



TEACHING STAFF, TRUSTEES AND GOVERNORS

PARENT CONTRACT

FEEs

TERM DATES

CURRICULUM

ADMISSION PROCEDURES

TRUSTEES AND GOVERNORS

VISITOR

The Most Reverend and Right Hon Dr J SENTAMU
Lord Archbishop of York

TRUSTEES OF BISHOP BARROW'S CHARITY

Vice Admiral Sir Paul HADDACKS, KCB, Lieutenant Governor of the Isle of Man (Chairman)

Mr S G ALDER, BA, FCA

Mr J CAIN, MEd, Director of Education

Mr T W B CULLEN, MA

Mr M J HOY, MBE, MA

The Right Reverend Robert PATERSON, MA, The Lord Bishop of Sodor and Man

GOVERNORS

(*Trustees of Bishop Barrow's Charity)

Mr N H WOOD, ACA, TEP (Chairman)*

Mrs J D N BATES, LLB, Dip LP*

Prof R J BERRY, RD, MA, DPhil, MD, FRCP*

Mr A C COLLISTER*

Miss J M CROOKALL BSc, FSI

Mrs E J HIGGINS, BSc, ACA*

Miss S J LEAHY LLB, Dip LP

The Venerable Brian SMITH, MTh, Archdeacon of Man*

Mr C P A VANDERPUMP, BSc, FCA*

Sir David WILSON, Litt D, FBA*

SECRETARY TO THE TRUSTEES AND BURSAR

Mr J V OATTS, BA, MSc, DipSurv

MEDICAL OFFICER

Dr V BALAKRISHNAN, MB, BCh, BaO

TEACHING STAFF

KING WILLIAM'S COLLEGE JANUARY 2010

ACTING PRINCIPAL

Miss R J CORLETT, BA

ACTING VICE PRINCIPAL

J H BUCHANAN, BA

J M ALLEGRO, BA
Mrs M BAILEY-BARNES, BA
Mrs E J BALLANTYNE, BSc
A W BEADLE, BEd
Mrs K E BREW, BEng
Miss C L BROADBENT, BA
S N COPE, BA
Miss E R COWEN, BA
M C CRABTREE, BSc
Mrs D J CURRIE, BA
C DAVIDSON, MA
Mrs B DUNN, BEd (*Director of Sport*)
Mrs I E FERRIER, MAEd
Mrs R J FOXON, BSc
Miss C GANZO PEREZ, BA
Miss N F GARDNER, BA
Miss A L GELLING, BA
Mrs E J GREEN, BMus, ARCM
(*Director of Music*)
A R HAY, MA
M H HEBDEN, BA
Miss F HECKEL, MA
Miss S HILLS, BSc
Mrs A B HOLDEN, MSc
K HOLDER, MA
Dr C E HUMPHREYS-JONES, BA, PhD
R D HUMPHREYS-JONES, BSc
(*Head of Fifth Form*)
Mrs G R MURPHY, MCILIP (*Librarian*)
L ILOTT, BEd
E J JEFFERS, BA (*Head of Boarding, Colbourne House Parent*)
S P KELLY, BA
Miss C V LEDGER, BA

Mrs Z A McANDRY
D M C MATTHEWS, BSc
G E MOORE, BMus
Revd T H MORDECAI, MA (*Chaplain*)
Mrs A L MORGANS BA(Ed),BSc
(*Head of Sixth Form*)
Dr P H MORGANS, BSc, PhD (*Assistant Director of Studies*)
C C MORRIS, MA
Miss H E MORTON, BEd (*Head of Fourth Form*)
R RIEKERT, BComm
Miss B SAXON, BSc
Mrs A M SCHREIBER, MA
A D ULYETT, BSc
Mrs B VAN RHYN, BA
P VERSCHUEREN, MSc
W WARWICK, BSc

PART TIME STAFF

A CARTER JOHNSON, MA
D COWLEY, BSc
Miss S HAVET
Mrs N A LITTON, Cert Ed
Mrs J MUNRO, BA
Mrs S A ROSS, BEd
Mrs O STONE, BA

TEACHING STAFF

THE BUCHAN SCHOOL JANUARY 2010

HEADTEACHER

Mrs A HOPE HEDLEY, BEd

DEPUTY HEADTEACHERS

Mrs J BILLINGSLEY-EVANS, BSc

A J HUTT, BSc

TEACHING STAFF

Miss L ASHTON, BEd

Mrs S BEADLE, BEd

Mrs A CLUCAS, BA

Mrs J CORKE, BA

Miss E R COWEN, BA

Mrs A COTTIER, Cert Ed

Mrs J FINCH, BA

Mrs M HAWLEY, BSc

Mrs A HETHERINGTON, BEd

Mrs L ILOTT, BEd

Mrs A LEE, BA

Miss J MacGREGOR

N MacGREGOR, BEd

Miss S MILLS, BEd

Miss C MOORE, BA

R TORIN, BEd

R TORPEY, BSc

Mrs L VAN HOOVEN, Cert Ed

Miss S WATTERSON, BA

Mrs D WILSON

PART TIME STAFF

Mrs W GRANT

Miss S HAVET

Mrs L J VEALE, BSc

AIMS AND OBJECTIVES

As a Christian educational foundation, our aim is to enable pupils to develop a love of learning, fulfil their academic potential and become confident, moral and responsible young people who will serve with creativity, insight and tolerance the international communities in which they find themselves as adults.

Our objectives are

- to provide a broad and balanced curriculum rooted firmly in teaching of the highest quality, a wide range of enriching extra-curricular activities and opportunities for pupils to develop an understanding of different cultures
- to foster the moral and spiritual growth of pupils and to encourage them to respect one another, those in the wider communities in which they live and their surroundings, in a manner which balances ambition with a sense of service, duty and friendliness
- to ensure that all members of the College interact effectively with the local community and the wider College family, promoting its vision, achievements and ambitions

KING WILLIAM'S COLLEGE AND THE BUCHAN SCHOOL

PARENT CONTRACT

TERMS AND CONDITIONS

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;

"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;

"I B" means International Baccalaureate;

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

"Headteacher" 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;

"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 Acceptance Form as parent, step-parent or guardian of a child or a person who, with the School's written consent, replaces a person who has signed the Acceptance Form.

(b) The Acceptance Form, 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. Entry is at all times at the discretion of the Principal or the Headteacher, 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 Headteacher under 1(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. The fee due at the beginning of a pupil's second term includes a subscription which secures life membership of the King William's College Society.

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

(c) Each person who has signed the Acceptance Form is liable for the whole of the fees due and any supplemental charges. The persons who have signed the Acceptance Form remain liable to the School for the whole of the fees and supplemental charges due, unless the School has 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.

If your child has been or is awarded a scholarship or bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn if, in the opinion of the 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 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 the immediately following 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. Where fees are paid by direct debit, the fees for each term accrue separately.

(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 cent 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 in equal amounts, and no reduction is given for Upper Sixth Form Final Year IB students 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 Sixth 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 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 a half term's notice in writing to that effect or pay to the School a half term's charges for the activity in which your child has ceased to participate.

(e) The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees due or to obtain a refund of fees by withdrawing your child or by your child's ceasing

to participate in an activity part-way through a term.

5. SCHOOL RULES

(a) It is a condition of 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 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 using the thumb print registration system and to 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 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 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 presented to your child by others or by reason of a virus, pandemic, epidemic or other health risk, you undertake to keep your child at home and not permit 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 Acceptance Form 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'.

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

The School reserves the right to use group photographs of its pupils from time to time in marketing publications and on its website.

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 Acceptance Form. 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 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 the Isle of Man Data Protection Act 2002.

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.*

SCHOLARSHIPS AND BURSARIES

All Scholarships are normally held throughout a pupil's time at College provided his or her diligence and behaviour remain satisfactory. Bursaries are reviewed annually and the terms may be altered if the financial circumstances of the fee paying parents or guardians have changed.

SCHOLARSHIPS

Fourth Form (Year 7) Academic Scholarships providing up to 20% of tuition fees are available for boys and girls who will be over 11 and under 12 years of age on 1st September in the year of entry. Scholarship examinations are held in the Spring Term.

Sixth Form (Year 12) Academic Scholarships providing up to 20% of tuition fees are also available at point of entry. Scholarship examinations are held in the November of the year prior to entry.

Music, drama and sports awards are available to pupils joining the College in either the Lower Fourth or Lower Sixth and are awarded at the same time as the academic scholarships. The awards are up to the value of 20% of the tuition fee and those holding a music award are also entitled to free tuition in one musical instrument.

Scholarships and awards may be augmented by a means tested bursary award where there is parental need.

Further details on scholarships and awards are available from the Admissions Office.

BURSARIES

A bursary fund exists to support pupils should the financial circumstances of parents make this necessary. All bursaries are means tested.

Further details on bursaries are available from the Bursar's Office.

A number of Department of Education Bursaries for Year 7 pupils are also available each year. Full details can be obtained from the Department of Education.

KING WILLIAM'S COLLEGE TERM DATES

ACADEMIC YEAR 2009 - 2010

AUTUMN TERM 2009

Tuesday	1	September	Staff INSET
Wednesday	2	September	Induction for L4 & L6
Thursday	3	September	Teaching resumes
Friday	16	October	Half Term starts at 16.10
Monday	2	November	Teaching resumes
Friday	11	December	Term ends at 12.30

SPRING TERM 2010

Monday	4	January	Staff INSET
Tuesday	5	January	Teaching resumes
Friday	12	February	Half Term starts at 16.10
Monday	22	February	Teaching resumes
Friday	26	March	Term ends at 12.30

SUMMER TERM 2010

Monday	19	April	Staff INSET
Tuesday	20	April	Teaching resumes
Saturday	29	May	Founder's Day Half Term starts at 12.30
Monday	7	June	Teaching resumes
Friday	11	June	Senior Race Day Holiday
Friday	2	July	Term ends at 12.30

ACADEMIC YEAR 2010-2011

AUTUMN TERM 2010

Monday	6	September	Staff INSET
Tuesday	7	September	Induction for L4 & L6
Wednesday	8	September	Teaching resumes for remainder
Friday	15	October	Half Term begins at end of school day
Monday	1	November	Teaching resumes
Wednesday	15	December	Term ends at 12.30

SPRING TERM 2011

Wednesday	5	January	Staff INSET
Thursday	6	January	Teaching resumes
Friday	11	February	Half Term begins at end of school day
Monday	21	February	Teaching resumes
Friday	1	April	Term ends at 12.30

SUMMER TERM 2011

Tuesday	26	April	Staff INSET
Wednesday	27	April	Teaching resumes
Saturday	28	May	Founder's Day, Half Term begins at 12.30
Monday	6	June	Teaching resumes
Friday	10	June	Senior Race Day Holiday
Friday	1	July	Term ends at 12.30

CURRICULUM - SEPTEMBER 2009

The curriculum is designed to give a broad, balanced education, avoiding the temptation to specialise early and providing a secure foundation for the subsequent study of GCSEs.

LOWER FOURTH AND UPPER FOURTH

(Ages 11 and 12)

Art
Design Technology
Drama
English
French
Geography
History
ICT
Mathematics
Music
Physical Education
Religious Studies
Science
Spanish or Latin

LOWER FIFTH FORM

(Age 13 plus)

Art
Biology
Chemistry
Design Technology
Drama
English
French
Geography
History
Mathematics
Music
Physics
Religious Studies

and **one** option: Latin, Spanish or Physical Education

MIDDLE AND UPPER FIFTH FORM

(Age 14 plus)

In the two years to GCSE all pupils study the following core subjects:

English
English Literature
French

Mathematics
Physics
Chemistry
Biology

In addition pupils choose three option subjects, one from each block. In 2009 the blocks are:

Block 1

Geography
History
PE
Spanish

Block 2

Art
Geography
History
Photography

Block 3

Business Studies
Design Technology (Product Design)
Geography
History
Latin
RS

SIXTH FORM

The formal entrance requirement for the Sixth Form is six GCSE subjects at grade C or above (or the equivalent). This would normally include Mathematics and English.

The Sixth Form study the International Baccalaureate and students are expected to have achieved at least a grade B at GCSE (or the equivalent) in any subject to be studied at the Higher Level.

Full details are available in the 'Guide to the International Baccalaureate' booklet which is available from the Admission's Office.

THE BUCHAN SCHOOL

THE CURRICULUM

The curriculum that we follow from the Nursery school through Pre-Preparatory to the Preparatory Department is based upon the UK National Curriculum to ensure progression and breadth of study. At The Buchan School, we also place a particular emphasis and an increased amount of teaching time upon the core subjects: Mathematics, English and Science. The curriculum is supported by a team of specialist teachers who have access to a range of dedicated facilities.

Pupils in the Nursery are located in a purpose built area and their curriculum is led by an Early Years teacher and a team of Nursery assistants. In the Pre-Preparatory Department, pupils are taught by their class teacher in small groups with some separate teacher input from specialist areas, for example, Drama, Physical Education, Music and Modern Foreign Languages. Older pupils in the Preparatory Department follow a separate timetable which allows them access to a range of specialist teachers in their own teaching areas. All pupils have access to a well stocked library as well as internet access to support their studies. Support staff include a librarian and ICT teacher to improve access to provision.

To enhance our curriculum provision, we organise a range of educational visits to areas of cultural, historical and geographical interest. Environmental education is provided for, through use of our own extensive grounds and visits to outdoor education centres. The teaching of citizenship and PSHE is led by a team of teaching staff and supported by specialist guest speakers and resources.

EXTENDED LEARNING & HOMEWORK POLICY

At The Buchan School we use homework time:

1. to encourage all pupils to develop the practice of studying independently of the teacher and inculcate the skills and attitude for higher education and life-long learning;
2. to extend the pupil's knowledge, understanding and skills learned in the classroom and so raise attainment; and
3. to enable constructive feedback on progress and performance through prompt and regular formative assessment.

The following schedule gives an approximate guide to allocation of time to be spent each day:

Reception (P1)

Up to 10 mins per day Listening to others read

Years 1 & 2 (P2 & P3)

10 mins per day Literacy work
(reading/spelling)
Numeracy to include
number-based activities

Years 3 & 4 (F1 & F2)

10-15 mins per day Literacy & numeracy
Assignments in other
subjects

Years 5 & 6 (F3 & F4)

20-30 mins per day Weekly schedule with focus
on literacy & numeracy

Literacy – reading practice and listening to others forms an essential part of learning throughout the Primary years. Reading should form the basis of all homework time and should range between 10 minutes in Pre-Preparatory and extending to 20 minutes per day in Preparatory. Other literacy work will include practising spellings and punctuation.

Numeracy – number games & tasks, learning times tables alongside more challenging activities set for Preparatory pupils.

EXTRA CURRICULAR LEARNING

A varied extra curricular programme is designed to support and extend opportunities for learning in the School. Activities are timetabled between 3.35 p.m. and 4.30 p.m. and led by teachers and sports coaches. Parents and children can choose from a different set of activities each term. Preparatory pupils are allowed to attend an after school activity every evening. This is generally limited to one or two sessions for the younger Pre-Preparatory children.

EXTRA CURRICULAR ACTIVITIES

In order to nurture and encourage the development of every pupil, King William's College and The Buchan School provide a wide range of Extra Curricular Activities. These take place either in the extensive school grounds, in the incredibly varied Manx countryside or on overseas expeditions. By encouraging a pupil's interest and participation in these activities and the constructive use of leisure time, the school seeks to achieve its mission: well rounded individuals who can take their place in the world, equipped with the confidence and skills to serve them for the rest of their lives.

Some of the many Extra Curricular Activities are listed below:

A ABRSM Music Theory Adventure Training Art Athletics	D Dance Debating Society Desk Top Publishing Drama Duke of Edinburgh's Award (<i>Bronze, Silver & Gold</i>)	L Lace Making	S Sailing Schola Cantorum Science Society Shooting - Rifle Spanish Sports Tours Squash Sub Aqua Swimming
B Barrovian (<i>School Magazine</i>) Basketball Biology Society Bragg Society (<i>Sixth Form Discussion Group</i>) Brass Group Boys Choir	E Environmental Group Economics Club	M Mathematical Investigations Maths Challenges	T Table Tennis Tennis Textiles Theatre Visits Theatre Workshops
C Canoeing Cantabile Chapel Choir Chess Clarinet Group Combined Cadet Force (<i>Royal Navy, Army, Royal Air Force</i>) Community Service Cookery Creative Writing Cricket Cross Country	F Folk Group Football French	N Needlework Netball	U University Visits
	G German Geography Club Girls Choir Golf	O Orchestra Orienteering Overseas Visits and Expeditions	V Volleyball
	H Handball Handwriting History Club Hockey House Plays	P Photography Pottery Prep (<i>supervised</i>) Physic Club	W Waterpolo Weight Training World Cinema
	I Instrumental Tuition ICT	R Rounders Rugby	

The provision of any activity may depend on demand and on the availability of a suitable instructor.

ADMISSIONS

THE BUCHAN NURSERY

The Nursery is run by "Hopes and Dreams" and is an integral part of The Buchan School. Children can be admitted over the age of 2 and applications can be made by contacting 820497.

JUNIOR SCHOOL (*The Buchan School*)

Prospective parents are requested to contact the Admissions Office, based at King William's College, to arrange a meeting with the Headteacher to discuss their child's entry. Taster days are offered to children pre-entry to The Buchan School as part of the induction procedure. A copy of the child's most recent school report is required.

SENIOR SCHOOL (*King William's College*)

Under normal circumstances pupils move from the Junior School to the Senior School. In all other cases a full report from the Head of a prospective entrant's school is normally required.

If possible, parents should arrange with the Admissions Office to visit the school well in advance of their child's entry. The next step is to send a completed Application Form to the Admissions Office; this ensures that the child's name is included in the provisional entry lists. The firm offer of a place follows receipt of a satisfactory report from the child's Head.

Scholarships

Details of academic and music scholarships are included elsewhere in the prospectus. An important provision is that all scholarships may exceptionally be augmented in the case of parental need.

Registration Fee

A non-returnable registration fee of £35.00 must accompany the Application for Admission form.

Deposit

A deposit of £50.00 is required before a pupil enters The Buchan School. Before a pupil enters King William's College (including those transferring from The Buchan School), a deposit of £250 is required from parents living in the Isle of Man, and a deposit of £1,000 is required from parents living overseas (including the UK). The deposit is

refunded after the pupil has left the Buchan School or King William's College after deduction of any unpaid fees or extras.

Fees

Details of current fees and reductions are also to be found in the previous section of this document. The boarding fee includes laundry, linen and full board. The tuition fee includes the cost of books, stationery and lunch.

Payment

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.

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.

Extras

Extra amounts are charged for various items such as music tuition, CCF, Technology supplies beyond basic provisions, certain extra-curricular activities such as sailing and off-Island trips. A list of all additional charges is provided on joining and annually thereafter.

Guardian

Parents who live outside the EC are encouraged to arrange for a guardian resident in the British Isles for their child. The guardian must have full authority to act for the parents if necessary. Parents who experience difficulty over this are asked to write to the Principal.

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.

Medical Treatment

If special medical treatment is required every effort will be made to obtain the prior consent of the

ADMISSIONS

parent or guardian. If this is impossible in the time available the Principal or Housemaster/Housemistress acting in loco parentis is authorised to give valid consent (including that for anaesthetic or operation) as may be recommended by the College Doctor. Day pupils are liable to medical examination by the College Doctor if in the opinion of the Principal this appears to be necessary. The College Doctor has a right to give a pupil's parents or guardian, the Principal or Housemaster/Housemistress, any confidential information about a pupil if he considers that it is in the pupil's own interest or necessary for the well-being of the school community that he should do so.

Parents are expected to complete the confidential medical documentation contained in the Joining Instructions Package sent prior to entry to the College.

Parent Contract

See separate section.