



KING WILLIAM'S COLLEGE

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ADMISSIONS GUIDE 2022



THE BUCHAN SCHOOL

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# The Aims of King William's College and The Buchan School (“The School”)

As the only independent school on the Isle of Man we provide parents with choice and we seek to offer an education that is distinctive and of the highest quality. We cater for a broad ability range and through our bursary scheme we provide financial support to families who could not otherwise afford independent education. We are a small school and this encourages a strong sense of community and allows individuals to flourish. As a Christian foundation we believe that education should be of the whole person and we seek to prepare our pupils to be confident and responsible citizens with a life-long love of learning.

*In this context our aims can be stated as follows:*

## **A SENSE OF COMMUNITY**

We aim to create bonds of friendship and mutual support which will last a lifetime. Our pupils should play an active role in the school community and the world beyond.

## **ACADEMIC RIGOUR**

We aim to offer an education with academic rigour at its heart. This also informs our approach to the curriculum, in particular our endorsement of the values and internationalism of the International Baccalaureate which underpins the education we provide throughout the school.

## **FOCUS ON THE INDIVIDUAL**

We aim to support and stretch the individual. To achieve this aim we need to provide teaching and learning of the highest quality together with appropriate support structures and an extensive enrichment programme.

## **OPPORTUNITY**

We aim to provide an education which offers a wide range of opportunity outside the classroom. So our aim is to offer an excellent programme of sport, drama and music and a broad range of extracurricular activities.

# Welcome to King William's College and The Buchan School

Choosing the right school for your child is a life defining decision and, whatever age your child may be, the experience can be daunting.

At King William's College and The Buchan School we aim to make the admissions process, from initial enquiry through to the first day of school, as simple, transparent and indeed, exciting as possible.

Our External Relations Team has helped many families through this process and we hope you will also come and visit our school. We would be delighted to arrange a comprehensive tour and for you to meet our Principal, Senior Leadership Team and key members of staff, at a time that is convenient for you and tailored to your child's interests. Our bespoke taster days are also a wonderful way for your child to experience life at the school on a normal working day.

I'm sure you will have many questions and hopefully this guide goes some way to answer them. Our website [www.kwc.im](http://www.kwc.im) provides detailed information about our school, including news, events, term dates, curriculum and the vast array of extracurricular activities available.

If you have any questions, please do not hesitate to get in touch.

We look forward to welcoming you to our school.

With best wishes,



**Kara Clague**

Head of External Relations

Telephone: +44 (0) 1624 820110

Email: [admissions@kwc.im](mailto:admissions@kwc.im)

*An Island Education for a Global Future*

# How To Apply

## ISLE OF MAN PUPILS

### Apply for a Place

To apply for a place please complete our Application Form at the back of this guide or online. We will also require current school reports. These documents should be sent to the External Relations Office **prior to an interview or visit.**

### Visit Us

Prospective pupils and their families are welcome to attend our Open Events in May and October or arrange an individual appointment to visit the school. At both our Open Events and bespoke visits families will enjoy a pupil-led tour, meet our teachers and the Principal or Head.

### Interview

All prospective pupils are required to attend an interview with the Principal or Head before a place can be offered. Once we have received the Application Form and school reports we will be in touch to arrange a convenient time.

### Taster Day

Following an interview, prospective pupils can attend a taster day. These are mandatory at The Buchan School and can be arranged at any time during the academic year.

All pupils joining Lower Fourth in the autumn term will be invited to a welcome day before the end of the summer term.

A Medical Questionnaire is required for all pupils attending a taster day.

### Offer of a Place

An offer of a place, if appropriate, will be made shortly after the pupil has attended their interview.

### Place Acceptance

If the pupil would like to accept the offer of a place, we will require the following:

- Acceptance Form.
- £100 registration fee (non-refundable).
- £1,000 deposit (refundable).
- Proof of identity and nationality (copy of a passport and birth certificate).
- Medical Questionnaire.

### Letter of Acceptance

When we have received the documentation and fees a letter of acceptance from the school will be sent to confirm the place.

### Joining Instructions

Full joining instructions will be sent to the applicant before joining.

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## INTERNATIONAL PUPILS

### Apply for a Place

To apply for a place please complete our Application Form (at the back of this guide) or online. We will also require current school reports and a personal statement. These documents should be sent to the External Relations Office.

If the school reports are satisfactory we will contact you to arrange a suitable time for a visit and pupil interview.

### Visit and Interview

Pupils and their families are welcome to visit the school at any time, but preferably during term time. For pupils wishing to join the IB Diploma course, short English and Maths tests will be taken on the day of the visit.

If a visit is not possible, an online interview with the Principal can be arranged.

### **Offer of a Place**

An offer of a place, if appropriate, will be made shortly after the pupil has visited or had their online interview.

### **Place Acceptance**

If the pupil would like to accept the offer of a place, we will require the following:

- Acceptance Form.
- £100 registration fee (non-refundable).
- £1,500 deposit (refundable).
- Proof of identity and nationality (copy of a passport and birth certificate).
- Medical Questionnaire.

### **Letter of Acceptance**

When we have received the documentation and fees a letter of acceptance from the school will be sent to confirm the place.

### **Joining Instructions**

Full joining instructions will be sent to the applicant before joining.

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## **DOCUMENTATION AND FEES REQUIRED**

**We must have received the information listed below for your child to start school. Forms are at the back of this guide or online.**

- Application Form
- Acceptance Form
- Copy of Birth Certificate and Passport
- Previous School Report
- Medical Questionnaire
- Registration Fee £100
- Deposit (£1,000 day pupils or £1,500 full boarding)
- Direct Debit Form (if applicable - not overseas)
- Copy of any legal documents i.e. custody order etc. (if applicable)

**Registration Fee and Deposit should be paid by bank transfer:**

**Bank:** HSBC, Douglas, IOM  
**Account name:** King Williams College  
**Sort code:** 401938  
**Account number:** 12795388

*Please ensure the child's full name is used as a reference on any direct transfer payments.*

**Documents should be sent to:**

**External Relations Office  
King William's College  
Castletown, Isle of Man, IM9 1TP**

**Email: [admissions@kwc.im](mailto:admissions@kwc.im)  
Tel: +44 (0) 1624 820110**

# Entry Requirements

There is no formal assessment procedure for entry into King William's College and The Buchan School and pupils can join the school at most stages. All pupils wishing to attend the school are invited for a visit and/or taster day and for an interview with the Principal or Head. Current school reports and a personal statement (for international pupils) must be received before the interview.

## THE BUCHAN SCHOOL

### Nursery (Age 2-4)

Children can join the nursery after their second birthday. Children who turn two after 31st August join Little Seeds, children aged 2 to 3 join Seedlings and those in the Pre-school year, aged 3 to 4 join Sunflowers.

### Pre-Prep and Prep (Reception to Year 6)

Pupils may join The Buchan School's Pre-Prep and Prep Departments between the ages of 4 and 11.

## KING WILLIAM'S COLLEGE

### Lower Fourth to Upper Fifth (Year 7 to 11)

It is usual for pupils to move from our junior school to our senior school. In all other cases a full report from the Head of your child's current school and a meeting with the Principal is required.

### Sixth Form (Year 12 and 13)

All candidates seeking entry to Sixth Form to study the International Baccalaureate Diploma will be required to pass six (I)GCSEs at grade C or above, or equivalent.

## COURSE OF INSTRUCTION

The Principal will determine the particular course of instruction of each pupil, having regard to his or her ability, attainments and destined career. In certain cases, extra tuition is allowed, for which a charge is made.

## LEARNING SUPPORT

The school does not discriminate in any way regarding entry. The school welcomes pupils with special educational needs, provided that our Learning Support Department can offer them the support that they require, and pupils with disabilities, provided that our site can accommodate them.

We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the school on enquiry, so that the school can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one. Failure to provide complete and correct information regarding an applicant's application may delay admission to school or result in withdrawal of their place.

Prospective applicants with known SEND meet with the Learning Support Co-ordinator (LSC) at the initial visit. At this stage the LSC makes an assessment of the reasonable adjustments that may be required. Additional advice may be sought from other relevant health professionals.

The school will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if they become a pupil at the school.

## RELIGIOUS BELIEFS

King William's College and The Buchan School is a Christian foundation and has a designated Church of England (Anglican) character. The school does not select for entry on the basis of

religious belief, but applicants should be aware that all pupils are expected to attend Chapel services and assemblies. Our kitchens can provide for special dietary requirements.

## **CONDITIONS OF ENTRY**

Admission to the school requires the acceptance by those with legal responsibility for the applicant of the “Parent Contract”. This is included in this guide and parents are asked to read the contract carefully. The acceptance of these terms is required by completing the Acceptance Form at the back of this guide.

## **INTERNATIONAL PUPILS**

Overseas pupils are welcome to visit the school at any time, but preferably during term time. Short English and Maths tests may be taken by applicants on the day of their visit. If a visit is not possible, an online interview with the Principal can be arranged.

## **Tier 4 Visas**

Although the school can provide guidance on the Visa application process, the responsibility for obtaining a Visa remains with parents, as any application must be instigated in the pupil’s home country.

## **Guardianship**

We require all pupils from countries outside the EU/EEA to have a guardian to act in loco parentis in certain circumstances, but primarily to act as a link between College, the pupil and the parents. Parents who experience difficulty with the appointment of a guardian should contact the External Relations Office, which can provide details of a number of reputable guardianship agencies. If a guardian is required, the school’s Guardianship Terms and Conditions Nomination and Agreement Form should be completed.

## **Fluency in English**

In order to cope with the academic and social demands of King William’s College, pupils must understand and speak English to the equivalent of International English Language Test System (IELTS) standard 4.5. Candidates entering the UK under a Tier 4 Visa are required to be assessed to identify their level of English on application. Individual tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

## **WEBSITE - [www.kwc.im](http://www.kwc.im)**

Please visit our website for further information and to view our year group guides, term dates and extracurricular programme.

# Reductions, Scholarships, Awards and Bursaries

## SIBLING POLICY

Most siblings join us at King William's College and The Buchan School. The rate of the discount is not determined by the order in which children join the school, but by their age; the second sibling in the family will receive a 10% Award and younger siblings will receive a 30% Award.\*

## CHILDREN OF CLERGY POLICY

A reduction of one third of the fee for boarders and one half of the fee for day pupils is allowed to children of clergy holding a benefice or Bishop's licence and residing in the Isle of Man. There is a similar arrangement for children of Methodist Ministers\*.

## SERVICES POLICY

A fee reduction of 15% is allowed for children of serving members of the Armed Forces of the Crown. Once a pupil is accepted, the reduction continues even though the parent may leave the Services\*.

*\* Discount does not apply at The Buchan Nursery.*

## SCHOLARSHIPS AND AWARDS

Our Academic Scholarships and Drama, Music and Sport Awards are available to pupils entering Lower Fourth (Year 7). They are highly prized and are designed to reward excellence and celebrate exceptional talent in a particular field.

Each year King William's College attracts high calibre applicants who enrich the school, not only in their specialist areas, but also in all facets of school life, and throughout their time at College we aim to provide each pupil with encouragement and tailored support to develop their talents and excel in their specialist area. In return, Scholars and Award holders are expected to provide the school with intellectual and cultural leadership.

All Scholarships and Awards are won in open competition and are awarded solely on merit.

Each Scholarship and Award is held from 1st September of the year of entry until the Scholar leaves the College, provided the pupil's work and conduct continue to be of the highest standard.

If a candidate applies for more than one Scholarship or Award the maximum reduction offered will not exceed 10% of the tuition fee. Scholarships and Awards can be underpinned by bursary assistance if the financial circumstances of the individual family necessitate it.

Scholarships and Awards are held in January each year.

## BURSARIES

Bursary requests are considered on a case-by-case basis. Applications are means-tested and reviewed annually and focus on the financial circumstances of the family. Bursaries are normally limited to a range of 10% to 30% of the day tuition fees. All candidates must have completed the application form and paid the registration fee before they can apply.

## ASSISTED PLACES SCHEME

At King William's College we are committed to providing opportunities for as many pupils as possible. To this end we offer a generous Assisted Places Scheme for outstanding pupils, with various degrees of financial support for Isle of Man pupils, up to the maximum value of 75%. We don't set specific academic or sporting criteria to qualify for an Assisted Place, but are looking for pupils who are truly passionate about joining our school and who can demonstrate the potential to contribute significantly to our school community. The level of financial assistance available to families is determined by individual financial circumstances, taking into account both income and assets. The Scheme is means-tested annually, is available throughout the year groups and all candidates must have completed the application form and paid the registration fee before they can apply.



# Fees and Financial Information 2021 - 2022

## KING WILLIAM'S COLLEGE

## THE BUCHAN SCHOOL

	Sixth Form Years 12-13 Tuition	Fifth Form Years 9-11 Tuition	Fourth Form Years 7-8 Tuition	Boarding Full Fee	Form 1-4 Years 3-6 Tuition	Pre-Prep 1-3 Rec-Year 2 Tuition
<b>Annual</b>	<b>£24,000</b>	<b>£20,750</b>	<b>£18,750</b>	<b>£11,550</b>	<b>£13,000</b>	<b>£9,986</b>
Autumn	£9,600	£8,300	£7,500	£4,620	£5,200	£3,994
Spring	£7,200	£6,225	£5,625	£3,465	£3,900	£2,996
Summer	£7,200	£6,225	£5,625	£3,465	£3,900	£2,996

*Our boarding fees include laundry, linen and full board. The tuition fee includes the cost of books, stationery and lunch.*

## DEPOSIT

A deposit is payable to secure a place at The Buchan School or King William's College at the time that an offer is made. Deposits are £1,000 for day pupils and £1,500 for full boarding pupils. The deposit is refundable after the pupil has left the school and is subject to completion of at least one full term.

## FEES

Parents can select their payment arrangements on the Acceptance Form at the back of this Guide. Fees for each term are due for payment by the beginning of that term. The Governors reserve the right to impose an interest charge if an account is not paid by the date it is due.

## WEEKLY AND FLEXI BOARDING

A flexible boarding option is often useful for pupils.

### Weekly

Sunday to Thursday (per week)	£260
Monday to Thursday (per week)	£216

### Flexi

Two to three consecutive nights (per day)	£56
Day rate	£70

## MUSIC, SPEECH AND DRAMA PRIVATE TUITION

Individual or small group private tuition is available on a wide variety of musical instruments and for Speech and Drama, which may lead to examinations. Requests for tuition can be submitted through Firefly. Six weeks notice must be given when wishing to discontinue private lessons.

### Per Term

Individual Lessons	£180
Small Groups	£90

## **ENGLISH AS A SECOND OR OTHER LANGUAGE (ESOL)**

All pupils whose first language is not English are assessed at the beginning of the academic year. On the basis of this assessment they may then be required to attend intensive one-to-one or small group lessons to develop their oral or written skills. There will be a separate charge for these lessons of £25 per 40 minute period for a private lesson or £15 per 40 minute period for a shared lesson.

Electronic translators are compulsory for overseas pupils with English as a second language.

## **ADDITIONAL CHARGES**

Additional amounts are charged for various items, such as CCF, technology supplies beyond basic provisions, certain extracurricular activities, such as sailing and off-Island trips.

## **SURCHARGES**

The Governors reserve the right to impose a surcharge on the fees for one term in any academic year, if circumstances compel them to do so.

## **FEE INCREASE**

All fees are subject to a periodic increase in accordance with the school's Terms and Conditions.

## **NOTICE OF LEAVING**

King William's College and The Buchan School follow the standard practice of independent schools, whereby one full term's notice is required of a pupil leaving. In cases of uncertainty provisional notice may be given. One term's fee is payable in lieu of notice.

In order to officially provide the School with confirmation of final notice or provisional notice, the Pupil Final or Provisional Notice Form must be completed. The information requested is a regulatory requirement and therefore must be provided in order for the school to complete its process of withdrawal. The form is available from the Principal or Buchan Head's Offices.

# Payment of Fees

The school's payment method for fees and additional charges is Direct Debit. Parents who have a bank account in the UK, Isle of Man or Crown Dependencies can opt for either termly or monthly Direct Debits. Overseas parents should pay by termly direct transfer.

## TERMLY DIRECT DEBIT

If a termly Direct Debit mandate is in force, the balance shown on the latest fee account will be collected from the nominated bank account on the first day of term.

## MONTHLY DIRECT DEBITS

The monthly Direct Debit scheme operates over 10 months and payment will be taken on the 10th (September to June inclusive) of each month. Other options are available, please contact the Bursary for more information. Net fees are split equally over the months, with additional "extras" charges being added to the first month of each relevant term.

## SUPPLEMENTARY CHARGES

A separate invoice will be sent if there are any supplementary charges (i.e. trips, clubs). These charges will be collected from the nominated bank account after the invoice has been sent.

In accordance with the Direct Debit Guarantee, the school will provide you with a payment schedule upon request.

Please complete the Direct Debit mandate form and return to the External Relations Office.

## OVERSEAS PARENTS

Overseas parents, who do not have an appropriate UK, Isle of Man or Crown Dependencies bank account, can pay school fees by direct transfer on the first day of each term.

### BANK DETAILS

**Bank:**

HSBC, Douglas, IOM

**Account name:**

King Williams College

**Sort code:**

401938

**Account number:**

12795388

**IBAN:**

GB61MIDL40193812795388

**BIC:**

MIDLIM21XXX (GB only)

**Swift:**

MIDLGB22 (Overseas only)

All enquiries regarding any aspect of a pupil's fee account and its payment should be directed to [bursar@kwc.im](mailto:bursar@kwc.im) or telephone +44 (0) 1624 820424.

# Parent Contract - Terms and Conditions

## 1. DEFINITIONS

(a) In these terms and conditions

**"The Buchan School"** means the junior part of the school, which operates primarily on the Buchan site;

**"Child"** or **"Pupil"** means a natural person admitted by the school to be educated as a pupil and includes any pupil aged 18 or over;

**"The Complaints Procedure"** is the school's procedure for handling complaints from parents, as amended from time to time for legal or other substantive reasons or in order to assist the proper administration of the school. Parents will be given notice of such amendments;

**"Deposit"** means the sum set out in the Schedule of Fees as amended from time to time. Parents will be given notice of such amendments;

**"Fees"** means the fees set out in the Schedule of Fees as amended from time to time. Parents will be given notice of such amendments;

**"Governors"** means the Directors of King William's College for the time being;

**"IB"** means International Baccalaureate;

**"King William's College"** means the senior part of the school which operates primarily from the King William's College site;

**"Head at the Buchan"** means the person appointed by the Governors to be responsible for the day-to-day management of The Buchan School, including anyone to whom such duties have been duly delegated;

**"Principal"** means the person appointed by the Governors to be responsible for the day-to-day management of the school, including anyone to whom such duties have been duly delegated;

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

**"School Rules"** means the rules of the school, as those rules may be amended from time to time. Parents will be given notice of such amendments;

**"Term"** means a teaching term in the school's academic calendar as notified to parents from time to time;

**"A term's notice"** means written notice given not later than the first day of the term preceding the commencement of the term to which the notice relates;

**"Terms and conditions"** means these terms and conditions as amended from time to time. Parents will be given notice of such amendments;

**"We"** or the **"School"** means King William's College, registered charity number 615, a company incorporated in

the Isle of Man under number 52022C, which trades as King William's College and The Buchan School;

**"You"** or the **"Parents"** means each person who has signed the Application and Acceptance Forms as parent, stepparent or guardian of a child or a person who, with the school's written consent, replaces a person who has signed the Application and Acceptance Forms.

(b) The Application and Acceptance Forms, the Schedule of Fees, the School Rules, the Complaints Procedure and these terms and conditions, as any or all of these may be amended from time to time, together form the terms of the contract between you and the school and constitute the entire agreement between the parties. It is not intended that the terms of the contract shall be enforceable by your child or by any other third party.

## 2. ACCEPTANCE AND DEPOSIT

(a) An offer of a place for your child at the school is accepted by your submitting the Acceptance Form and paying the deposit and registration fee. Entry is at all times at the discretion of the Principal or the Head at the Buchan, as appropriate, and we reserve the right to refuse entry to a child.

(b) The deposit is not refundable if your child does not take up a place at the school (except where the school fills the vacancy created by your child's withdrawal, in which case the school shall refund the deposit to you less its costs in administering your dealings with the school or a reasonable estimate of those costs). The deposit will form part of the general funds of the school until it is credited without interest to the final payment of the fees or other sums due to the school on your child's leaving.\*

(c) If you wish to withdraw your acceptance of a place after submitting the Acceptance Form and paying the deposit but before your child starts at the school you must give written notice to that effect prior to the first day of the term immediately preceding the term in which your child was due to start. If such notice is received by the school by that time the deposit will be forfeited in accordance with Clause 2(b) above but no further fees will be payable. If such notice is received on or after that date, a term's fees (charged at the rate applicable for the term immediately preceding the term when your child was due to start) shall be payable and shall become due and owing to the school as a debt.

(d) If entry to the school is refused by the Principal or Head at the Buchan under 2(a) above, the deposit will be returned and the contract between us will immediately be terminated.

### 3. SCHOOL FEES

**(a)** All the costs incurred in the usual course of the education by the school of your child, including the provision of any necessary educational materials and as outlined in the Schedule of Fees, shall be met by the fees unless otherwise notified by the school.

**(b)** Any extracurricular activities such as private drama or music lessons, trips and visits for which you agree in advance your child may participate in shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, all public examination charges and any additional charges incurred by the school in providing for the special educational needs of your child shall be charged as supplemental to the fees.

**(c)** Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain jointly and severally liable to the school for the whole of the fees and supplemental charges due, unless the school has agreed in writing to look exclusively to any other person for payment of the fees or any part of them. Where two parents have signed the Acceptance Form, one of them may withdraw from the contract with the school by submitting a term's notice to this effect provided they have obtained the prior written consent of both the school and the remaining parent and payment of all fees due is up to date.

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

**(d)** Fees are payable in advance prior to the start of the term to which they relate. Supplementary charges are payable termly in arrears prior to the commencement of the term following the term in which the charges were incurred. We will send you an invoice prior to the start of each term detailing the fees and supplementary charges due. Each invoice must be paid either in full before the first day of term or, if fees are paid by direct debit, in monthly instalments (on dates agreed with the school) with supplemental charges being collected at the start of the following term.

**(e)** We reserve the right to refuse to allow your child to attend the school or to withhold any references while fees remain unpaid or there is a persistent default in relation to supplemental charges. We may make an interest charge of 2% per month, or such other rate as the Governors decide is reasonable, on outstanding amounts of fees and supplementary charges. By accepting these terms and

conditions, 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 (usually annually) and may be increased by such amount as the Governors consider 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 comprise a comprehensive annual charge, paid on a termly basis, and no reduction is given for Upper Sixth Form final year IB pupils leaving after half-term in the summer term.

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

### 4. NOTICE REQUIREMENTS

**(a)** If you wish to withdraw your child from the school (other than at the end of Form 4 of the Buchan or the Upper Fifth year of King William's College), you shall either give a term's notice in writing to the Principal to that effect or shall pay to the school a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given.

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

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

**(d)** If you wish to withdraw your child from an activity charged for as supplemental, you must either give six weeks notice in writing to that effect or pay to the school six weeks charges for the activity in which your child has ceased to participate.

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

## 5. SCHOOL RULES

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

(b) The school reserves the right to undertake drugs testing of pupils in accordance with its drugs policy as set out in the school rules.

(c) The school reserves the right, subject to applicable data protection legislation, to monitor your child's email communication and internet use whilst on school premises for the purpose of ensuring compliance with the school rules.

## 6. DISCIPLINARY PROCEDURES

(a) The Principal has absolute discretion to require you to remove or to suspend or, in serious or persistent cases, to expel your child from the school if it is considered that your child's attendance, progress or behaviour (including behaviour outside school) is unsatisfactory and in the reasonable opinion of the Principal the removal is in the school's best interests or those of your child or other children.

(b) The Principal has absolute discretion to require you to remove or to suspend or, in serious or persistent cases, to expel your child if the behaviour of you or any/either of you is, in the opinion of the Principal, 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's staff, is likely to bring the school into disrepute or where relations between you and the school have broken down.

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

(d) The examples set out in the school rules of behaviour likely to result in suspension or expulsion are not exhaustive, nor do they limit the discretion of the Principal in relation to such matters. In particular, the Principal may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour. Each case will be considered on its own merits, taking into account all aspects of the pupil's record at the school.

(e) If you do consider that the Principal or the school has not acted in a way which is fair in all the circumstances when taking decisions under this Clause 6, your right to seek a review of the decision is governed by the Complaints Procedure.

## 7. THE SCHOOL'S OBLIGATIONS

(a) Subject to these terms and conditions, the school undertakes to accept your child as a pupil of the school from the time of joining the school until he or she ceases to be a pupil. However, the school shall not be obliged to permit your child to enter the Sixth Form at King William's College 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 make a decision as to whether your child may join the Sixth Form at King William's College after the results of (I)GCSE or equivalent examinations are known, and may make entry to the Sixth Form conditional upon the results of such examinations.

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

(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, you agree that we are authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

(f) Our prospectus describes the broad principles on which the school is presently run and is believed to be correct at the time of printing. However, from time to time it may be necessary to make changes to any aspects of the school, including the curriculum, and we reserve the right to do so. For this reason, please notify the school if there is anything of particular importance to you contained in the prospectus, as it may be that recent changes are not reflected in the current version. We will give parents notice of any changes at the school including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect, and

where 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. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Principal the school cannot provide adequately for your child's special educational needs.

**(h)** The school is a Christian Foundation and compulsory religious observance at the school is conducted in accordance with the School Rules.

## **8. THE PARENTS' OBLIGATIONS**

**(a)** It is a condition of your child's joining the school that you complete fully and submit to the school a medical questionnaire in respect of your child. You undertake to inform the school without delay of any health or medical condition, disability or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections. If the school so requires due to a health risk either presented by your child to others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit him/her to return to the school until such time as the health risk has been averted.

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

**(c)** The school is entitled to treat any instruction, authority, request or prohibition received from any person who has signed the Application and Acceptance Forms as having been given on behalf of both or all such persons.

**(d)** The Principal must be informed in writing of any reason for your child's absence from school. Wherever possible the school's prior consent should be sought for absence from the school.

**(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 school's Complaints Procedure.

**(g)** Parents of pupils who will be entering the Sixth Form at King William's College must read and approve the International Baccalaureate General Regulations which can be accessed on the College website. They will be deemed to have done this by accepting the College's 'Terms and Conditions'.

**(h)** It is the responsibility, where appropriate, of the parent/guardian of pupils to obtain the correct Tier 4 Child Student Visa to cover the duration of their education at

KWC. Help in obtaining the required CAS (Confirmation of Acceptance for Studies) number is available through the External Relations Office. It is also the responsibility of the parent/guardian to obtain the necessary visa for any school trips. Any costs incurred for visas are chargeable. A copy of the Visa should be sent to the External Relations Office for our records.

## **9. INSURANCE**

You must make your own insurance arrangements if you require cover for your child's person or property while at school. Your child is included in an obligatory personal accident insurance scheme, the charge for which is included in the Fees.

## **10. CONFIDENTIALITY AND REFERENCES**

**(a)** You consent to our supplying information and a reference in respect of your child to any educational institution (including a further education 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, aptitude for certain courses and character is fair. However, we do not accept any liability for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

**(b)** You 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 managing relationships between the school and current pupils, providing references and communicating with the body of former pupils.

## **11. PHOTOGRAPHY OF PUPILS**

Photographs and videos are regularly taken of the school children for promotional materials, the school's website and social media channels. Photography or filming will only take place with the permission of the College and under the supervision of a member of staff.

We will not use images of your child without your consent. The Photography Consent form, available on Firefly, should be completed annually in order to comply with Data Processing legislation. You may withdraw your consent at any time and this should be in writing to the Principal's/Head's Office.

## **12. INTELLECTUAL PROPERTY RIGHTS**

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

## **13. CHANGES IN OWNERSHIP ETC.**

For the purposes of constitutional changes to the school or amalgamation we reserve the right to transfer the undertaking of the school to any other natural or legal

person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the school with any other educational institution. Where appropriate we will inform and consult with all parents in relation to such changes.

#### **14. TERMINATION**

(a) The school shall be entitled to terminate this agreement forthwith by notice in writing to you and 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 of fees or charges or material default under these terms and conditions).

(b) The school may terminate this agreement forthwith by notice in writing to you and without prejudice to its other remedies if you, or any of you become unable to pay your debts or is declared bankrupt; you may terminate this agreement forthwith by notice in writing to us if the school becomes insolvent or goes into liquidation or receivership or is wound-up for any reason.

#### **15. 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 give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the school has acted reasonably and prudently to prevent and 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 must discuss with the school a solution by which this agreement may be performed or you will become so liable.

#### **16. COMMUNICATIONS**

All notices required to be given under these terms and conditions must be given in writing, which for the avoidance of doubt includes email unless otherwise stated. You undertake to notify the school of any change of address of any person who has signed the Application and Acceptance Forms. Communications (including notices) will be sent by the school to the address shown in its records, and/or, where appropriate, by e-mail. Notices that you are required to give under these terms and conditions must be addressed to the Principal and sent to the school's address. If sent by first class post, notice shall be deemed to have been given on the second day after posting. Notices sent by email will be deemed to arrive immediately they are despatched.

#### **17. DATA PROTECTION**

King William's College requires to process personal data in relation to you and your child for the purposes of administration and education. This personal data is processed in accordance with the requirements of current data protection legislation. For further details please see the school's "Data Privacy Notice for Parents, Pupils and Alumni."

#### **18. INTERPRETATION**

Headings in these terms and conditions are for ease of understanding only and do not form part of these terms and conditions.

#### **19. JURISDICTION AND GOVERNING LAW**

The Proper Law of this contract between you and the school shall be that of the Isle of Man and the parties shall submit to the jurisdiction of the Manx courts.

#### **20. VARIATIONS**

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the school. The school will send you notice of any such modifications prior to the end of the penultimate term before the modifications are to take effect.

*\* You should be aware that in the event of a late withdrawal it is very unlikely that the school would be able to find a replacement.*

Further regulatory information and school policies are available on our website [www.kwc.im](http://www.kwc.im)









# APPLICATION FORM

PAGE 1 OF 3



## APPLICANT DETAILS

Full Forename(s): ..... Surname: .....

*The name should be the applicant's full legal name, as on their passport.*

Preferred Name: ..... Gender: .....

Date of Birth: ..... Year Group on entry: .....

Proposed Date of Entry: .....

Day  Full Boarding  Weekly/Flexi Boarding

Will you be applying for a Scholarship/Award  Bursary  Assisted Place

**Current School:** ..... Address: .....

.....

Email: ..... Name of Head: .....

Date of Entry: .....

**Nationality:** ..... Place of Birth: .....

Religion (optional): ..... Is English the applicant's first language? YES/NO

Language(s) spoken at home: .....

## Siblings:

Name: ..... DOB: ..... Name: ..... DOB: .....

Name: ..... DOB: ..... Name: ..... DOB: .....

**Which adult(s) has legal responsibility for the applicant?** In almost all cases where the applicant's natural mother and father are named on the birth certificate, both will retain parental responsibility regardless of marital circumstances. Both the natural mother and father must therefore give permission for the child to apply for a place at The Buchan School and King William's College.

## ADULT 1 (mother/father/other, please specify):

..... Title: .....

Full Forename(s): ..... Surname: .....

Home Address: .....

.....

Email: ..... Tel (Home): .....

Tel (Work): ..... Tel (Mobile): .....

Days of the week applicant resides at this address: ..... Occupation: .....

APPLICATION FORM PAGE 2 OF 3

ADULT 2 (mother/father/other, please specify):

..... Title: .....
Full Forename(s): ..... Surname: .....
Home Address: .....
Email: ..... Tel (Home): .....
Tel (Work): ..... Tel (Mobile): .....
Days of the week applicant resides at this address: ..... Occupation: .....

Marital Status of Natural Parents

Table with 3 columns: Marital Status, At child's birth, Current status. Rows include Married, Divorced, Partners (not married), Single, Separated, Widow(er), Separated (never married).

Is there a Care and Control Order or Residential Order in place for the applicant? YES/NO

If 'Yes' name the person who holds the Care Order:

.....

Are there any other adults with whom the applicant currently lives? YES/NO If 'Yes', please give details below:

ADULT 3 (mother/father/other, please specify):

..... Title: .....
Full Forename(s): ..... Surname: .....
Home Address: .....
Email: ..... Tel (Home): .....
Tel (Work): ..... Tel (Mobile): .....
Days of the week applicant resides at this address: ..... Occupation: .....

ADULT 4 (mother/father/other, please specify):

..... Title: .....
Full Forename(s): ..... Surname: .....
Home Address: .....
Email: ..... Tel (Home): .....

**APPLICATION FORM PAGE 3 OF 3**

Tel (Work): ..... Tel (Mobile): .....

Days of the week applicant resides at this address: ..... Occupation: .....

**Is there anyone else with legal responsibility whose consent is required prior to the pupil attending the school?**  
YES/NO *If 'Yes', please give details in a covering letter.*

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**PAST PARENTS' ASSOCIATION**

As a parent, when your child leaves school, you will become a member of the Past Parents' Association. As such you will receive relevant school and alumni updates and be invited to attend certain events. If you are happy for the school to contact you, please tick this box.

**Family connections to King William's College or The Buchan School.**

Name: ..... Connection: ..... Name: ..... Connection: .....

Name: ..... Connection: ..... Name: ..... Connection: .....

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**LEARNING SUPPORT**

**Is the applicant currently receiving or previously been assessed for special education requirements, emotional or behavioural needs or medical problems?** YES/NO

*If 'Yes' you must send us relevant educational or clinical psychologists' reports and explain what additional support the applicant currently receives. Educational, physical, behavioural or other special needs do not preclude application for a place. Each such applicant for entry will be individually considered to determine whether sufficient reasonable adjustments are needed and reasonable aid required, to enable them to thrive (continue in a covering letter if necessary).*

.....  
.....

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King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children. We will always contact previous schools for safeguarding, child protection and behavioural information. Should you wish to discuss this further please contact our Deputy Head Pastoral Stuart Corrie at [stuart.corrie@kwc.im](mailto:stuart.corrie@kwc.im)

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Please note failure to provide complete and correct information regarding an applicant's application may delay admission to school or result in withdrawal of their place.

**DECLARATION**

We understand that the school may process personal data about our child, including sensitive personal data, such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures, and we consent to the processing of our child's personal data for these purposes.

We request that the named applicant be accepted as a prospective pupil.

**Adult 1 Signature:** ..... **Date:** .....

**Adult 1 Signature:** ..... **Date:** .....

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# ACCEPTANCE FORM



## APPLICANT DETAILS

Full Forename(s): .....

Surname: .....

Year Group on Entry: .....

Date of Entry: .....

## DECLARATION

I confirm that I have read and understood the Parent Contract contained in the Admissions Guide. I agree to abide by these conditions, together with any amendments on which the Governors may decide and by the school rules. I understand that the fees are payable in advance by the first day of term, that interest may be charged on all fees outstanding after this date, including any balance due under the payment by Direct Debit Scheme, and that a full term's notice in writing is required for withdrawal from King William's College and The Buchan School, boarding or extras, such as Music or Drama.

We request that the above named applicant be accepted as a pupil.

We understand that:

1. Completion of this form secures our child a place at the school;
2. Our child being offered a place at the school, is subject to the school's terms and conditions for the provision of educational services, which are binding;
3. **A non-refundable registration fee of £100 and a refundable deposit is payable on acceptance of a place. The deposit is £1,000 for day pupils and £1,500 for full boarding pupils.** This will be credited to the final account, but is non-refundable if the place is not subsequently taken up or if the child does not complete one full term;
4. We, the signatories will be jointly and severally liable for payment of the school fees.

## ADULTS WITH LEGAL RESPONSIBILITY

### ADULT 1

Full Forename(s): .....

Surname: .....

**Signature:**

.....

Date: .....

### ADULT 2

Full Forename(s): .....

Surname: .....

**Signature:**

.....

Date: .....

**Please pay via bank transfer:**

**REGISTRATION FEE (non-refundable) - £100**

**DEPOSIT (refundable) - £1,000 Day**  
**£1,500 Boarding**

## SCHOOL FEES

Monthly Direct Debit

Termly Direct Debit

*Please complete the Direct Debit Form.*

**Overseas parents should pay by Bank Transfer on the first day of term**

**For bank details please see 'Payment of Fees' page.**







# MEDICAL QUESTIONNAIRE

TO BE COMPLETED BY PARENT/GUARDIAN



## PUPIL

First Name ..... Surname .....

Date of Birth ..... Gender .....

Home Address .....

Telephone (home) ..... (mobile) .....

Place of Birth ..... Nationality .....

Ethnic Origin ..... Official Guardian .....

**1st Emergency Contact:** Name ..... Relationship to pupil .....

Address .....

Telephone (home) ..... (work) ..... (mobile) .....

**2nd Emergency Contact:** Name ..... Relationship to pupil .....

Address .....

Telephone (home) ..... (work) ..... (mobile) .....

**3rd Emergency Contact:** Name ..... Relationship to pupil .....

Address .....

Telephone (home) ..... (work) ..... (mobile) .....

**Home Doctor** (name, address and telephone number) PRIVATE  NHS

**Do you give consent for your child to be given medication?** YES  NO

**Do you give consent for your child to be given first aid?** YES  NO

**Do you give permission for the Principal, or his appointed representative, to sign for a General Anaesthetic for my child in an emergency, if all attempts to reach me have failed?** YES  NO

**Is there any known sensitivity to drugs?** YES  NO

If yes, please give details .....

**Are there any medical conditions?** YES  NO

If yes, please give details .....

**Please give details and dates of any surgical operations** .....

**Is your child taking regular medication?** YES  NO

If yes, please state medicines and dosage .....

**Has your child been diagnosed with Autism, Asperger's or ADHD?** YES  NO

If yes, please give details and state if your child is on medication .....

**Is your child covered by private medical insurance?** YES  NO

If yes, please state company and Insurance Number .....

**Does/has your child any hearing or sight problems?** If yes, please state: .....

Do you give permission to share this information with learning support? YES  NO

PLEASE COMPLETE OVERLEAF

**Has your child had any infections such as chicken pox, glandular fever or others?** If yes, please state and give year:

**Has your child been inoculated against the following conditions?** If yes, please give date of last injection and attach any records of vaccinations if available. Please supply an up to date inoculation list from your GP surgery.

Diphtheria	.....	Measles	.....	HPV (human papilloma virus)	.....
Whooping Cough	.....	Mumps	.....	BCG (TB vaccine)	.....
Tetanus Toxoid	.....	Rubella	.....	Meningitis B	.....
Polio	.....	<b>All 3 in combination</b>	.....	Meningitis C	.....
HIB	.....			Meningitis ACWY	.....
<b>All 5 in combination</b>	.....			Pneumococcal vaccine	.....

**Covid Vaccination Status:** YES  NO  If yes, please fill in below:

1st :	Batch	.....	Make	.....	Date	.....
2nd :	Batch	.....	Make	.....	Date	.....

**Isle of Man Public Health includes KWC in the school vaccination programme.** Do you give consent for us to share your contact details with them for the purposes of the school vaccination programme? YES  NO

**Is your child prescribed an Epipen?** YES  NO

If yes, please provide a copy of the current Allergy Plan from your consultant or GP. Do you give consent for your child being administered an Epipen as prescribed should they have an anaphylactic shock? YES  NO

It is the parents/guardians responsibility to ensure their child has an Epipen with them at all times, a spare should be held in the Medical Centre.

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**FOR PUPILS WITH ALLERGIES/INTOLERANCES ONLY.** Please give details:

Substance	Reaction (what happens?)	Treatment
.....	.....	.....
.....	.....	.....
.....	.....	.....

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**FOR PUPILS WITH ASTHMA ONLY -** Please provide an up to date Asthma Plan available on [www.asthma.org.uk](http://www.asthma.org.uk)

**Is your child on prescribed medication?** YES  NO

If yes, do you give consent for your child to be given emergency ventolin inhaler, if necessary, by the Nurse in the school's Medical Centre? YES  NO

It is the parents/guardians responsibility to ensure their child, if an asthmatic, have an inhaler with them at all times, one that has not expired, a spare should be held in the Medical Centre.

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**FOR BOARDING PUPILS ONLY**

All boarding pupils, who do not reside in the IOM must remain registered with the school Doctor during their time at KWC and see their home doctor as a temporary patient.

**Has the school been sent your child's National Health Medical card** YES  NO

Does not have one  Lost  Please give NHS number (if possible) .....

I give consent for the Housemaster/Housemistress to act in loco parentis (in the place of a parent) for medical and dental treatment, first aid, prescription and non-prescription medication YES  NO

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**DISCLAIMER - I certify that the information contained in this Medical Questionnaire is correct to the best of my knowledge.**

Signed: .....

Print Name: ..... Date: .....