituality and a deeper appreciation of their world.

DEVELOPMENT AND MARKETING

To provide public benefit by enabling access to The Leys for pupils from diverse social and cultural backgrounds, and to promote the good reputation of The Leys locally, nationally and internationally.

ADMINISTRATION, MANAGEMENT & STAFFING

To employ and retain first-class staff, and develop systems and resources in a sustainable manner which will enable them to provide the best possible educational experience for young people.

POLICIES AND PROCEDURES

The Leys publishes a booklet containing most of the Policies and Procedures that are relevant to parents including the Safeguarding Policy. It is sent to parents with the mailing offering a place to their son or daughter. A copy of it is available in pdf format from the website by going to the Downloads section on the Main Page. Should you like a copy sent to you please contact the Admissions Office. The contents of the booklet are as follows:

POLICIES

Alcohol
 Attendance
 Bullying
 Catering
 Curriculum Policy
 Drugs
 Email and Internet
 Eating
 Equal Opportunities
 Exclusion
 Learning Difficulties
 No Smoking
 Personal and Social Education
 Relationships
 Safeguarding
 Trips
 Other Policies and information available

BEHAVIOUR

Behaviour and Discipline Policy
 Behaviour Protocol
 Dealing with Parental Concerns
 Personal Possessions
 Commendations
 Punishments by Teachers
 Punishments by Prefects
 Dress Regulations

PROCEDURES

Bounds
 Curriculum Plan
 Games Committee Rules
 Protocol on Medicines
 Off Games and PE
 Prep Guidelines
 Road Safety

The Admissions Policy is available from the school office.

FINANCIAL MATTERS

ENTRANCE FEES

The full entrance fee is £700; of this, £100 is payable at registration (non-returnable) and the remaining £600 when requested prior to entry. The £600 is held as a credit against the pupil's final account on leaving or is refunded if a candidate fails to reach the qualifying standard for admission (it is non-returnable if, having qualified for entry, the pupil does not join the School).

BOARD AND TUITION (FROM SEPTEMBER 2010)

An annual fee is charged which is payable in three termly instalments. The termly instalments for the year commencing September 2010 until June 2011 are given below. Fees are subject to annual review. A parent becomes liable for the school fees for a pupil's first term when an offered place has been accepted. These fees are payable 28 days before the beginning of the first term. Fees for subsequent terms are payable before the beginning of that term.

Year 9 to Sixth Form

Boarder	£8,470 per term
Home Boarder	£6,365 per term
Day Pupil	£5,635 per term

Year 7 and Year 8

Boarder	£6,165 per term
Day Pupil	£4,020 per term

SHORT STAYS

Exchange students boarding for periods of less than one year will be charged for the proportion of the total year that they attend. The fee for the whole period will be required in advance.

EXTRAS

There are a number of optional activities such as rowing, sailing, House parties, discos, week-end outings etc. for which a termly charge is made. Individuals are also charged for private tuition and public examination entry fees.

CAUTION MONEY

Parents whose permanent residence is outside the EC will be required to deposit a full term's fees less the Entry Fee in addition to the fees for the first term, if they have not paid fees in advance (see below). This payment, which is held against the pupil's final account, is a precaution against international exchange difficulties and is a requirement of most independent schools.

PAYMENT BY DIRECT DEBIT

Parents with a **UK based bank account** pay their fees by direct debit. Parents have a choice of either paying it by a single direct debit or by three direct debits over three months.

ADVANCE PAYMENT OF FEES

The Leys, like many other schools, operates a scheme whereby a capital payment can be made to provide for school fees over a given period of time. A payment may be made at any time but it is advantageous to enter the scheme as early as possible. The scheme offers the following advantages:

- a. the amount payable is substantially less than the total which would be payable if the fees were paid each term.
- b. payment of fees in a lump sum, if made by a parent, does not constitute a capital transfer liable to tax.

There is also a scheme whereby a discount can be obtained for the payment of fees for an academic year in advance. Further details may be obtained from the Finance Bursar (mjc@theleys.net)

WITHDRAWALS

In the event of Parents wishing to withdraw their son or daughter from the School after acceptance, a term's notice must be given or a term's fees paid in lieu of such notice. (Full details are given in our Standard Terms and Conditions.)

SCHOOL FEES REFUND SCHEME

No remission of fees can be made because of absence through illness or any other reason. Parents are therefore advised to take advantage of the School Fees Remission Scheme, details of which are included with the New Pupil joining pack.

PERSONAL ITEMS NOT COVERED BY SCHOOL INSURANCE

If a pupil possesses any articles of particular value, Parents are advised to take out their own insurance cover.

SOURCE OF FEES

The Leys and St Faith's Foundation, like other institutions associated with the Methodist Church, is anxious to promote high ethical standards. This applies not only to its internal organisation, but also in its dealings with families whose children attend the schools.

The Foundation therefore expects that Parents will fund their school fees from ethical sources which would not infringe criminal laws in the United Kingdom and which would not infringe criminal laws of the Parents' country of residence, if this is other than the United Kingdom.

CHARITABLE STATUS

The School was created by an indenture dated 31 May 1875. The charity is administered under a scheme which was established in 1875. The registered number is 311436.

BANK DETAILS

The School's Bank Account is held at:

Lloyds TSB Bank plc
Cambridge Branch
PO Box 4
3 Sidney Street
CAMBRIDGE CB2 3HQ

Bank Sort Code: 30-91-56

Account: The Leys School

Account No: 02817976

IBAN : GB 98 LOYD 309156 02 817976

BIC : LOYD GB 21018

Please ensure that the following information is included in the transfer of money to this account:

- The name of the pupil
- The name of the Parent making the transfer
- The name and sort code of the bank making the transfer

Please Note: It is not possible for us to accept any payment by credit card or by Eurocheque.

TERMS AND CONDITIONS

Please see Appendix E.

APPENDIX A: SCHOLARSHIPS AND BURSARIES

This page contains general information applicable to all points of entry. Please then refer to the appropriate sections on the following pages. The information is currently written for entry in September 2011, but the criteria may be subject to change in future years.

INTRODUCTION

Scholarships are available for entry to The Leys at 11+, 13+ or Sixth Form. A pupil who is awarded a scholarship may, in exceptional circumstances, gain a fee concession of up to 100% of the fees payable. A maximum of 10% of this may be in the form of a non-means-tested scholarship. Any concession above this would be in the form of a Supplementary (means tested) Bursary. The number and value of the awards is dependent upon the calibre of the candidates, and their continuation is subject to the pupil maintaining satisfactory standards.

11+ SCHOLARSHIPS

While academic performance will be the major consideration in making these awards, the Headmaster is able to take into consideration a candidate's performance in the fields of Art, Music, Drama, Sport and Technology.

Candidates for entry in September 2011 who perform well in the Entrance tests on Saturday 22 January 2011, and who have a strong supporting recommendation from their current Headmaster or Headmistress, will be invited back to The Leys on Tuesday 1 February 2011 for a series of interviews with the Headmaster, the Head of Mathematics and the Head of English. All candidates invited back for this second round will be guaranteed a place in Year 7, whether or not they are awarded a Scholarship.

13+ SCHOLARSHIPS

The number and value of the awards made each year depends on the quality of the candidates. They are available to all applicants, including current pupils at The Leys who are within the age range.

In the case of external candidates the Head of their present school should be informed of your intention, as his or her signature is needed for the Scholarship Forms and he or she may be able to offer advice. All external candidates for entry to The Leys are required to undertake the standard academic tests. For those who do not already hold an offer of a place, these are held at The Leys on Saturday **22 January 2011**.

The value of awards is expressed as a percentage of the fees payable. In the case of a Music Scholarship, the award may also carry with it free tuition in up to two instruments, and in the case of Drama Scholarships, free LAMDA tuition may be available.

AGE OF CANDIDATES

To be eligible, candidates must normally be under 14 years old on 1 September in the year of the examination.

APPLICATION

The following pages set out the requirements for each award. All applications must be made on the official forms and returned by the deadline. Every candidate must fill in the general application form and then enclose the relevant form for each of the Scholarships for which they wish to be considered.

Specimen papers are normally sent directly to the candidate's school. In the case of a candidate not attending an independent school parents may obtain papers from the Admissions Office.

PROGRAMME

An outline programme will be sent to the candidate's school, and also to his or her parents or guardian in advance of the scholarship

exams and interviews. The dates for the scholarship assessments are as follows:

Monday 24 January 2011

Academic

Thursday 20 January 2011

Music, Art and Sport

Friday 21 January 2011

Design Technology and Drama

ALL scholarship entries must be received by the Headmaster at The Leys by: **Friday 19 November 2010.**

13+ ACADEMIC AWARDS

These awards are made for academic excellence. Those wishing to be considered for an academic award will take FIVE extension papers on Monday 24 January 2011. All candidates will take papers in English, Mathematics and Science. Candidates will also take two elective papers selected from French, German, Spanish, History, Geography, Divinity, Latin or Greek.

The requirements for each paper are set out below.

ENGLISH

The paper will require candidates to respond to one or more literary pieces either analytically or creatively.

MATHEMATICS

Candidates will be required to work a calculator paper. The latter questions on this paper will be more demanding and of an investigational style. The syllabus content will be based upon the National Curriculum, levels 3 – 6.

SCIENCE

The paper encompasses work most likely to have been covered in schools in Years 7 and 8. The examination may also contain some 'open-ended' questions asking for suggestions and ideas based on scientific knowledge or supplied evidence. A calculator will be required.

FRENCH, GERMAN AND SPANISH

The paper will contain two sections: a reading comprehension, with questions in English and the relevant language on a text in the relevant language (of current interest); a writing task.

GEOGRAPHY

Questions may be set on the following topics from KS3 of the National Curriculum: OS map work, weather and climate, landforms (coasts and rivers), settlements (sites, hierarchies, urban land use). In addition there may be questions on tectonic processes, economic activities and environmental issues.

HISTORY

Candidates will be required to answer questions on sources of which they need no particular prior knowledge to understand. The sources will be focused on a period of 20th Century History and will test the following source work skills: comprehension, similarity and difference, utility/reliability, sufficiency of evidence and conclusions to be drawn about the past.

DIVINITY

The paper covers themes that are broadly similar to the Common Entrance Syllabus. There will be a substantial biblical element, some World Religions, and a requirement to reflect on moral issues. An awareness of world issues will be expected. Reading a broadsheet newspaper regularly is recommended.

LATIN

Candidates will be required to attempt a comprehension, answering in English on a text in Latin. They will also be given a piece of unseen Latin text to translate. The standard required will be equivalent to Level 2/3 Common Entrance.

GREEK

The questions will be graded, the hardest being at the standard of *Wilding: Greek for Beginners, Chapter 14.*

13+ MUSIC SCHOLARSHIPS

As a general guide, candidates would normally be expected to have reached the standard required for Associated Board Grade V. Singing experience may be taken as an equivalent, especially for candidates who are Cathedral Choristers. Choral and Organ awards may be made, and any instrument may be offered. Musicianship and potential are more important than present attainment.

Candidates will be expected to play two contrasting pieces on each instrument offered (or sing two songs if singing is offered). They will be asked to play a piece at sight, and may also be asked to play scales and arpeggios, or perform aural tests similar to those of the Associated Board.

Holders of Music Awards at The Leys are expected to play a full and active part in the music-making of the School. There are frequent opportunities for performance, either as a soloist or in the various choirs, orchestras, bands and chamber groups. The Director of Music ensures that each pupil's commitment is appropriate to his or her talents, in consultation with the Housemaster/Housemistress and Parents, and care is taken to ensure that adequate time is left for his or her own private practice.

13+ SPORTS SCHOLARSHIPS

Candidates are expected to show a high level of proficiency (County standard or above) and commitment in at least two major sports, chosen from Rugby, Hockey, Cricket, Netball and Tennis. As an alternative, candidates may choose one sport from those listed and specify another, which is not listed.

Candidates will be interviewed and participate in practical tests, which are designed to test their skills and fitness. They will also, where possible, participate in team games (reduced sides). Each candidate will be assessed in two sports.

Candidates will be expected to provide a full CV of their sporting involvement and to provide the name and address of a person(s) able to provide a supporting statement.

Please note that it is the parents'/guardians' responsibility to request these references. Internal candidates should provide the name and address of at least one person from outside the School able to provide a supporting statement. Certificates and additional information on sports achievements to support the application may be brought on the day.

13+ ART SCHOLARSHIPS

Candidates will be asked to sit a drawing test involving an observational study. This will take place in the main studio of the Art Department and will last between two and three hours. Candidates will be provided with materials.

Candidates will be expected to submit a portfolio and/or sketchbook of recent material reflecting the full range of their work (this should mainly be work produced in the last year). Examples or photographs of any three-dimensional work should also be included and they are very welcome to bring any other work that they feel is relevant.

Candidates will also have a short interview with the Art Department staff. They will be encouraged to discuss either an Art exhibition recently visited or some piece of an artist's work that they particularly like.

13+ DESIGN TECHNOLOGY SCHOLARSHIPS

Candidates will be asked to undertake a selection of "design and make" problem-solving exercises lasting three hours.

Candidates should bring a selection of work, both two and three-dimensional, that reflects a high standard of skill and creativity. They may bring photographs of projects that are too large to transport.

Candidates will have a short interview with the Design Technology staff.

13+ DRAMA SCHOLARSHIPS

All candidates will be interviewed and will be asked to demonstrate excellence in either (a) Dramatic performance OR (b) Technical skills. Candidates will be expected to demonstrate a strong appreciation of theatre, an understanding of production issues and knowledge of theatre outside the school context.

(A) DRAMATIC PERFORMANCE

Candidates will be asked to perform a solo piece of their choosing, which must come from a published text. The solo piece should last no longer than three minutes and should be performed without costume.

The solo piece may also be a song from a piece of musical theatre. Any such piece will be primarily considered in theatrical rather than musical terms. The music should be brought to the audition in the form of a backing track, if possible. If a piano accompanist is needed, a copy of the music should be included when the entry form is completed and returned.

Candidates should also expect to be assessed in a group setting where improvisation skills will be observed.

Candidates offering a dramatic performance will be asked about the performance they have given, previous performances (where appropriate) and their ambitions in this area.

(B) TECHNICAL WORK

Candidates will be asked to provide evidence of work they have completed for a production in any area of technical theatre.

Such areas include:

- a. Set design/construction/decoration.
- b. Costume design/construction.
- c. Make-up design.
- d. Stage lighting.
- e. Sound.
- f. Stage Management.

Set, costume and make-up work will be primarily considered in theatrical rather than artistic terms. Evidence should include, in all cases, notes, diagrams, photographs/video (where appropriate). Candidates should have a proven commitment to working

backstage in a theatre, be prepared to develop their skills, and be capable of working efficiently and well in a team. They should be prepared to make work in the Theatre at The Leys a major commitment.

Candidates offering technical work will be asked in detail about the material they have brought.

13+ NEIL WHITE SCHOLARSHIPS (ALL ROUNDER)

Candidates who enter for more than one category of scholarship will also automatically be considered for a Neil White Scholarship. These scholarships are awarded to pupils who are able to contribute at a very high standard in two or three different fields, and also show potential for leadership. In accordance with the original terms of this award, preference will be given to candidates who wish to board.

SIXTH FORM SCHOLARSHIPS 2011

The Leys School offers a number of Sixth Form Scholarships for Academic subjects, Music, Art, Drama and Sport. They are open to those entering the School as well as to current pupils who will be moving up to the Sixth Form in the Autumn Term 2011. All external candidates should be registered for entry to The Leys.

ENTRY FORMS AND CLOSING DATE FOR ENTRY

Entry forms are available from the Admissions Office. The entry forms should be completed and returned to The Headmaster, The Leys School, Cambridge, CB2 7AD by the closing date for entry, **Friday 15 October 2010**. A general reference will be requested from the Head of the candidate's present school once the entry has been received.

OVERNIGHT ACCOMMODATION

Accommodation can be arranged in School for candidates wishing to sit for both academic and non-academic awards. Requests for accommodation must be made well in advance, preferably when returning the completed application form(s).

All Awards will be announced at the beginning of December.

16+ ACADEMIC AWARDS

All candidates will be asked to sit written tests and attend interviews on Saturday 13 November 2010. The tests will be based on GCSE syllabuses and candidates will be expected to answer on three subjects of their own choice. A General paper will also be set for which no special preparation is necessary; a calculator will be needed for this paper. All papers will last for one hour.

16+ MUSIC AWARDS

For Music, (Organ, Choral and/or Instrumental), the candidate's musical record will be taken into account, as will a personal assessment by the Director of Music of The Leys School. They will be expected to perform two contrasting pieces on their first instrument and one piece on their second/third instrument. They will also be tested on their general musicianship, scales, aural training and sight-reading. Strong emphasis will be placed on musicality and willingness to contribute to the School's music. Composition may also be submitted. The auditions and assessment will take place on Friday 12 November 2010.

16+ ART AWARDS

For an award in Art, all candidates should offer a portfolio of work. An examination will also take place on Friday 12 November 2010.

16+ DRAMA AWARDS

Drama Scholarships are awarded to candidates who show excellence in either Performance or Technical Skills. All Performance candidates should present two contrasting pieces: one must be an acting solo, the other may be acting or an extract from a musical. The music should be in the form of a backing track. If a piano accompanist is needed, a copy of the music should be included with the completed entry form when returned. The combined time for both pieces should not exceed six minutes.

All Technical candidates will be expected to provide details of their experience and should nominate the technical skills they would like to be taken into consideration. All candidates will be interviewed. The examination will be on Friday 12 November 2010.

16+ SPORTS AWARDS

Candidates are expected to show a high level of proficiency (county level or above) and commitment in at least two major sports, chosen from Rugby, Hockey, Cricket, Netball and Tennis. As an alternative, candidates may choose one sport from those listed and specify another, which is not listed.

Full details of sporting skills and achievements, together with the names and addresses of one or two people who are able to provide supporting statements, are also required. Interviews and assessments will be held on Thursday 11 November 2010.

A reminder that all entry forms should be completed and returned to The Headmaster, The Leys School, Cambridge, CB2 7AD by the closing date for entry, **Friday 15 October 2010**.

THE ARKWRIGHT SCHOLARSHIP AWARDS

Those wishing to follow an A level course in Design and Technology, leading to courses in Higher Education, to read Engineering, Technology or other Design-related subjects, may enter for Arkwright Scholarships. These Scholarships are externally assessed and awarded.

Further details and application forms will be available from the Admissions Office in November 2010, the closing date is in the middle of January and the results will be announced in the Spring of 2011.

BURSARIES

The School is committed to broadening access by offering to eligible parents/guardians means-tested financial support with the payment of school fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 100% tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

The School has a limited amount of funds for Bursaries and normally the requests for help outweigh the funds available. The focus of distribution is on those children who are in the best position to gain from a Leysian education.

CATEGORIES OF BURSARY AWARD

(A) SUPPLEMENTARY BURSARY

This category of Bursary may be awarded to a pupil who gains a scholarship for entry but whose parents require further financial assistance.

(B) GOVERNORS' BURSARY

This category of Bursary may be awarded to a pupil in need of financial assistance who has not won a Scholarship but has demonstrated that he or she would make a significant contribution to the life of the School, academically or in other ways.

(C) SPECIFIC BURSARY

This category of Bursary may be awarded to children of servicing members of the Armed Forces who qualify for the Boarding Schools Allowance and also to parents of four or more children currently at the school.

Bursaries may be available for applicants entering at other year groups if there are any funds remaining after those at Year 7, 9 and Lower Sixth have been dealt with.

In addition to bursaries for new applicants there are also essential bursaries available for existing pupils where a change in parental/guardian circumstances has resulted in difficulties in meeting tuition fees.

THE APPLICATION PROCESS

Parents/guardians of potential parents should apply for a bursary before they are assessed for entry to the School. For further information about the process, please contact the Finance Bursar, Mrs Mary Cooksey on 01223 508909 or mjc@theleys.net

APPENDIX B: LEARNING SUPPORT PROCEDURES

The Leys welcomes pupils with a diverse range of skills and talents. Our selection procedures in the Lower and Middle School are designed to identify pupils who can succeed in a wide range of GCSE subjects. The selection procedures for the Sixth Form require that pupils have achieved at least 5 B grades at GCSE or their equivalent to be considered for entry; most entrants will have eight or nine passes at grades A* - B. Within this ability range, our aim is to enable all pupils to achieve their best in all aspects of School life. However, we also recognise that there are some pupils whose natural abilities are impeded by specific learning difficulties and we support them appropriately. It is always a delight to watch them progress and flourish during their time with us.

1.1 SCOPE OF SUPPORT AT THE LEYS

Although The Leys is keen to support pupils with learning difficulties, it can only offer a limited level of support. There is a full time specialist teacher with RSA DIP SpLD qualifications, and two similarly trained part-time teachers, but The Leys is not a specialist school with staff and facilities to cater for the needs of a wide range of learning and behavioural difficulties. For example, the School does not have facilities for those relying on computer technology. The School's Learning Support Policy explains the responsibilities of the School and of the Parents.

1.2 COPING WITH THE CURRICULUM

Pupils with Specific Learning Difficulties (SpLDs) have to be able to cope with the core subjects of English, Mathematics, Physics, Chemistry, Biology and Divinity up to Grade B standard at GCSE. Pupils with SpLDs are placed in appropriate sets and are expected to work at the same level as other pupils in that set. The School does not establish Individual Education Plans (IEPs) for pupils. Additional learning support by LSAs **in class** is NOT available.

1.3 OPTIONS FOR PUPILS WITH AN SPLD

Some concessions are made to support the pupils. Pupils with SpLDs are often encouraged to study only one foreign language in Year 9 if languages prove difficult for them. A few do not take any foreign language at all.

GCSE options are considered and discussed with pupils and Parents during the Lent Term of Year 9. Recommendations are made concerning the loading and the advisability of attempting certain combinations of subjects, depending on the needs of the

individual. Extra timetabled English and Maths lessons may be recommended for a pupil, at the expense of one GCSE.

There is an option to keep one GCSE option block 'free' for private study, so reducing the number of GCSEs taken, and also reducing the pressure of work on pupils with SpLDs. Private study lessons can be used to reinforce work done in lessons, to spend more time on preps, to read, etc. These periods are supervised in the Lower and Middle Schools and in the Lower Sixth Form, but not by a specialist teacher. Individual specialist support lessons are organised at these times too.

Pupils **are not** withdrawn from other timetabled lessons for individual tuition.

1.4 LEARNING SUPPORT LESSONS

Individual support generally consists of one 30-minute lesson per week with a specialist teacher, who will support the pupil in an appropriate manner depending on their specific difficulty. Lessons are chargeable as an 'extra' - see **Charges** section below.

Pupils with no private study periods through the day are offered support lessons in activities time between 4.40 pm and 6.00 pm. These lessons are compulsory if they have been agreed upon by Parents and should be attended regularly.

1.5 PASTORAL AND ACADEMIC CARE

All pupils are attached to their House for pastoral and academic care, but the administration of their specific needs is the responsibility of the Learning Support department. There is necessarily much liaison between the Learning Support department and the Housemaster/Housemistress, tutors and teachers.

Each pupil with a known SpLD is placed on a Learning Support Register. This is an administrative measure identifying those pupils in the School who will need monitoring, possible support lessons and special arrangements in school and public examinations.

Each pupil on the LS register is 'profiled' and every member of staff who teaches that pupil will have access to the information which briefly summarises assessment results, difficulties encountered and how these will affect classroom and academic performance. The profile also includes recommendations for staff that will be relevant in the classroom situation. Copies are also available to tutors and pastoral staff. They are updated annually.

The Head of Learning Support ensures that relevant access arrangements for examinations are in place for all the appropriate pupils on the Learning Support Register and liaises with external specialists when necessary.

1.6 COMMUNICATION WITH PARENTS

Regular reports are written for those on the learning support register and these accompany the Records of Work sent to Parents. Liaison between the Head of Learning Support and Parents is regarded as an integral part of the support network.

The Head of Learning Support liaises with Educational Psychologists, Occupational Therapists, Opticians, etc. when necessary.

1.7 PUPILS WITH A KNOWN LEARNING DIFFICULTY

The Parents of entrants with a known Specific Learning Difficulty (SpLD) are required to fill in an individual needs form at the time of registration. They should also provide the School with **up to date** specialist assessment reports, (usually an Educational Psychologist/specialist teacher diagnostic assessment), giving a detailed assessment of learning difficulties and recommendations made. If, however, recent assessment material is unavailable, an old report would provide useful background information and a copy would be appreciated. This will give the School the opportunity to make sure that it is able to cater for the individual needs of the pupil, before entrance tests have been taken. A meeting to discuss the situation, prior to the entrance tests, would also be beneficial and it is therefore advised that registrations are made well in advance so that informed decisions can be made without time pressures.

Entry to the School is the same as for all pupils applying for places in the School.

The Leys School entrance tests are normally held in the January prior to Entry. Examination access arrangements may be allowed **as long as there is formal evidence of a learning difficulty along with a recommendation for concessions**. Additional time or lap-top use are concessions that can be considered. Please consult the School at registration if your child is likely to need either of these access arrangements for entrance examinations.

1.8 PUPILS WITH A DIAGNOSED CONDITION, WHICH MAY AFFECT EDUCATIONAL PROGRESS.

Some pupils, whilst not having a specific learning difficulty that requires academic support, may have been diagnosed as having a condition that prevents them from reaching their full potential without some form of support and monitoring. E.g. Attention Deficit Disorder (ADD), non-verbal learning difficulties, hearing impairment, visual deficits, coordination difficulties, etc.

Any background information, assessment reports from relevant specialists, Statements of Educational Needs, and/or information regarding previous support **must** be sent to the School as soon as there is **an enquiry** for a place at The Leys. The School **must** have this information so that it can make a decision on the consideration of a place in the full knowledge of any difficulty. Unless the full picture is known it is impossible to tell whether the School can adequately educate a pupil and reasonably cater for all his or her needs.

In the cases of 1.7 and 1.8, it will be the responsibility of the Parents to provide this information and NOT that of the previous school. Failure to supply this information may prevent the School from providing appropriate support for the child's needs. The School also reserves the right to withdraw the place if this information is withheld.

1.9 CHARGES

A small termly charge is made for all pupils on the Learning Support Register regardless of whether or not they have support lessons. This ensures adequate monitoring and the distribution of necessary information on all pupils and that access arrangements are put in place where appropriate.

An extra charge is made for the updating of any assessment necessary in the formal application for access arrangements in public examinations at GCSE, AS and A level.

Individual tuition is charged as an extra and will be added to the pupil's School account. Charges will be made for missed lessons unless there is a valid reason for the pupil not arriving, e.g. illness, compulsory trips for other subjects, etc.

APPENDIX C: INTERNATIONAL STUDENTS

While approximately 85% of current pupils are from the UK, there are representatives of up to 40 different nations at the School. Most come for full-time courses but it is sometimes possible for stays of one term or one year to be arranged. Students from Malaysia and Singapore who are predicted to achieve top grades in their examinations are able to join us in the January of the AS year. Although it is not always possible, we advise families to have visited the School prior to entry. Students applying for entry must be able to show that they have the academic potential to complete the appropriate course of study and the English Language skills to support them. Test papers can be taken at The Leys or in the home country.

GUARDIANSHIP

Parents living outside the United Kingdom are expected to arrange for a responsible adult living in the UK to act as guardian. This is usually a person over the age of 25 and a relative, family friend or business contact who is able to take a genuine interest in the pupil's welfare during their time at the School and who lives near enough to be able to make a practical contribution.

The guardian should be able to:

- Communicate with the School on behalf of the Parents and keep the Parents informed of school matters.
- Accommodate or arrange accommodation for the pupil at half-term when the School is closed and on some weekends during term-time when the pupil is able to take a break from the normal School routine.
- Accommodate the pupil at other times when they may be required to be away from School (e.g. for disciplinary reasons).
- Attend Parent/Teacher Receptions on behalf of the Parents.
- Meet the pupil at the airport and transfer him/her to School.

Parents who would like to appoint a guardian, but know

no-one suitable whom they can ask, are provided with a list of suggested agencies in the Guardianship Pack which is issued prior to entry.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) DEPARTMENT

The Leys welcomes applications from international pupils and recognises the specialist needs of those for whom English is not a first language and for those who use a different language in the home. Pupils' needs are usually identified through entrance procedures. This may also involve sitting a paper specifically designed to test English skills based on the general vocabulary relating to the subjects to be studied in School. The needs of some pupils are only identified after arrival. If support is then required an appropriate programme will be implemented.

The majority of ESOL pupils are offered a place on condition that they receive this support, covering areas such as: cultural awareness, cross curricular issues, grammar and syntax, subject specific vocabulary and English for Academic Purposes (EAP). ESOL support will continue throughout a pupil's time at The Leys unless, through appropriate examination successes, reaching set targets and consultation, it is no longer deemed necessary by the School.

Some pupils may be asked to attend a course prior to arrival or to have passed an internationally recognised examination.

Each year group is expected to have achieved a specified level of English language skills in order to allow effective and efficient study of the curriculum offered by The Leys. Pupils may also be entered for the appropriate English Language examinations at that level. Pupils should be able to cope with the curriculum offered by The Leys.

The *minimum level* of English expected for entry into each year group, along with the ESOL examination likely to be taken in that year is shown in the following table.

Usual Entry Requirement Equivalent to:	
Year 7	Pass in Cambridge Preliminary English Test (PET) B1 ALTE Level 2
Year 8	Merit level in Cambridge Preliminary English Test (PET) B1 ALTE Level 2
Year 9	Cambridge First Certificate English (FCE) at Grade D or better B1 ALTE Level 3
Year 10	Cambridge First Certificate English (FCE) at Grade B or better B1 ALTE Level 3
Sixth Form	Academic Band 6 in all skill areas of International English Language Testing Services (IELTS); or B grade or better in CAE
C1 ALTE Level 4	

Progress in the School may be dependent on one or more of the following:

- Attendance at all allocated ESOL lessons.
- Reaching a specific level of ESOL proficiency.
- Taking and passing a specified examination.
- Attending a recognised English Language course during holiday periods. This could be during the half-term break in any of the terms.

Pupils needing regular ESOL support will be charged an annual sum (£1,070 for 2009/2010) payable before the start of the academic year. They will receive timetabled lessons, individually or in groups, and be encouraged to attend ESOL clinics in order to improve weaknesses in English Language and receive additional support across the curriculum. These pupils may be on a reduced academic programme to enable them to receive the support they need and give additional time for them to concentrate on other subjects being studied. This time is found by pupils dropping a subject in Years 7 – 9 and choosing ESOL in the option blocks in Years 10 – 11. In the Sixth Form, pupils may be offered a place on the condition they do three instead of four AS levels, English for Academic Purposes (EAP) being the fourth subject studied. EAP usually includes studying for appropriate English language qualifications to comply with university matriculation requirements.

Pupils not requiring regular timetabled ESOL lessons pay an administration charge (£109 in 2009/2010) which covers monitoring progress and use of the ESOL suite. Occasionally these pupils may need to attend a clinic, for which no additional charge is made.

Pupils who feel that they need more support than is outlined above should speak to their tutor about one to one lessons. Parents will be informed and permission sought before these lessons commence.

Past experience has shown that pupils also require support for social and cultural, as well as academic, purposes. This area is given equal importance in the ESOL programme.

PRE-ENTRY REQUIREMENT ENGLISH LANGUAGE COURSES

Pupils who have been required to improve their level of English before the start of the academic year should register on a course that has been approved by the Head of ESOL at The Leys. They should also inform the School once the course has been booked.

On completion of the course, authenticated copies of reports and certificates should be sent to the School Office.

Any pupil sitting a recognised examination in English should ensure copies of the results are sent to the school office as soon as possible.

APPENDIX D: NAMES OF FAMILIES TO CONTACT

Mrs C Barrell 26 Whittlesford Road Newton Cambridge CB2 5PH 01223 872845 clairebarrell@btopenworld.com	Sons left in 2007 and 2008 Boarders Joined Year 9	Dr and Mrs N F Cavenagh Warrens Farm Church Road Little Bentley Colchester CO7 8RZ 01206 250259 nfcavenagh@hotmail.com	Son at present in School, one left in 2006 Boarders Joined Year 9
Dr and Mrs G Bolton UK MOD Team (TAIF) Castlewood House 77-91 New Oxford Street London WC1 1DT sarahbolton61@aol.com	Son at present in School, one son left 2005 and daughter in 2006 Boarders Joined VI Form and Year 9	Mr and Mrs V M Chandran 25 Jalan Dungan Bukit Damansara 50490 Kuala Lumpur Malaysia Yaso_chandran@hotmail.com	Three sons have left and two still in School Home Boarders Joined Year 7 and Year 9
Mr and Mrs A Borges P O Box 169 MUSCAT Sultunate of Oman aborges32@hotmail.com	Daughter left 2006 Boarder Joined VI Form	Mr and Mrs P Cornell Southside 37 Millington Road Newnham Cambridge CB3 9HW 01223 300294 jmcornell@hotmail.com	One son at present in School, one left 2005 Day, now Home Boarder Joined Year 7
Mr and Mrs R S vanBuuren Broad Green Hall Steeple Humpstead Haverill CB9 7BW 01440 730449 martijn@vanbuuren.freemove.co.uk	Daughter at present in School, son left in 2007 Day, now Home Boarder Joined Year 7	Mr and Mrs P Corrigan 56 High Street Tadlow Royston SG8 0EX 01767 631592 liz@corrigan7.wanadoo.co.uk	Daughter at present in School, son left in 2008 Home Boarders Joined Year 7
Mr and Mrs N Carlton 17 Station Road Steeple Morden Herts SG8 0NW 01763 852871 alison@carlton94.fsnet.co.uk	Son left in 2008 Day Pupil. Joined Year 7	Mr and Mrs W Cowley Woodgrange Bennett Avenue Elmswell IP30 9EY 01359 241785 wcowley5@aol.com	Son at present in School Home Boarder, now Boarder Joined Year 7

Mr and Mrs P Curran Spinney Cottage Middlemoor Road Whittlesford Cambridge CB22 4BP 01223 834176 clairefcurran@btinternet.com	Daughter at present in School Day pupil Joined Year 9	Dr and Dr J Firth The White House 1 Trumpington Road Cottenham Cambridge CB2 2AE jfirth@doctors.org.uk	Daughter at present in School Home Boarder Joined Year 9
Mr and Mrs K Curtis 122 New Road Sawston Cambridge CB2 4BW nickyjcurtis@hotmail.com	Daughter at present in School Day, now Home Boarder Joined Year 7	Mr and Mrs T G Garner The Weft House Cornells Lane Widdington Saffron Walden CB11 3SP 01799 543417 garnertim@aol.com	Son at present in School, daughter left in 2008 Boarders Joined Year 9 and VI Form
Mr and Mrs M G Downes Finch Farmhouse 28 Fen Road Bassingbourn Royston SG8 5PQ 01763 248661 jayne.downes@btopenworld.com	Son at present in School Joined Year 9	Mr and Mrs J Horsford Holbeins Farm East Hatley Sandy Beds SG19 3JB 01223 207267 james.horsford@btconnect.com	Two sons at present in School Home Boarders Joined Year 9
Mr and Mrs M Elliott 7 Birkdale Court Fornham St Martin Bury St Edmunds IP28 6XF 01284 756079 markandjane7@btinternet.com	Son at present in School Boarder Joined Year 10	Mr and Mrs M J Hughes Oaklands 68 Green Drift Royston Herts SG8 5BT 01763 247682 Hazel_Hughes@btinternet.com	Daughter at present in School Day pupil Joined Year 9
Mr and Mrs C J Ellis Coachman's Cottage 28 Station Road Dullingham Newmarket CB8 9UP 01638 507878 margaret@ellis1794.freemove.co.uk	Son at present in School Home Boarder Joined Year 9	Mr and Mrs P J Hurworth 12 The Finches Hitchin SG4 9PB 01462 435186 benh@talk21.com	Daughter at present in School Boarder Joined Year 9

Professor and Mrs P B Jones Bateman House 32 Bateman Street Cambridge CB2 1NA 01223 742060 anne.jones@pobox.com	Son at present in School, older son left in 2007 Day Pupil Joined Year 9	Mr and Mrs P Mellor 17 Tudor Walk Honington Bury St Edmunds IP31 1LS mellorclaire@hotmail.com	Son and daughter at present in School Boarders Joined Year 7
Mr and Mrs M Kinton 18 Burywick Harpenden AL5 2AH 01582 715746	Son at present in School, daughter left in 2008 Boarder Joined Year 9	Professor and Mrs R Penty Home Farm House Meeting Lane Littlington Royston SG8 0QF pentyfamily@aol.com	Son and daughter at present in School Day Pupils Joined Year 7
Mr M Kitchen and Ms W Mullins 24 Barton Road Cambridge CB3 9JZ 01223 362822 malcol.kitchen@alithos.com	Son left in 2008 Home Boarder Joined Year 9	Mr and Mrs P F Phillips Crow Tree House 16 Crow Tree Street Great Gransden Sandy Beds SG19 3AZ 01767 679035 Ali.phillips@live.co.uk	Daughter at present in School Home Boarder Joined Year 9
Mr and Mrs Y Kornilov 40/1 Narodnogo Opolchenia Moscow 123298 RUSSIA kornilova_katerina@rambler.ru 00-7-495-5825834	Daughter at present in School Boarder Joined Year 10	Mr and Mrs C Potter 10 Teverham Road Fulbourn Cambridge CB21 5EB 01223 882033 diane.potter@apehna.com	Son and daughter at present in School Day pupils Joined Year 9
Mr and Mrs R Lang Toppins Duddenhoe End Saffron Walden Essex CB11 4UU 01763 836974 richard.lang@galacoral.com	Daughter at present in School Day Pupil Joined Year 7	Mr and Mrs G Purvis 10 Mardley Hill Oaklands Welwyn AL6 0TN 01438 714443 graeme@purvishome.co.uk	Daughter at present in School Boarder Joined Year 9
Mr G S Lim and Mrs L L Lee 19 Shelford Road #04-24 SINGAPORE 288408 00-65-64666037	Daughter at present in School Boarder Joined Year 10		

Mrs J Riddell 11 Fulbrooke Road Newnham Cambridge CB3 9EE 01223 323840 janeriddell@ntlworld.com	Daughter at present in School, sons left in 2001 and 2003 Home Boarder Joined Year 9	Mrs F Slot Audley Cottage 51 Audley Road Saffron Walden Essex CB11 3HD 01799 513412 fisloty@aol.com	One son at present in School, daughter left 2005, son in 2007 Boarder Joined Year 7
Mrs S Sellers Town House Church Hill Finchingfield Saffron Walden Essex CM7 4NP 01371 811770 stepsellers2000@aol.com	Son at present in School Boarder Joined Year 7	Mr and Mrs J Warrington 41 Woodstock Close Impington Cambridge CB24 9LD 01223 574262	Son at present in School, daughter left in 2008 Home Boarder Joined Yaer 9
Mr and Mrs B Sewell River Farmhouse Harston Road Haslingfield Camnbridge CB3 7JX 01223 872097 teresa.sewell@tesco.net	Son left in 2008 Boarder Joined Year 9	Dr and Mrs J Watts 29 Sedley Taylor Road Cambridge CB2 8PN 01223 243454 lesley.watts@tiscali.co.uk	Daughter at present in School Day pupil Joined Year 9
Datuk S Shim 3169 Taman Fook On Jalan Sin On Tawau Sabah 91000 MALAYSIA simonshim@lawyer.com	Daughter at present in School, two sons left 2006 and 2007 Boarder Joined VI Form	Mr and Mrs P Winchester 15 Nevis Road London SW17 7QL 0208 265 2334 paul.winchester@RBCCM.com	Daughter at present in School Boarder Joined Year 7
Mr and Mrs A Silverton Breach Farm House Breach Lane Great Easton Dunmow Essex CM6 3QT 01371 870011 ashley.silverton@brewin.co.uk	Son at present in School, daughter left in 2008 Boarder Joined Year 9		

APPENDIX E: STANDARD TERMS AND CONDITIONS OF THE CONTRACT FOR EDUCATION

INTRODUCTION

After careful consideration The Leys School has decided to define its Standard Terms and Conditions of the Contract for Education quite precisely in the interests of the great majority of Parents who can suffer loss when terms and conditions are infringed by others.

1. DEFINITIONS

(a) In these terms and conditions:

“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 pupil of whatever age admitted by the School to be educated and includes any pupil aged 18 or over;

“dealing with parental concerns” is the School’s procedure for the review of the treatment of serious disciplinary matters and related decisions, as amended from time to time, a current copy of which is available on request from the School;

“deposit” means the sum set out in the Schedule of Fees;

“fees” means fees at the rate which is set by the School from time to time and current at the start of each term together with any extras notified in advance of or during a term and/or charged in relation to an earlier term. Fees include the Entry Fee, any deposit against extras or Caution Money paid and any Scholarship or Bursary which has become repayable;

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

“School Rules” means the rules, regulations, policies and procedures 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. 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 notice given not later than the first day of the term preceding the term to which the notice relates; “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;

“you” or the “parents” means each person who has signed the Acceptance Form as parent or guardian of a child or who with the School’s written consent has subsequently assumed parental responsibility for such child;

“extras” include items reasonably incurred by the pupil or by the School on behalf of the pupil who, for these purposes, is the agent of the parent;

“first term” means the first term as contemplated in the Registration and Acceptance Forms or any subsequent correspondence or (if applicable) the term in which the pupil returns to the School after an absence of one term or more;

“information sheet” means the written information which is sent out to parents from time to time and which forms part of these Terms and Conditions;

“status” means the capacity in which the pupil attends the School, namely a boarder, a home boarder or a day pupil.

“offer letter” is a letter sent to parents offering a place at the Leys School with the Acceptance Form.

(b) The Acceptance Form, the Schedule of Fees, the School Rules, the Procedure for dealing with Parental Concerns and these Terms and Conditions together with the offer letter constitute the terms of a contract between you and The Leys School. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

2. ENTRY TO THE LEYS SCHOOL

(a) Registration Form – A pupil’s name is placed on the appropriate entry list on receipt of a completed Registration Form and the Registration Fee. The fee is non-refundable. Parents are asked to make the School aware of any relevant information regarding a prospective pupil’s individual needs at the time of application in accordance with our Disability Policy.

(b) Confirmation of Registration – In the case of pupils entering Year 7 or Year 9, parents will normally be asked to confirm that a place is required and to pay the Entry Fee about 18 months before the pupil is due to start at the School. The fee is refunded if the pupil does not meet the School’s entry requirements.

(c) The Offer of a Place – The offer is made by the School and is conditional on the pupil satisfying the School's entry requirements and is at the absolute discretion of the Head. The offer is made conditional on the parents agreeing that the pupil's status at the School on acceptance (i.e. boarder, home boarder or day pupil) remains the same throughout the duration of the pupil's education. The School is not in any way obliged to authorise a change in status but may at the Head's absolute discretion permit a change at the request of the parents.

(d) Enrolment – Acceptance and enrolment complete the formation of a legally binding agreement on the basis of these Terms and Conditions as varied by the School from time to time on reasonable notice. The Registration and Acceptance Forms are incorporated into the Agreement.

(e) Entry Fee – The amount of the Entry Fee will be notified in the current information sheet.

(f) Caution Money – Parents residing outside the United Kingdom may be asked to pay an additional deposit (referred to as Caution Money) as shown in the current fee information sheet.

(g) Deposit Against Extras – A deposit is requested in advance and where notice to withdraw the pupil has been given, sums due to the School may be invoiced against the deposit.

(h) Application of Deposits

- i) The Entry Fee, Deposits against Extras and Caution Money do not accrue interest and may be applied to all proper purposes of the School.
- ii) The Entry Fee, Deposits against Extras and Caution Money are not refundable if your child does not take up a place at the School.
- iii) These deposits will be refunded or credited at the end of the pupil's final term provided all accounts have been paid.

3. SCHOOL FEES

(a) All the costs incurred in the usual course of the education by the School of your child shall be met by the fees unless otherwise notified by the School. For all UK based parents the fees are payable each term by direct debit either as a single payment at the start of the term or spread in equal payments over the first three months of the term. For non-UK based parents fees are payable by bank transfer or a sterling cheque at the beginning of each term. The fees for a pupil's first term are payable 28 days before the beginning of their first term.

(b) Any extra-curricular activities such as trips and visits in which you agree your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. If the activity is less than £25 then parental permission is not normally sought. 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 supplementary charges. The persons who have signed the Acceptance Form each remain liable the School for the whole of the fees and supplementary charges due, unless the School has agreed in writing to look exclusively to any other person for payment of the fees or part of them.

(d) If your child has been awarded a scholarship/bursary, your liability will be for the amount of fees due after taking account of that award. A scholarship may be withdrawn with immediate effect 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 a scholarship will not operate so as to increase the fees due in respect of a term which has already commenced.

(e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees or supplemental charges remain unpaid. We may make an interest charge of 2% per month on any outstanding balances which are not paid by the required date. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(f) The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

(g) 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 chooses to take 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. RECOVERY OF UNPAID FEES

(a) Interest – Interest may be charged at 2% per month on unpaid fees including any fees in respect of which an instalment arrangement has been terminated.

(b) Costs – All reasonable costs incurred in the collection of unpaid fees including the School’s administrative costs and disbursements paid to solicitors acting for the School shall be recoverable in full.

(c) All fees are due and payable in full without deduction on the due dates. The School may in its discretion agree to accept payment of fees or part of them by instalments with or without interest. Any such agreement shall be in writing and signed by the Bursar, and shall last until the School brings it to an end by not less than 30 days’ notice in writing. When such an arrangement is ended, any fees and interest shall immediately become due and may be recovered by the School as a debt. An agreement to accept payment of fees by instalments will suspend the relevant Terms and Conditions until it is ended.

(d) The School reserves the right to suspend the pupil from attending School and/or to exercise a lien over any property of the pupil on the premises at any time when there are unpaid fees.

5. NOTICE REQUIREMENTS

(a) Required Notice – Parents must in every case give a term’s written notice which is actually received by the Head or pay a term’s fees in lieu where:

- (i) prior to the pupil’s entry to the School a parent cancels his or her acceptance;
- (ii) following admission a parent for any reason withdraws the pupil from the School including withdrawal after the pupil has sat GCSE;
- (iii) parent is discontinuing for the pupil any course of tuition which is normally charged as an extra, in which case the fees are those payable for that extra tuition;
- (iv) the pupil has been required to leave the School following non-payment of fees; any waiver of this clause is effective only if it is in writing and signed by the Bursar or Head.

(b) Fees in Lieu of 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 shall the School be required to disclose details of its waiting or entry lists or other such confidential information. Fees payable in lieu of notice shall be at the rate which applies to the term in question.

(c) 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.

(d) A Term’s Notice – This means a full term. For example:-

- (i) written notice to leave in the Autumn Term must be received before the first day of the preceding Summer Term;
- (ii) written notice received before the first day of the Autumn Term expires at the end of that term;
- (iii) written notice received during the Autumn Term expires at the end of the next Lent Term.

(e) To whom Notice is Given – Notice must be given in writing to the Head. Notice given verbally or given in writing to any other person is not sufficient. Notice shall not be deemed to have been received by the Head unless written confirmation of receipt has been received from the Head by the parent.

(f) In addition to the requirement of formal notice before a pupil is withdrawn, a parent is expected to inform the School immediately he or she becomes aware of any circumstances affecting his or her ability to pay the fees in future so that the Bursar can consider with him or her what other arrangements (if any) should be made under Clause 4(c).

(g) Changing status – If parents wish to change the status of the pupil a term’s notice must be given and a written request must be sent to the Head. The School is in no way obliged to authorise a change in a pupil’s status but may at the Head’s absolute discretion permit a change. Such a change is always subject to the availability and ability (such as financial considerations) of the School to accommodate such a change.

6. 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) To ensure compliance with the School rules on illegal drugs the Head may require your child to consent to testing for drugs in accordance with suitably approved procedures which are available on request. If your child refuses to be tested, the Head may draw an adverse inference that your child has taken illegal drugs.

(c) The School reserves the right to monitor your child’s email communication and internet use for the purpose of ensuring compliance with the School Rules.

7. DISCIPLINARY PROCEDURES

(a) The Head may at his discretion require you to remove or may suspend or exclude your child from the School if he considers that your child’s attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the

reasonable opinion of the Head the removal is in the School's best interests or those of your child or of other children.

(b) The Head may at his discretion require you to remove or suspend or exclude your child if the behaviour of either or both 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 his 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 paid or due and the deposit will be forfeited. However, in such circumstances fees in lieu of notice will not be payable.

(d) The School Rules set 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 review of serious disciplinary matters is governed by the procedure outlined under 'dealing with parental concerns'.

8. 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 his or her secondary schooling. However, the School shall not be obliged to permit your child to enter the Sixth Form unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. The School may take a decision as to whether your child may join the Sixth Form after the results of GCSE or equivalent examinations are known.

(b) While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her 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.

(c) In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her 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; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

(d) We undertake not to subject your child to corporal punishment, or to physical contact except where such contact may be deemed appropriate for the maintenance of good order, your child's safety or otherwise. 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.

(e) 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 the Head or a senior member of staff deputising for him shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

(f) Although our prospectus describes the broad principles on which the School is presently run and is believed to be correct at the time of printing it does not form part of the contract between you and the School. We reserve the right to make changes to any aspects of the School, including the curriculum. We will give parents a term's notice of significant changes in the curriculum and where appropriate and practicable will consult with parents on such changes.

(g) 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. If as a result of the assessment, your child requires extra tuition, then the extra cost will be charged to you. 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.

9. THE PARENTS' OBLIGATIONS

(a) It is a condition of your child 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.

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

(c) The School will be entitled (unless notified otherwise) to treat any communication from any person who has signed the Acceptance Form as having been given on behalf of 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 persons as having been made to all of them.

(d) Wherever it is possible the School's prior consent should be sought for absence from the School. Any absence from School commitments other than a medical appointment requires the permission of the Head.

(e) We cannot accept any responsibility for the welfare of your child while off the School premises unless he/she is taking part in a school activity or otherwise under the supervision of a member of the School staff.

(f) 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 procedures mentioned in the document 'dealing with parental concerns'.

10. INSURANCE

(a) Personal Property of the Pupil – Parents are asked to make certain their own insurance will cover the pupil's personal property whilst at the School or on the way to or from School or on any School sponsored activity away from the School, because the School's insurance does not cover such property and the School does not undertake to cover such risks.

(b) Non-Agency – From time to time the School can assist in arranging insurance such as a Fee Protection Scheme but the School does not undertake to provide or maintain any insurance covers beyond these prescribed by Law. In no circumstances will the School be constituted agent of the parent for insurance purposes. Parents must in each case satisfy themselves that the pupil has the cover required.

11. CONFIDENTIALITY AND REFERENCES

(a) You consent to our supplying information and a reference in respect of any educational institution which you propose your child may attend. Any reference supplied by 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 his/her ability, character and aptitude for certain courses is fair. However, we cannot be liable for any loss you or your child is alleged to have suffered resulting from a reference or report given by us.

(b) You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of communicating and managing relationships with pupils and former pupils of the School.

12. INTELLECTUAL PROPERTY RIGHTS

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

13. CHANGES IN OWNERSHIP ETC.

For the purposes of reconstruction 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.

14. 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. 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. Notice shall not be deemed to have been received by the Head unless written confirmation of receipt has been received from the Head by the parent.

15. TERMINATION

(a) The School shall be entitled to terminate this agreement forthwith by notice in writing without prejudice to its other remedies and without any obligation to return any deposit or fees paid to you if you are in material breach of any of your obligations 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).

(b) Either party may terminate 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 terminate at the end of your child's schooling [which may be at the end of the Year 11 if your child does not meet any requirements imposed under Clause 8(a)].

16. FORCE MAJEURE

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

(b) 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 rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the School will have no liability in respect of the 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.

(c) If the School is prevented from performance of its obligations for a continuous period greater than four months, the School shall notify you of the steps it shall take to ensure performance of the agreement.

(d) In the event of a force majeure which affects your ability to perform any of your obligations under this agreement, you shall give the School notice in writing of the force majeure. You shall not be liable for non-performance of such obligations during the continuance of the force majeure but in the event of the force majeure continuing for more than four months, you shall discuss with the School a solution by which this agreement may be performed.

17. INTERPRETATION

Headings in these Terms and Conditions are for ease of understanding only and do not form part of these Terms and Conditions.

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 make reasonable modifications to these terms and conditions from time to time. The School will give you a term’s notice of any such modifications.

20. SPECIAL CIRCUMSTANCES

(a) Court Orders - The Head must be notified in writing immediately of any court orders in relation to the pupil such as wardship, parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments. It is the responsibility

of the parent to inform the Head immediately and in writing and by a personal visit in case of urgency if the School is required to take any special precautions for the protection of the pupil.

(b) Medical Supervision –The Head must be notified in writing of any existing or new medical condition or infectious or contagious disease or illness; for the duration of any disease or illness, the School will not permit the pupil to remain at School without the consent of the School’s medical advisor.

(c) ESOL – All pupils who have English as a Second Language will be assessed by the School and may require extra tuition. If the School deems that a pupil needs extra tuition then the parent agrees to pay the cost of this tuition.

(d) Parents Absent from UK – if parents are not normally resident in the United Kingdom or will be absent from the United Kingdom for more than 48 hours during term time, the Head must be notified in writing of the name, address and telephone number of a guardian resident in the United Kingdom and who will act in *loco parentis*. Those permanently resident outside the UK will be provided with a Guardianship Agreement to complete. The Head may refuse to accept an unsuitable arrangement.

(e) Examinations – The School will not enter a pupil for an examination unless the Head is satisfied that it is in the best interests of the pupil to do so.

TRAVEL INFORMATION

ROAD MAPS AND PARKING

On the opposite page and at the back of the prospectus supplement there are maps showing the main road routes into Cambridge and the main sets of traffic lights. (There are numerous other pedestrian controlled crossings.) The School is just across from the Royal Cambridge Hotel and this may be a landmark that pedestrians know should you need to ask for assistance.

The centre of the prospectus has a map of the campus. Parking is available at all entrances and anyone travelling for an individual family visit will be given advice on alternative parking areas in the School grounds.

BY ROAD

Cambridge is situated 50 miles north of London and there are two main routes for travelling to The Leys by car - via the M11 motorway or via the M25/A1(M)/A10. The journey time by car from central London varies depending on the time of day. Traffic is sometimes very heavy on roads from London on a week-day and it is advisable to allow two to three hours from the centre. From north London the journey can take less than one hour.

BY TRAIN

Cambridge can be reached by train from both Liverpool Street and King's Cross stations in London. The train journey takes about 1 hour. Taxis are usually available for hire at Cambridge Railway Station for the short journey to The Leys.

BY COACH

National Express run services from Cambridge to the following airports: Luton, London (Stansted), London (Heathrow) and London (Gatwick). Most services run hourly in both directions. The majority of our international students use this service and it has proved to be safe and reliable.

The coach starts from, and returns to, the Drummer Street Bus Station in Cambridge. Taxis are usually available for hire at the Bus Station for the short journey to The Leys.

The scheduled journey times are:

From London (Gatwick)	3½ hours.
From London (Heathrow)	2½ hours
From Luton	1¼ hours
From Stansted	45 minutes

These times may be extended if traffic is heavy, especially when travelling from London (Gatwick).