



JOIN US
Basil Paterson Middle School
Academic Year 2022/23

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Admissions process

Step 1 Contact Basil Paterson to request a visit.

T: +44(0) 131 225 6070 E: info@basilpatersonschool.co.uk

Step 2 Visits arranged for both parents and applicant.

Step 3 Complete a registration form and return it to Basil Paterson along with the following documents:

A copy of a valid passport for both the applicant and both parents/guardians

An up-to-date proof of address for both the applicant and both parents/guardians

A copy of a recent school report (if applicable) including any support for learning reports and/or Educational Psychologist report

A head and shoulders photograph of the applicant (please email this to info@basilpatersonschool.co.uk)

Registration fee £300.

Step 4 Basil Paterson may request a reference from the applicant's current school.

Step 5 Applicants are offered a place, put on a waiting list or their application is unsuccessful.

Step 6 Place is accepted or declined. A deposit of £300 is required when accepting a place.

Step 7 Applicant starts at Basil Paterson Middle School.

Key dates (Academic Year 2022/23)

Autumn Term

Term starts: Wednesday 17th August

Term ends: Friday 16th December

Spring Term

Term starts: Thursday 5th January

Term ends: Friday 31st March

Summer Term

Term starts: Monday 17th April

Term ends: Friday 16th June

Holidays

February Mid-term: Monday 6th February – Friday 10th February

October Mid-term: Monday 10th October – Friday 14th October

Easter: Monday 3rd April – Friday 14th April

May: Monday 1st May & Tuesday 2nd May

May: Monday 22nd May

Fees and charges(Academic Year 2022/23)

Middle School

Middle School fees are inclusive of tuition, school activities, travel to and from activities, course materials and examination fees. There are no additional charges.

Middle School offers financial assistance in the form of means tested bursaries. Eligibility is presently defined as a gross joint income of no more than £55,000 per annum. Bursary forms can be requested from the school office.

Middle School fees: £13,800 p.a

Payment options

1. One full payment: full fees (July/August)
2. Three payments (July, December & April)
3. Monthly instalments (July - April)

All fees must be paid in advance at the start of each month or term.

Middle School Registration Form

Child's details

Surname	Forename(s)
Date of Birth	Nationality
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Entry

All applicants must provide a copy of their passport

Details of Parent/ Guardian 1

Full name
Address
Home tel
Work tel
Mobile tel
Email

Details of Parent/Guardian 2

Full name
Address
Home tel
Work tel
Mobile tel
Email

Current/Previous School Information

Present School

Current School Year

Address of School

Tel

Email

Name of Head

Does your child have any specific learning difficulties or additional support needs? If yes, please outline these.
(This will not affect your child's application but will help staff prepare suitable assessment materials or allow extra time. Please include copies of reports e.g. Educational Psychologist Report.)

Has your child had any Exam Access Arrangements or Additional Requirements previously? (Extra time, use of a word processor, scribe or reader? If yes, please provide details.

Please provide an outline of your son/daughter's interests or hobbies

MIDDLE SCHOOL ONLY: Will you be applying for a Scholarship or Bursary? YES / NO

Notes

Early registration is recommended. Registrations will be considered in the order they are received. This registration form does not give rise to a commitment by Basil Paterson or the parent/s. The offer of a place is subject to availability and the entry requirements of the Schools at the time of offer. Before signing, please ensure that you have read and understood the standard terms and conditions supplied with this registration form. Please refer to the website for our privacy notice. Two signatures on the registration form are required where appropriate.

Declaration

I/we request that the name of the above-named child be registered as a prospective pupil. I/we enclose a completed registration form; the £300 registration fee per child; a copy of a recent school report (if applicable) including any support for learning reports and/or Educational Psychologist report; a copy of our child's photo page of her/his passport (or birth certificate if passport is unavailable), a copy of the photo page of each parent's passport, proof of address and a head and shoulders photograph of our child (please email this to info@basilpatersonschool.co.uk). A receipt and an acknowledgement of the documents will be issued.

First signature

Second signature

-

Name in full

Name in full

Relationship to child

Relationship to child

Date

Date

(Two signatures required where relevant)

Terms & Conditions

1. Definitions

1.1. When the following words with capital letters are used in these Terms, this is what they will mean:

Booking: your booking for one of Our Courses;

Courses: the courses advertised on Our website;

Registration Fee: the sum of 300 GBP;

Event Outside Our Control: is defined in clause 8.2;

Fees: the fees payable by you in respect of your Booking;

Terms: the terms and conditions set out below;

We/Our/Us: The Education and Training Company Limited under company number 04624333 and having its registered office at 38 Binsey Lane, Oxford OX2 0EY, United Kingdom. VAT registration number GB792403230.

1.2. When We use the words "writing" or "written" in these Terms, this includes e-mail unless We say otherwise.

2. Bookings

2.1. Bookings can be made by completing and returning the enrolment form together with payment of your Deposit or the total Fees (as applicable, see clause 3.1).

2.2. Please ensure that you read these Terms carefully, and check that the details of your Booking are complete and accurate, before you make your Booking. If you think that there is a mistake, please contact Us to discuss. We will confirm any changes in writing to avoid any confusion between you and Us.

2.3. When you make a Booking with Us, this does not mean that We have accepted it. Our acceptance of the Booking will take place as described in clause 2.4. If We are unable to confirm your Booking, We will inform you of this.

2.4. These Terms will become binding on you and Us when We confirm your Booking in writing to you, at which point a contract will come into existence between you and Us. We will assign a unique reference number to your Booking and inform you of it when We provide confirmation. Please quote this number in all subsequent correspondence with Us relating to your Booking.

3. Payment of Fees

3.1. Where the Course is due to begin more than six weeks from the date of your Booking, a Registration Fee is payable at the time of making your Booking. Where the Course is due to begin less than six weeks from the date of your Booking, the first instalment of Fees must be paid in full at the time of your Booking.

3.2. When We confirm your Booking under clause 2.4, We will provide a statement showing the balance of the Fees due to be paid. Please note that you will not be allowed to attend any Course unless the initial agreed payment as set out in the Statement of Fees has been made.

3.3. All Fees must be paid in Sterling (GBP). All bank charges are payable by you.

3.4. All refunds due under these Terms will be paid to the person from whom payment was originally taken, using the same method of payment as used by them.

4. Changes to Bookings

4.1. If you wish to change your Booking, you must provide at least 10 days' notice of such change to Us in writing, otherwise you will be expected to attend the Course originally booked or cancel your Booking under clause 7.

4.2. Where you have given the appropriate notice under clause 4.1:

(a) We will refund any difference between the cost of the original Booking and your revised Booking on the last date of the Course to which you have switched (whether or not you remain on the Course for its full duration); or
(b) You may be required to pay any difference between the cost of the original Booking and your revised Booking at the time of your request.

4.3. We reserve the right to cancel a Course, or make changes to course arrangements, as a result of Events Outside Our Control. Clause 8 will apply in such circumstances.

5. Our liability to you

5.1. Where We provide any assistance to you in making travel and accommodation requirements, We do so only as an intermediary between you, travel organisations and host families. Unless and to the extent caused by Our negligence, We will not be liable to you for any losses arising from any delays or failures relating to travel and accommodation arrangements. We will, however, use our reasonable endeavours to defend your interests and mediate on your behalf in the event of any breach of contract on the part of a travel organisation or host family.

5.2. If We fail to comply with these Terms, We are responsible for loss or damage you suffer that is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of Our breach or if it was anticipated by you and Us at the time we entered into this contract.

5.3. We do not exclude or limit in any way Our liability for death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors, or for any liability which cannot be excluded or limited by law.

6. Tier 4 student visas, Insurance, accommodation and study permits

6.1. You are responsible for arranging your own travel and medical insurance (including the costs of repatriation in the case of illness or accident) and student visa.

6.2. If you are denied a student visa and provide Us with a copy of the rejection letter on or before the first day of the Course, We will refund all Fees paid.

6.3. Accommodation will begin on the Sunday before the Course starts and will end on the Saturday after the Course ends. If you have asked Us to arrange host family accommodation, you will receive details of your host family address at least five days before the Course starting date (unless you have made a late Booking) to enable you to inform the host family of your approximate time of arrival.

7. Your rights to cancel and applicable refund

7.1. You have the following rights to cancel your Booking:

(a) you have a legal right to cancel your Booking within 14 calendar days of the date of your Booking, in which event We will, subject to clause 7.3, refund all of the Fees including the Registration Fee; or

(b) you may cancel your Booking at any time after the period of 14 calendar days referred to in clause 7.3

(c) by making your Booking, you will be treated as giving this consent. You acknowledge that if you subsequently cancel, We will be entitled to deduct an amount from the Fees paid which is in proportion to the services that We have performed up to the four weeks following the date of your notification of cancellation including the Registration Fee.

7.2. To exercise your rights to cancel under clause 7.1, you must inform Us of your decision by making a clear statement to this effect by completing the cancellation form which can be found on our website or by contacting Us.

7.3. The law requires us to obtain your express consent to Us providing Our services where the starting date of the Course falls during the 14 day cancellation period referred to in clause

7.4. Once a Course has begun, you may cancel your Booking with immediate effect by giving Us written notice if:

(a) We break this contract in any material way and We do not correct or fix the situation within 30 days of you asking Us to in writing;

(b) We go into liquidation or a receiver or an administrator is appointed over Our assets; or

(c) We are affected by an Event Outside Our Control.

8. Our rights to cancel and applicable refund

8.1. We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms that is caused by an Event Outside Our Control.

8.2. An Event Outside Our Control means any act or event beyond Our reasonable control including but not limited to strikes or other industrial action, civil commotion, terrorist attack or threat of terrorist attack, epidemic, adverse weather conditions or other natural disasters.

8.3. If an Event Outside Our Control takes place that affects the performance of Our obligations under these Terms:

(a) We will contact you as soon as reasonably possible to notify you; and

(b) We will, where possible, propose alternative arrangements (which may include alternative dates or venues) for the Course.

8.4. You may cancel your Booking if any alternative arrangements proposed by Us are unsuitable for any reason, in which case We will refund all Fees paid in advance for the Course.

8.5. We reserve the right to refuse your attendance on the course if you are suffering from any illness, medical condition or mental or physical disability which was not disclosed at the time of Booking.

9. How we may use your personal information

9.1. We will use the personal information (including sensitive information about your health, religious beliefs and practices or dietary requirements) that you provide to Us:

(a) to administer and provide Our Courses to you;

(b) to process payment in relation to any Booking;

(c) for internal training and monitoring purposes; and

(d) to inform you about similar Courses and other services that We provide, but you may stop receiving these at any time by contacting Us.

9.2. We will not give your personal data to any third party other than:

(a) as strictly necessary for Us to perform Our contract with you;

(b) to host families; or

(c) to the schools and offices within our group companies (which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006) including those outside the European Union.

9.3. You have the right to access information held about you. Your right of access can be exercised in accordance with the Data Protection Act 1998. Any access request may be subject to a fee of £10 to meet Our costs in providing you with details of the information We hold about you.

9.4. We may wish to use photographs and audio visual media containing your image or likeness in our marketing and promotional materials and you hereby consent that We may do so in all and any media for such purposes. If you would prefer that We do not, you should notify Us by completing the relevant section of the enrolment form. We will also confirm this with you where we have a reasonable opportunity to do so. Copyright in any photographs or audio visual media containing your image or likeness shall belong to Us and shall not entitle you to receive any royalties or other payments.

10. Specific terms for Young Learners (14-17yrs)

10.1. We reserve the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' or guardians' expense.

10.2. We further reserve the right to send home without a warning letter any student committing a serious offence, especially offences involving the police, including theft, smoking in any school building and the possession, purchase or consumption of alcohol or illegal drugs.

11. Other important terms

11.1. These Terms set out the entire agreement between you and Us relating to your Booking.

11.2. We may transfer Our rights and obligations under these Terms to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or Our obligations under these Terms.

11.3. This contract is between you and Us. No other person shall have any rights to enforce any of its terms.

11.4. Each of the clauses in these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

11.5. If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

11.6. These Terms are governed by Scottish law. You and We both agree to submit to the non-exclusive jurisdiction of the Scottish courts.

On completion please return this form to:

**Admissions
Basil Paterson Middle School & College
65/66 Queen Street
Edinburgh
EH2 4NA**

E: info@basilpatersonschool.co.uk