



Haileybury

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*Revised October 2020. All information correct at time of printing.  
Please refer to [haileybury.com/admissions](http://haileybury.com/admissions) for the latest information.*

Dear Parents,

This booklet provides a wide range of essential information about admission to Haileybury and day-to-day life at the School. We hope you find this helpful and informative. Please use this in conjunction with our Prospectus. If you haven't already visited Haileybury we warmly invite you to come and see what makes our school such a special place, and to be impressed by the vast array of activities and opportunities which await your child.

Open Events are an ideal opportunity to explore all that we have to offer as well as meet the individuals who make Haileybury such a wonderful place to be – our pupils! They will give you a true insight into life here as they take you on a guided tour of our lovely campus. Our Heads of Department and Senior Staff will also be present to answer any specific questions you may have.

In addition, we can arrange individual appointments which are tailored to your child's needs and their particular interests. Just contact the Admissions Team and let us know the most convenient date and time for your visit and we will be happy to arrange this for you.

We look forward to welcoming you to Haileybury very soon and making sure that your admissions experience is smooth and straightforward.

Michele Metcalfe  
*Registrar*



# Curriculum

## Academic Overview

At Haileybury, we want all of our pupils to be academically curious, intellectually ambitious, creative and imaginative. We believe that our pupils should be equipped with powerful knowledge that allows them to understand and make sense of the world around them. Our unrivalled curriculum supports pupils to understand how to apply this powerful knowledge, and seek out opportunities to use it with imagination; we want our pupils to go beyond what has already been thought and said. Our distinctive education allows the pupils to identify as subject specialists, but to understand the responsibility that comes with being at the forefront of academic enquiry.

## Lower School

The academic curriculum in the Lower School is underpinned by the Lower School Diploma.

The subject based curriculum in the Lower School offers a range of academic opportunities. All of our girls and boys study English, Maths and Science, which provide them with a strong foundation. In addition to this, pupils study an innovative and progressive series of language and linguistics courses: which is underpinned by a foundational belief that we need to teach pupils to become linguists. By the end of the Lower School, they will have studied Latin, French or Spanish and German or Greek, and will be in a position to make strong choices about their future language learning. Pupils also study History, Geography and Theology and Philosophy as separate subjects, but undertake extended project work that links these three disciplines together. In addition to this, our pupils are taught Music, Drama and Art, but are given the opportunity to develop these skills in longer, practical-based sessions.

Similarly, Technology is taught through longer sessions, during which pupils have the opportunity to develop links and connections between engineering, design, robotics and coding. This curriculum is underpinned by our bespoke wellbeing curriculum that develops social skills, and encourages a deeply holistic education.

At stages in the year, pupils have the chance to make meaningful connections between their learning, their subjects, each other and their community. These large scale projects are a distinctive, innovative part of our curriculum offering and allow our pupils to understand how to use their knowledge and skills in a powerful way. The Lower School Diploma offers a coherent two-year framework of study and involvement, and prepares Lower School pupils for the Main School.

As part of the Lower School Diploma, all Lower School pupils take part in the co-curricular aspects of school life, challenge themselves through an outdoor learning experience, demonstrate a commitment to service and complete an independent project. This project gives pupils the opportunity to think differently, and apply their knowledge across subjects; they are supported through this by a Sixth Form mentor.

## Lower School

Lower School 1  
Year 7

Lower School 2  
Year 8

## Middle School

Removes  
Year 9

Middles  
Year 10

Fifths  
Year 11

## Sixth Form

Lower Sixth  
Year 12

Upper Sixth  
Year 13

Main School

## Middle School

The Middle School presents opportunities for pupils to start to make some choices over their curriculum pathways. Pupils are encouraged to think about themselves as learners and to understand their learning profile. Whilst the Middle School culminates in the taking of IGCSEs or GCSEs, the curriculum in the Removes year group is equally important and, therefore, equally strong.

### Removes

In the Removes, pupils continue with a similar core to that studied in the Lower School. However, they can start to make more ambitious choices regarding the languages they study and their creative arts programme. Whilst our core curriculum retains an element of stability for the girls and boys, they can start to specialise in their choices. A pupil at this point may wish to take on three languages, for example, or may wish to study Art for a significant proportion of their timetable.

It is important to state that, at Haileybury, the Removes year is not a pre-GCSE year; we do not start GCSE courses at this stage. Rather, we provide a curriculum that is designed to encourage pupils to find joy in their subjects for their own sake; this will, in turn, lead to progress which will ensure that pupils will build strong foundations for their later learning.

### GCSE pathways

The Core Curriculum is made up of the subjects that all pupils need to study, both in terms of ensuring that options remain open throughout their educational journey, but also because they underpin wider study. All pupils will study Mathematics, and all will be examined at the end of the Fifths. Similarly, all pupils will study both English Language and English Literature, and will be examined in both at the end of their GCSE years. All pupils will also study Science, which will be taught as Biology, Chemistry and Physics.

The Optional Curriculum is designed to be customisable to match the personalised pathways of every single pupil. Whilst Modern Languages are not compulsory, it is expected that most pupils will study a language, whilst gifted linguists will opt to study two. Equally, whilst there is no expectation that every pupil will study a humanity, in reality, most pupils opt to study Geography, History or Religious Studies, with many looking to study two. Regarding the arts and technology, it will be appropriate for some pupils to study one of these subjects, and some will opt to specialise further in this area. Equally, the classical subjects could be studied as part of a wide suite of options, or as part of a specialised pathway.

This curriculum is then strengthened through the Extension Curriculum. The extension modules include the study of the Global Awareness Project. Fantastic preparation for Sixth Form studies, this project encourages pupils to think, challenge and probe, considering subject specific knowledge in an inter-disciplinary context.

## Sixth Form

The Sixth Form at Haileybury presents an exciting opportunity for girls and boys to have significant choice over their pathways. The curriculum on offer at this stage of the school is amongst the best in the world: pupils have the freedom and flexibility to choose whether they study for A levels or for the International Baccalaureate Diploma Programme. Whichever pathway they opt for, they will have a curriculum experience that will continue to prioritise subject specialism, connections across learning and wider, extension study. The exciting thing about the curriculum at Haileybury is that it can be adapted to be as personalised as is necessary. Wherever pupils find their strengths and whatever their later ambitions may be, we can support them to become academically ambitious and intellectually curious.

### A levels

The A-level curriculum provides a focused, investigative learning opportunity. By choosing three or four subjects, pupils identify as subject specialists and explore subject areas in detail. To complement their A Levels, pupils in the L6th also choose from an outstanding array of enrichment opportunities as part of our bespoke

Academic Extension Programme (AEP); the AEP offers pupils the opportunity to learn outside of the strict requirements of examination specifications. These courses afford pupils the chance to think critically and creatively, to develop and nurture interests and a spirit of enquiry. AEP courses could be chosen to complement or extend A level subject combinations or they could also be chosen to contrast or augment the main programme of study.

### IB

The IB curriculum provides a holistic, connected learning opportunity. By balancing subject choices across different disciplines, pupils explore the interdisciplinary aspects of learning and understanding. Their pathways are complemented by the core of Theory of Knowledge, the Extended Essay and Creativity, Activity and Service.



# Admissions procedures

We warmly invite prospective families to visit Haileybury to get a real impression of everyday life. During term time you can meet staff and pupils in the following ways:

## An Open Event

This is an ideal introduction to the School and your visit will include a tour with our pupils and an opportunity to meet the Master and other key members of staff.

## An individual visit

Many families arrange an individual appointment after initially attending an Open Event. This allows for detailed questions to be raised, particular issues discussed or in order to meet specific members of staff.

In the Main School (Years 9–13), the majority of Haileyburians board and the School is committed to the boarding ethos. Day pupils are admitted on the basis that they are expected to participate in the full life of the School and to understand that they have chosen to attend what is primarily a boarding school.

The School is co-educational with twelve Houses in the Main School from Removes (Year 9) upwards with seven Houses for boys and five for girls. Parents of Removes entrants are welcome to express a preference of House but the School reserves the right to allocate pupils to Houses according to availability and in order to have balanced year groups within each House. Following admission, pupils can only change House in very exceptional circumstances and at the discretion of the Master.

In Lower School (Years 7 and 8) boarders live in the girls' and boys' wings of Highfield House, where the School can accommodate 24 girl and 24 boy boarders. Day pupils have the option to try 'flexi boarding' (subject to space availability) in Lower School. Flexi boarding means that pupils board regularly for one or more specified nights per week on a termly basis. Lower School children are allocated to a Main School House by the Head of Lower School and Lower School tutors at the end of Lower School 2.

Haileybury is sympathetic towards applications from siblings in order that, where this is their wish, parents may have their sons and daughters educated at the same school. Within this general statement, it remains important that siblings are able to both cope with and meet the requirements of an academically selective school.

There are three main points of entry: at Years 7, 9 and 12. In addition to this we can admit pupils into Lower School 2 (Year 8) and Middles (Year 10) when space allows.

## Lower School (Year 7) – 11+ entry

Up to 70 pupils (three or four Form Groups) join Haileybury each year in Lower School 1 (Year 7). The entrance examinations take place in November of a candidate's Year 6.

### September 2021 Entry

Given the fact that the Covid-19 pandemic has disrupted the preparation for children applying for entry to join Lower School 1 (Year 7) in September 2021, the decision has been made to not assess applicants using the School's own paper-based English and Mathematics entrance examinations. This means that applicants who have received more exposure to (remote) teaching over the last few months will not have an unfair advantage over those who have not.

All applicants will have an interview and sit the ISEB Common Pre-Tests, which include Verbal Reasoning, Non-Verbal Reasoning, English and Mathematics assessments. Applicants cannot prepare for these tests, meaning that the results will give an indication of their potential and results are age-standardised.

In assessing applications a judgement is made as to the individual candidate's potential. The report and reference from the Head of their current school are taken into account as are other talents, for instance in the areas of music, art and sport.

## Removes (Year 9) – 13+ entry

We admit up to 70 pupils each year into Year 9. The main entry examinations (The Main Exams) are in the January of a candidate's Year 7. For children in Prep Schools, Haileybury offers an earlier entrance procedure (The Early Tests), which involves candidates taking the entrance examinations in the January of their Year 6 for a confirmed deferred place for Year 9.

Following the Main Exams, Haileybury will continue to accept registrations and make offers for as long as places are available.

### General entry criteria

Entry to the school will be assessed using the following criteria:

- Online Cognitive Abilities Test (CAT) across the four areas of Verbal, Non-verbal, Quantitative and Spatial reasoning.
- Interview with a member of the senior academic team.
- Submission of a piece of work which will form the basis of discussion at interview.
- School reports and a reference from the candidate's current school.

## Middles (Year 10) – 14+ entry

Entry into Middles (Year 10) is dependent upon spaces being available. Entry is by the School's own examinations in Mathematics, English, online Verbal and Non-verbal Reasoning, together with a satisfactory report and reference from the candidate's current school and an interview at Haileybury. There is no choice of Boarding House at this point of entry. The entrance examinations take place in the January prior to entry.

## Sixth Form (Year 12) – 16+ entry

Candidates are welcome to apply for entry to the Sixth Form (Year 12) to study either for A levels or the International Baccalaureate Diploma Programme (IB).

Upon initial enquiry, candidates are requested to provide a school report to the Registrar.

If the report meets our minimum entrance criteria of six GCSE Level 6 grades or equivalent, successful candidates are then invited to register and visit Haileybury. Examinations are taken at Haileybury in November of the year prior to entry.

International students should sit a UKiset test to assess their level of functional English ahead of the Entrance Examinations.

### Sixth Form Admissions process

The Admissions process will consist of the following:

- Verbal and non-verbal reasoning tests. These tests let us understand the learning profile of the boys and girls and where their strengths and weaknesses lie.
- A choice of two academic subject papers. These papers have been prepared so that no specific prior knowledge is required – they are a chance for pupils to demonstrate their thinking within a subject discipline. Decisions over which subjects to sit should be taken carefully, and should reflect the strengths of the pupil.

Pupils wishing to study Mathematics at either A level or Higher Level for the IB must select Mathematics as one of their two academic subject papers.

Projected Middle School grades might be GCSE or MYP grades or equivalent, and give us an understanding of the pupils' current attainment.

Report cards from current schools allow us the opportunity to assess pupils' attitudes to learning within their current contexts.

Interviews with senior staff at Haileybury ensure that we understand the pupils as individuals and mean that we can get to know them before offering them a place.

The purpose of the Sixth Form Admissions Assessments at Haileybury is to allow us to understand prospective pupils as learners. Equally, it is an opportunity for prospective pupils to demonstrate that they are academically curious and intellectually ambitious.

International candidates may be permitted to sit the papers at their current school or an alternative venue such as offices of the British Council. They must have visited Haileybury for their interview prior to the examination date. This is at the discretion of the Registrar. There is no choice of Boarding House at this point of entry.



## Admissions policy

### Equal Treatment

Haileybury welcomes candidates from different ethnic groups, backgrounds and creeds. As an Anglican Christian foundation, we expect all pupils to attend Chapel services unless special permission is granted from the Master.

The candidate's nationality, religious faith, area of residence or socio-economic group will not be taken into account when assessing a pupil for admission to Haileybury.

### Disability

We will continue to do all that is reasonable to ensure that the School's culture, policies and procedures are such that the educational opportunities at Haileybury are made accessible to children with disabilities. When a disability or special educational need is made known to us we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil to satisfy our admission requirements. Haileybury has made very considerable adjustments to its buildings and facilities to provide access to the School for those who are disabled.

### Disclosures

Parents or guardians must disclose, as soon as possible, any known or suspected circumstances relating to their children's health, disabilities, learning or behavioural difficulties. Where an applicant has an established, pre-existing learning difficulty (e.g. dyslexia, dyspraxia etc.) parents should explain this at the time of application so that the needs of the child can be discussed. Educational Psychologist reports should be provided before any entry tests are taken. This is firstly so that access arrangements can be clarified and discussion of appropriate support can take place; and secondly to ensure that a child's needs can be reasonably met before an offer of a place is made. Updated Educational Psychologist reports should be

provided to the school if they are completed after the entrance tests have been taken.

### School Policies

School policies are regularly updated and revised and key policies can be found in full on the School website [haileybury.com/publications](http://haileybury.com/publications)

### Admissions

[Parent Handbook](#)  
[Pupil Handbook](#)  
[Uniform and Appearance Handbook](#)

[Behaviour, Rewards and Sanctions](#)  
[Boarding Principles and Practice](#)  
[Equal Opportunities](#)  
[Complaints Procedures](#)  
[Countering Bullying](#)  
[Health and Safety](#)  
[ICT Acceptable Use for Pupils](#)  
[Safeguarding and Child Protection](#)  
[Whistleblowing](#)

[Curriculum Policy: Principles](#)  
[Learning Support](#)  
[English as an Additional Language](#)

A number of other school policies are available on the School website.



## Scholarships

We welcome applications from candidates at 11+, 13+ and 16+ for a range of scholarships. Entries are encouraged from candidates who demonstrate excellence, talent, outstanding achievement and promise.

A Haileybury Scholarship typically carries a fee remission and successful applicants gain enormously from the additional opportunities and enrichment programmes our Scholars experience. Scholarships are awarded on merit and are not means-tested. All scholarships are reviewed annually.

At 11+ entry, Haileybury offers Academic, Music, and Sport Scholarships.

At 13+ and 16+ entry, Haileybury offers Academic, Drama, Music, Sport and Art and/or Design Technology Scholarships. A Scholarship will normally be held for the duration of a pupil's career at Haileybury, subject to the pupil continuing to meet the standards expected of Scholars.

### Lower School 1 (Year 7) – 11+ entry

Academic, Music, and Sport Scholarships are available to external candidates.

All candidates sit Haileybury's entrance examinations in Reasoning and will also have an interview with a senior member of staff.

#### Academic Scholarships

Haileybury does not require 11+ pupils to submit a separate application for an Academic Scholarship. An offer of a place will be made on the basis of the entrance examination results, a successful interview and satisfactory school reference, and where appropriate an Academic Scholarship will be offered too. In this way we are able to recognise and reward the very best candidates. Candidates must sit their entrance examination at Haileybury to be considered for the Academic Scholarship.

#### Music Scholarships

Candidates will normally offer two instruments, one of which may be voice, and a standard of Grade 3 or 4 in the main instrument is expected. Candidates will have an audition and an interview with the Director of Music. The School is primarily interested in identifying potential at this level. Candidates may also submit and perform their own compositions.

Music Scholars are expected to contribute to the musical life of the School and take up leadership responsibilities, directing groups and encouraging music-making throughout the School.

#### Sport Scholarships

Attitude, athletic ability and raw talent are our key factors in selecting a Sports Scholar at this age. Experience in our sports listed below is not a prerequisite, but might be a potential benefit.

We award scholarships to girls in hockey, netball, lacrosse and tennis, and to boys in rugby, cricket, hockey and football.

The assessment day would typically include: fitness training, a training session in a sport (or sports) of choice and an interview.

### Removes (Year 9) – 13+ entry

Academic, Drama, Music, Sport, Art and/or Design Technology Scholarships are available to external candidates. All candidates sit Haileybury's standard entrance examinations in English, Mathematics and Reasoning and will also have an interview with a senior member of staff.

#### Academic Scholarships

These exams are set by Haileybury and take place in the January/February of the entry year. All candidates will take the main 13+ entrance examinations and will then take the Scholarship assessments.

At Haileybury we want our Academic Scholars to be leaders in the classroom and not just in the exam hall. We also want them to enjoy learning as a pursuit in its own right and model that to those around them.

For this reason, we are moving our scholarship assessment process away from purely being a series of written exams and bringing in new assessment models that are fun and interactive and will help us to better identify those who exhibit the key skills and characteristics that we want in our Scholars.

Written exams in Mathematics and English will still form part of the assessment day, as will an interview with senior members of staff. The Mathematics paper will be in a similar style to the entrance paper (albeit a slightly harder paper), combining tests of numerical and algebraic skill with a problem solving element. We are deliberately not providing sample papers for the Maths assessment because we want to be able to identify pupils who not only have excellent core skills but have also been encouraged to think on their feet when confronted by an unfamiliar challenge. The English paper will assess creative writing skills with pupils being given a short

## Scholarships continued

### (13+ continued)

passage of prose to read and then being asked to continue the story in their own words.

Alongside this, Science will be tested by means of an assessed practical. Pupils will perform various experiments in the laboratory and will be questioned about their methodology along the way as well as submitting a write-up, completed as they conduct their experiments. We will be looking for pupils to display a love of Science, a desire to ask questions about the world around them, a logical approach and the ability to present findings in a scientifically appropriate way.

Humanities and Linguistics will be assessed via two classroom based group discussions. The focus of these sessions will be on skills and potential rather than on volume of knowledge of a particular subject area or language.

The Linguistics assessment will consist of pupils being exposed to a language that they are unlikely to have studied previously. Having been given some pointers and worked through some examples, pupils will be asked to piece together snippets of the language. They will be assessed on their willingness to face a new challenge, the way they respond to the teaching they are given and their ability to follow patterns and extrapolate information. They should also use their existing knowledge of languages to help them contextualise and make sense of what they are being shown.

The Humanities assessment will consist of pupils being given various sources connected by a theme or topic. These sources will include elements of Geography, History, and Theology and Philosophy. They will be asked to engage with the sources they are given to form an opinion and judgement about the theme or topic that they are studying. A pupil-led discussion will follow with pupils

being asked to explain and defend their opinions and judgements. They will be assessed on their ability to use sources appropriately, their eloquence, their ability to question and form opinions, their confidence and humility in discussion and their ability to make links with other topics or themes that they are aware of. Being well-read and up-to-date with current affairs will likely be of great advantage in this assessment.

Finally, as part of their interview, pupils will be asked to give a short presentation (between 3 and 5 minutes) on a subject of their choice. This could be based upon a piece of work that they have completed and are especially proud of or could reflect an interest that they have independently researched. Pupils are welcome to bring a small visual aid with them, should they wish, but will not be able to use PowerPoint in their presentation. Qualities that pupils might wish to consider displaying through their presentation (and the questions that will follow) include: interest, ambition, creativity, curiosity, determination and eloquence. However, this list is not exhaustive and we are aware that it might be hard for a single presentation to display every desirable scholarly trait.

We hope that pupils will find the scholarship assessment day to be challenging but thoroughly enjoyable.

### Art and/or Design Technology Scholarships

Candidates are expected to offer evidence of outstanding achievement by bringing examples of work and sketch books. Candidates will undergo a practical assessment and an interview with the Head of Art and/or Head of Design Technology.

### Drama Scholarships

Candidates are expected to offer evidence of outstanding theatrical ability. Candidates should be

prepared to perform two contrasting audition pieces of approximately 2-3 minutes in duration. The chosen pieces should be monologues the candidate is comfortable with and feels confident to perform. Previous LAMDA speeches are ideal. Candidates should also provide a song (ideally with backing track or sheet music for accompaniment) to assess musical theatre ability.

Candidates should also provide evidence of previous drama experience such as school plays, extra-curricular drama lessons, theatre school experience, dance or singing qualifications, LAMDA qualifications or professional experience where possible. There will be a short interview with the Director of Drama and the candidate will have the opportunity to discuss their dramatic interests and aspirations.

### Music Scholarships

Candidates will normally offer two instruments, one of which may be voice, and a standard of Grade 5 or 6 in the main instrument is expected. Candidates will have an audition and an interview with the Director of Music. Candidates may also submit and perform their own compositions.

Music Scholars are expected to contribute to the musical life of the school and take up leadership

responsibilities, directing groups and encouraging music-making throughout the school.

### Sport Scholarships

Excellence of performance, an immense level of promise and/or potential for leadership in one sport can lead to the award of a scholarship. It might be an advantage to be able to offer these attributes in more than one sport, but it is not a prerequisite. We award scholarships to girls in hockey, netball, lacrosse and tennis; and to boys in rugby, cricket, hockey and football.

The assessment day would typically include: fitness training, a training session in a sport (or sports) of choice and interview.

Haileybury scholars are expected to be active and positive contributors to the School's sporting life throughout the year, setting an impeccable example on and off the field of play.

Every Sports Scholar (from 13+) will also be invited to join the Haileybury HPP (High Performance Programme) and thus have the best possible chance of maximising their potential.

Further details on the HPP can be found at: <https://www.haileybury.com/about-haileybury/co-curricular/sport/high-performance-programme/>



### Sixth Form (Year 12) – 16+ entry

Academic, Drama, Music, Sport, Art and/or Design Technology Scholarships are available to external candidates. All candidates sit Haileybury's standard entrance examinations in English, Mathematics and Reasoning and will also have an interview with a senior member of staff.

### Academic Scholarships

Haileybury awards Sixth Form Academic Scholarships to pupils who can articulate a clear vision for how they will further develop an area of existing academic expertise. In line with Haileybury's ethos of serving others, we award scholarships to those pupils who also demonstrate an aptitude for cascading knowledge and engaging others, both within and beyond the school.

Haileybury does not require 16+ candidates to submit a separate application for an Academic Scholarship. An Academic Scholarship will be awarded to candidates who are outstanding in their performance, both in our entrance examinations and interview.

### Art and/or Design Technology Scholarships

Candidates are expected to offer evidence of outstanding achievement by bringing examples of artwork and sketch books. Candidates will undergo a practical assessment and an interview with the Head of Art and/or Design Technology.

### Drama Scholarships

Candidates are expected to offer evidence of outstanding theatrical ability. Candidates should be prepared to perform two contrasting audition pieces of approximately 2–3 minutes in duration. The chosen pieces should be monologues the candidate is comfortable with and feels confident to perform. Previous LAMDA speeches are ideal. Candidates should also provide a

song (ideally with backing track or sheet music for accompaniment) to assess musical theatre ability.

Candidates should also provide evidence of previous drama experience such as school plays, extra-curricular drama lessons, theatre school experience, dance or singing qualifications, LAMDA qualifications or professional experience where possible. There will be a short interview with the Director of Drama and the candidate will have the opportunity to discuss their dramatic interests and aspirations.

### Music Scholarships

Candidates will normally offer two instruments, one of which may be voice, and a standard of Grade 7 or 8 in the main instrument is expected. Candidates will have an audition and an interview with the Director of Music. Candidates may also submit and perform their own compositions. Music Scholars will automatically join our Scholarship Programme which aims to develop and maximise the pupil's potential and passions.

The programme will include:

- working towards diploma standard Trinity or ABRSM
- preparation for university choral and organ scholarships
- one-to-one
- weekly listening/aural sessions

Music Scholars are expected to contribute to the musical life of the school and take up leadership responsibilities; directing groups and encouraging music making throughout the school.

### Sport Scholarships

High performance in a nominated sport, leadership skills and a first-class attitude are all essential. We award scholarships to girls in hockey, netball, lacrosse and tennis, and to boys in rugby, cricket, hockey and football. There is also the opportunity to showcase your ability and in more than just the nominated sport(s), if you wish, but it is certainly



not a prerequisite. We are aware that, in some cases, specialisation has already occurred at this age.

Haileybury scholars are expected to be active and positive contributors to the School's sporting life throughout the year, setting an impeccable example on and off the field of play.

### Scholarships for existing pupils

Scholarships can be awarded to existing Haileyburians at the discretion of the Master in recognition of a pupil's contribution to the School. Academic Scholarships can be awarded to those moving from Lower School 1 to Lower School 2, and for those moving from Removes to Middles.

Academic, Sport and Music Scholarships can be awarded to pupils moving from

Every Sports Scholar will also be invited to join the Haileybury HPP (High Performance Programme) and thus have the best possible chance of maximising their potential.

Further details on the HPP can be found at: <https://www.haileybury.com/about-haileybury/co-curricular/sport/high-performance-programme/>

Lower School 2 into Removes and to pupils in Fiftths as they move into Lower Sixth.

Scholarships are also awarded to new entrants with high (I)GCSE or Middle Year Programme results.

These awards do not carry a fee remission. Pupils receive an award of book tokens and are admitted into the School's Enrichment Groups.

## School life

More than two thirds of Haileyburians are boarders, but no matter whether your son or daughter is a day or boarding pupil, his or her school life will be centred in one of Haileybury's 12 Houses in the Main School (Years 9–13). These are communities of approximately 60–70 pupils, in which children between 13 and 18 years live together in surroundings which provide comfortable personal space, while simultaneously encouraging a strong sense of communal living.

Housemasters and Housemistresses (HMs) in the Boarding Houses are carefully selected senior staff and are responsible for the welfare of each boy or girl in their care. They live onsite, ensuring they are always within natural and easy contact. HMs are assisted by a team of tutors who each have special responsibility for a small group (10–12) of pupils; one tutor is also resident within each Boarding House.

In the Main School, Lessons are taught on Saturday mornings while on Saturday afternoons there is an extensive programme of sports fixtures and cultural activities. On all but two Saturdays each term (designated 'non-exeat' weekends), boarders may return to their homes after their Saturday afternoon commitments are complete.



Boarders return to Houses on Sunday evening or alternatively, with the permission of their HM on Monday morning.

For our pupils who stay in at weekends, we run a full programme of fun activities on Saturday evenings and on Sundays.

Girls and boys who board in Lower School are accommodated in Highfield House. Lower School day pupils are offered the chance to 'flexi board' (subject to space availability) and may stay in the House from one to four nights a week in preparation for full boarding in Removes.

## Pupil transport



### Day pupils

Haileybury's day pupil minibus service links the School to North London and the London Underground network, as well as towns across Hertfordshire and Essex. Routes currently operate to and from Bishop's Stortford, Harpenden, High Barnet, Hitchin, Loughton, Royston, St Albans, Snaresbrook, Stevenage, Winchmore Hill and Brookmans Park.

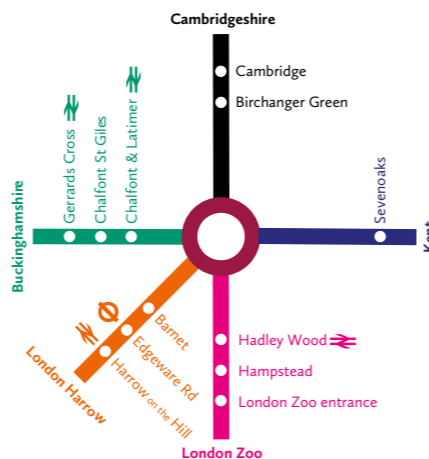
The earliest bus route starts at 7.00 am and the latest at 7.25 am, arriving at Haileybury at 8.00 am. The return services leave the School at 6.35 pm. The buses run Monday to Saturday morning.

There is a high level of demand for our bus services so please contact the Transport Department on 01992 706 378 or email [transport@haileybury.com](mailto:transport@haileybury.com) to enquire about spaces on your preferred route and associated costs.

If your area is not currently served by our network please get in touch as we are continually evaluating new routes.

### Boarding Pupils

There is a service to collect Boarding Pupils on Sunday evenings in term time, via these routes: Buckinghamshire, Cambridgeshire, Kent and London. Boarders return to Houses on Sunday evening or alternatively, with the permission of their HM, on Monday morning. Please contact the Transport Department for further information.



## Financial matters

### Bursaries

Bursaries are offered to make it possible for talented pupils or those in significant pastoral need, whose parents could not otherwise afford the fees, to benefit from an education at Haileybury.

Financial assistance is based on means-testing the household income and assets using a standard formula widely used within the independent sector and usually includes a home visit. Parents are required to make a written statement to support their application. Bursary applications should be submitted prior to the entrance examination dates.

The number of awards made in any one year will vary according to the quality and circumstances of candidates and the availability of funds. The final decision will be made by the Bursary Committee. All bursaries are reviewed annually. Bursary applications submitted after receipt of a place offer may not be considered.

Depending on individual circumstances, a Scholarship and Bursary can run concurrently in the case of a Scholar requiring financial assistance.

Means-tested Sibling Discount Means-tested sibling discounts are available and if awarded they are applied to the lower fee and only during school years when a family has more than one child attending Haileybury.



### Deposit

The Acceptance Deposit for candidates whose parents reside within the jurisdiction of the Courts of England and Wales is published annually. For all other candidates the Acceptance Deposit is equivalent to one term's fee. The School will retain the Acceptance Deposit without interest. The Acceptance Deposit (less £1,000) will be refunded against the invoice for the first term's tuition and boarding charges. For all pupils the £1,000 will be refunded on the final bill in the July after the Summer Term after all extras have been paid.

### Haileybury Composition of Fees Scheme

The Composition of Fees Scheme has run successfully for over 30 years and many parents, grandparents and others have found it to be an attractive method of financing payment of fees.

Under this scheme a lump sum payment can be made to cover a credit to the parent's account of an agreed termly amount. Please note, however, that there is no protection against the school fee increases.

The extent of the benefit is dependent on the gilt rates at the time of payment and the length of time before entry to the School. Currently those rates are very low.

The main advantages of this scheme are:

1. This sum is excluded from the estate when inheritance tax is calculated providing that a parent makes the payment.
2. The risk is borne by Haileybury.
3. As Haileybury is making the investment there is no tax to pay. This benefit is shared with the parents and the School.

Please contact the Financial Controller for further details.

### Miscellaneous

There are extra charges for:

- Private tuition
- LAMDA
- Individual music lessons
- Dance classes
- Transport
- Overnight stays (flexi-boarding in Lower School only)
- House Subs
- Course books in Sixth Form only

*The Governors reserve the right to increase fees, extras and deposits without giving a term's notice, and to charge simple interest (currently at a rate of 2% per month or part month) on fees unpaid less than one week before the first day of term.*

### Registration Fee

A non-refundable registration fee of £100 is payable at the time of registration. Registration of your child as a prospective pupil does not secure your child a place at Haileybury, but does ensure that your child will be considered for selection as a pupil at the School.

# The School day

## Typical timetable for Lower School

Period/times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.30–8.45 am	Chapel	LS1 Assembly LS2 Tutor Period	LS1 Tutor Period LS2 Assembly	Tutor Period	Assembly	
<b>1</b> 8.50–9.30 am						
<b>2</b> 9.35–10.15 am						Sport
<b>3</b> 10.20–11.00 am						
<b>Break</b> 11.00–11.30 am						
<b>4</b> 11.30 am–12.10 pm						
<b>5</b> 12.15–12.55 pm						
<b>Lunch</b> 12.55–2.00 pm						
<b>6</b> 2.00–2.40 pm	PE & Games	Music & Drama/Tech	PE & Games	Music & Drama/Tech		
<b>7</b> 2.45–3.25 pm						
<b>8</b> 3.30–4.10 pm						
<b>9</b> 4.15–4.55 pm	Activities/PE & Games	Activities/Study Periods		Activities/Study Periods		
<b>10</b> 5.05–5.45 pm	Activities/Study Period					
<b>Supper</b> 5.30–6.30 pm						
<b>Study</b> 6.30–7.30 pm	Boarders' Study Period					
7.30–8.30 pm	Boarders' Activities					

## Typical timetable for Main School (Removes, Middles, Fifths, Sixth Form)

Period/times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/times
8.0–8.45 am	Lists*	Main School Chapel, Removes' Tutorial in House	Main School Chapel, Middles' Tutorial in House	Main School Chapel, Fifths' Tutorial in House	Congregational, L6 / U6 Tutorial in House	<b>1</b> 8.30–9.10 am
<b>1</b> 8.50–9.30 am						<b>2</b> 9.15–9.55 am
<b>2</b> 9.35–10.15 am						<b>3</b> 10.00–10.40 am
<b>3</b> 10.20–11.00 am						<b>4</b> 10.45–11.25 am
<b>Break</b> 11.00–11.30 am						11.25 am–12.20 pm (Lunch)
<b>4</b> 11.30 am–12.10 pm						12.15–12.55 pm (House time)
<b>5</b> 12.15–12.55 pm						Sport/Study
<b>Lunch</b> 12.55–2.00 pm		Choir 1.00–1.30 pm		Choir 1.00–1.30 pm		
<b>6</b> 2.00–2.40 pm		Sport/Study		Sport/Study		
<b>7</b> 2.45–3.25 pm						
<b>8</b> 3.30–4.10 pm			CCF/ Co-curricular Activities			Sport/Home
<b>9</b> 4.15–4.55 pm	Assembly/House study/ Tutorial time				Music/House time – Study/Tutorial time	
<b>10</b> 5.05–5.45 pm	Drama/HPP/Sixth Form Study/Clinics/House time	Music/HPP/Sixth Form Study/Clinics/House time		Drama/HPP/Sixth Form Study/Clinics/House time	Music/HPP/Sixth Form Study/Clinics/House time	
<b>11</b> 5.50–6.30 pm	Drama/HPP/Sixth Form Study/Clinics/Study	Music/HPP/Sixth Form Study/Clinics/Study	Drama/House time – Study/Tutorial time	Drama/HPP/Sixth Form Study/Clinics/Study	Music/HPP/Sixth Form Study/Clinics/Study	
<b>Supper</b> 6.30–7.20 pm						
<b>Call**</b> 7.25 pm						
<b>Study</b> 7.30–8.30 pm	House time – study					
<b>Free</b> 8.35–9.30 pm	Clubs, Choral Society, Choir, Drama, Societies and/or free					

\* Lists (whole school assembly)

\*\* Call (registration)



## Frequently asked questions

### When can I visit Haileybury?

Families are warmly invited to attend one of our Open Events which take place during the year. Please reserve a place online at [haileybury.com/openevents](http://haileybury.com/openevents)

You are also welcome to make an individual appointment to see the school during term time by calling the Admissions Department on 01992 706353. Appointments are usually booked around three to four weeks in advance.

### What is the difference between Lower School and Main School?

The Lower School consists of Lower School 1 (Year 7) and Lower School 2 (Year 8). Lower School has its own building on campus in which the majority of Lower School lessons take place.

Those entering the school at 13+ go directly into Main School (Years 9–13) and join the Removes (Year 9).

### Is transport available?

A minibus service is available for day pupils, operating Monday to Saturday morning (see page 10 for details). If entry to Haileybury is dependent on use of the transport service, parents are advised to check availability with the Transport Department, email [transport@haileybury.com](mailto:transport@haileybury.com) Telephone 01992 706378.

### Is there school at the weekend?

Saturday morning lessons are an important part of life at the School for the Main School pupils, for both day and boarding Haileyburians. Many will also take part in sports matches as part of a team each Saturday afternoon. Lower School pupils have no timetabled lessons on Saturday mornings but are expected to take part in sport and sports fixtures during this time.

### How are Houses allocated?

The accommodation for boarders joining Lower School is Highfield House. In preparation for Lower School pupils graduating into Main School alongside the new intake of pupils joining Haileybury's Removes, the Head of Lower School allocates Lower School pupils to Main School boys' or girls' Houses.

Parents of pupils joining at 13+ are welcome to express a preference of House but the School reserves the right to allocate pupils to Houses according to availability and in order to have balanced year groups within each House.

Historical or sibling connections are taken into consideration when House places are allocated. For further information please contact the Admissions Department.

There is no choice of Boarding House for pupils joining at 14+ and 16+.

### Do parents get involved at Haileybury?

Contact between parents, tutors and Housemasters or Housemistresses is not only welcome but essential for the wellbeing of every pupil, and parents are always encouraged to support school performances, sports matches, concerts and special events. Haileybury Parents' Association (HPA) provides opportunities for parents to socialise, to be instrumental in new initiatives and to maintain contact between families.

### Do I need a Guardian if I live overseas?

Children whose parents live in a Non-EU country are required to have a guardian. Families who live in the EU/EEA may also need to have a guardian from January 2021.

A good guardian should provide a home, take genuine interest in the child's progress and welfare and look after them just as parents would at

home. In addition, families may help with arrangements for travel and visas, for the purchase of school uniform and the many practicalities associated with sending a child to school overseas. See our Guardianship Policy for further details.

### Do I need a Visa to study at Haileybury if I live overseas?

If your child does not hold a UK/EU/EEA passport, they will need to apply for a Tier 4 (Child) student visa in order to study at Haileybury. From January 2021, all EU and Non-EU citizens will be treated equally. Therefore, EU pupils will also need a visa in order to study in the UK and the visa process is likely to be similar to the process for Non-EU pupils.

\*While there is still some uncertainty as to the final outcome of the Brexit negotiations we remain confident that whatever the outcome, our EU pupils will be able to continue to study in the UK much the same way as they have always done. We will of course keep you updated with all the latest developments. Please contact the Admissions Department for further information.

### Will I like the food at Haileybury?

School catering provides an outstanding quality and variety of

meals for pupils and staff. There really is something for everyone, everyday. The exceptional menu of freshly cooked food always includes hot and cold options, vegetarian meals, a wide-ranging salad bar, sandwiches and baked potatoes. The delicious desserts are hard to resist and fresh fruit is always available. Special dietary requirements are also catered for.

### Can I talk to a current parent and find out more?

Please contact the HPA (Haileybury Parents' Association) who would be delighted to put you in touch with one of our families. [hpasecretary@haileybury.com](mailto:hpasecretary@haileybury.com)

All correspondence for the Chair of Governors should be addressed: [c/o Clerk to the Governors, Haileybury, Hertford, SG13 7NU](mailto:c/o Clerk to the Governors, Haileybury, Hertford, SG13 7NU).



## Haileybury standard terms & conditions

The following terms and conditions have been accepted by the Governors of Haileybury and are effective from 1 September 2017.

**1. Definitions** – Unless the context otherwise requires:

- (a) “parent(s)” means any one or more of the persons referred to in clause 4(c) below jointly and severally.
- (b) “School” means Haileybury and Imperial Service College, a Body Corporate founded and constituted by Royal Charter dated 30 August 1864 and known as Haileybury and/or The Master or any person to whom any functions of The Master have been delegated.
- (c) “Pupil” means the pupil named in the Acceptance Form.
- (d) “term” means each of the three terms in the School's year; Autumn, Spring and Summer. The duration of a term is determined by The Master. The School Year is deemed to start on 1 September.
- (e) “fees” means School Fees at the rate of which is set from time to time and current at the start of each term together with any extras. Fees include tuition, board, lodging and laundry and most games activities and any deposit paid and any scholarship or bursary which has become repayable. Extras include items reasonably incurred by a pupil or by the School on behalf of a pupil and for these purposes a pupil is the agent of the parents.
- (f) “information sheet” means any written information that we send out to parents from time to time, which information, where it relates to any matter covered by these Terms and Conditions shall be deemed incorporated herein.

### 2. Entry to Haileybury

- (a) **Formal Agreement** – The offer of a place and the parents' acceptance are or will normally be set out in the School's Letter of Offer and the prescribed Acceptance Form signed by the parents and which will constitute a formal and binding agreement between the parents and the School. That agreement is made on the strict basis of and subject to these Terms and Conditions, which may be varied by the School from time to time and in its absolute discretion, as circumstances require. Unless earlier terminated in accordance with these Terms and Conditions, that agreement continues until the end of the final year at School. Entry to the School is at all times in the absolute discretion of The Master.
- (b) **School Rules and Discipline** – By accepting the School's Letter of Offer and signing the prescribed Acceptance Form, the parents and, through them, the pupil are undertaking to comply with all rules, regulations and customs in relation to the organisation, management and disciplines of the School from time to time. In addition, the parents and, through them, the pupil are confirming that they accept and will be bound by the School's Disciplinary Rules and Procedures which are set out, from time to time, in a separate document, any version of which, from time to time, is hereby incorporated into and form part of these Terms and Conditions. The Master is responsible for the care and good discipline of the pupils and for all matters affecting the day-to-day running of the School, including exclusion, suspension or expulsion of a pupil. The parents and the pupil will accept the authority of The Master at all times.

### 3. Registration Fee and Deposits

- (a) **Registration Fee** – is payable and will not be refunded.
- (b) **The Acceptance Deposit** – is non-refundable and payable immediately upon and at the same time as the parents return the Acceptance Form to the School and no agreement between the parents and the School shall come into force and effect until the Acceptance Deposit is paid. The Acceptance Deposit is non-refundable.
- (c) **The Acceptance Deposit is £3,000** for candidates whose parents reside within the jurisdiction of the Courts of England and Wales. For all other candidates the Acceptance Deposit is equivalent to one term's fee. The College will retain the Acceptance Deposit without interest. The Acceptance Deposit (less £1,000) will be refunded against the invoice for the first term's tuition and boarding charges. For all pupils the £1,000 will be refunded on the final bill in the July after the Summer Term after all extras have been paid.
- (d) **Parents who have paid fees late** or whose fees are overdue may also be required to pay a similar deposit. Parents who have given notice to withdraw a pupil may be required to pay a deposit against extras and any other liability. The same rules apply to Additional Deposits as those which apply to the Acceptance Deposit.
- (e) **Bursary applications** should be made in writing to the Registrar. The application can only be processed once the prospective pupil has completed the registration process.

### 4. Fees and Extras

- (a) **When payable** – no pupil should have the right to return to the School until fees have been paid, unless an extension of the time has been granted in writing by the Bursar (as to the granting of which the Bursar has an absolute discretion). Whether or not the School holds a deposit, fees are due and payable not less than seven days before the first day of Term. Time is of the essence. A pupil whose account has not been paid in full by that time may, at the start of the Term or any later date, be excluded from the School until full payment has been made. Extras and damage will be invoiced as they arise or at the end of the term when incurred.
- (b) **Review of Fees** – Fees are normally reviewed once per year. Any increase in fees will usually be decided upon at the Governors' Meeting in the Summer Term and notified to parents with the pupil's report or fee account sent out at the end of the Summer Term; the right is reserved to increase fees at any time without notice and without any other of the Terms and Conditions being affected.
- (c) **By Whom Payable** – The liability to pay fees is the joint and several liability of each person who has signed or is named in the Acceptance Form as father, mother, step-parent, guardian or pupil and/or any person who has from time to time paid or guaranteed payment of fees in respect of the pupil whether as principal, agent or trustee and/or every person having legal or de facto responsibility for a pupil and who has acquiesced (other than solely as supervising adult) in returning the pupil to the School.

## Haileybury standard terms & conditions continued

- (d) **Lien** – The School has the right to exercise a lien over any property of the pupil at school premises at any time when there are unpaid fees. The School will be entitled to dispose of or sell such property privately or by auction after 21 days from the date when the School posts to any one parent by Recorded Delivery at the last known address a Notice of Intention to Sell.
- (e) **Instalment Arrangements** – If the School should agree to accept payment of part or all of the fees by instalments the same shall be regarded as an arrangement only which may be cancelled by the School on 15 days written notice to the parent and thereupon any amount of fees which (but for the instalment arrangement) would have been due and payable forthwith as a debt and the remainder of these Terms and Conditions shall apply accordingly.
- (f) **Scholarships and Bursaries** – Any scholarships and bursaries and any ex gratia awards or allowances which have been made may be withdrawn if in the opinion of the Master and the Governors the aims and objectives of the scholarship or bursary are not being met and the right is reserved to require payment in full in the event of the pupil being withdrawn with or without notice or removed from the School.
- (g) **Refund and Appropriation of Fees** – Fees including pre-paid consumables (whether or not consumed) will not be remitted for absence through sickness or any other cause. In particular, no claim shall arise for remission of fees if for any reason a term is shortened or a vacation extended. The School reserves the right of appropriation of all payments that are made on behalf of pupils belonging to the same immediate family.
- 5. Events requiring notice in writing**
- Parents must give notice in writing in the circumstances and in the manner described below.
- (a) **Cancelling Acceptance** – One term's written notice is required if parents are, for any reason, cancelling their acceptance of a place prior to the pupil entering the School or a term's fees will be payable in lieu.
- (b) **Withdrawal of the Pupil** – Parents must give one term's written notice before withdrawing the pupil from the School (including withdrawal after the pupil has sat IGCSEs) or a term's fees will be payable in lieu. Notice must therefore be received at the start of the term for the pupil to be withdrawn at the end of the term. Notice is not accepted pro-rata over terms.
- (c) **Discontinuing an Extra** – A term's written notice is required if the pupil is discontinuing any course of tuition which has been or is normally charged as an extra.
- (d) **Change in Boarding** – Pupils are accepted for a boarding place on the basis that they will continue to board throughout their time at the School. A change from boarding to day status will only be considered at the start of an academic year, subject to one term's written notice having been given. (Notice must therefore be received before the first day of the Summer Term if a change is to be considered for the following academic year.)
- (e) **Written Notice** – Notice must be given in writing to the Master or the Bursar. Notice given verbally or given in writing by or to any other person will not count as good notice. Notice takes effect only when the School sends written confirmation of receipt.
- (f) **Waiver** – Any waiver of the requirements of this clause will be effective only when written and signed by the Bursar and if the Bursar accepts a provisional notice it is valid for only one term at a time and only if in writing.
- 6. Removal of a Pupil**
- (a) **Circumstances** – In addition to the rights set in Paragraph 4(a) above, the Master has the right to request parents to remove a pupil from the School where, in the opinion of the Master, such is in the interest of the pupil and/or the School. Further and more specific rules and procedures relating to such removal will be found in the School's Disciplinary Rules and Procedures available online and on request. Where a pupil is accordingly removed from the School, the School shall not be obliged to pay any refund of fees for the balance of the Term when such request is made but, provided fees are being paid up to date, parents will not be liable to pay a term's fee in lieu of notice.
- (b) **Re-Admission** – A pupil who has been excluded, suspended or removed from School in accordance with the School's disciplinary rules and procedures and for any reason shall not be readmitted without written permission of the Master.
- 7. Recovery of Unpaid Fees**
- (a) **Interest** – The right is reserved to charge interest at 2% per month or such other rate as seems to the Governors to be reasonable on unpaid fees including any fees in respect of which an instalment arrangement has been terminated.
- (b) **Costs** – All costs and expenses incurred by the School in the collection of unpaid fees, including the School's administrative costs and any costs and disbursements paid to external solicitors instructed to act on behalf of the School should be recoverable from those persons set out in Paragraph 4(c) above as a debt due to the School from them forthwith upon such person(s) being notified of such costs and expenses in writing by the Bursar.
- 8. Special Circumstances**
- (a) **Court Orders and Precautions** – The Master must be notified in writing immediately of any court orders in relation to the child for example as to parental responsibility, residence, contact, prohibited steps, specific issues or periodical payments. It is the responsibility of the parent to inform the Master immediately and in writing and by a personal visit in case of urgency if the School is required to take any special precautions for the protection of the pupil or if circumstances arise such that any parent may be unable to pay fees in the future.
- (b) **Emergency Medical Treatment** – The parents hereby grant to the Master authority to give consent in loco parentis to the carrying out of any emergency medical treatments or procedures which are certified by a medical practitioner to be necessary to the safety of the pupil.
- (c) **Medical Supervision** – The Master may at any time at the expense of the School require a medical certificate in respect of the pupil and may require a urine test to establish the presence or otherwise of an illegal substance. The Master must be notified in writing of any existing or new medical condition or infectious or contagious disease or illness; for the duration of any disease or illness the School will not permit the pupil to remain at the School without the consent of the School's medical advisor.
- (d) **Special Learning Difficulty** – We will notify you if it appears that the pupil is falling behind with studies. Extra tuition can be arranged but the School does not undertake to diagnose conditions of special learning difficulty such as those relating to dyslexia or poor visual acuity or to provide remedial teaching. The School will, on request, advise parents as to how they, at their own expense, may obtain specialist advice.
- (e) **Parent Absent from UK** – If a parent is not normally resident in the United Kingdom or will be absent from the United Kingdom for more than 48 hours during term time, the Master must be notified in writing of the name, address and telephone number of a guardian resident in the United Kingdom who is acceptable to the Master.
- (f) **Concerns/Complaints** – Parents who have cause for concern in relation to the care, discipline or progress of a pupil must inform the Master without delay and in writing.
- (g) **Examinations** – The School will enter a pupil for an examination only if the Master is satisfied that such is in the best interests of the pupil.
- 9. Insurance**
- (a) **Personal Property of the Pupil** – Parents are required to make certain that their own insurance will cover the pupil's personal property whilst at School or on the way to and from School or on any School sponsored activity away from the School. The School accepts no responsibility for the cost or value replacement or otherwise for the pupils' personal property.
- (b) **Non Agency** – The School does not undertake to provide or maintain any insurance covers beyond those prescribed by Law and in no circumstances will the School be constituted agent of the parents for insurance purposes. Parents must in each case satisfy themselves that the pupil has the cover required.
- 10. Intellectual Property Rights**
- (a) **Copyright** – The School acknowledges that the copyright of work of which the pupil is the sole author shall vest in the pupil. The copyright of work produced in collaboration with others where the contributions of each author are not distinct shall be held by the joint authors as tenants in common. The School acknowledges the right of the pupil to assert his rights, generally, to be identified as the author of any such work.
- (b) **Patent** – The School shall honour the right of the pupil to be named as the inventor in any application for a patent relating to an invention devised solely by the pupil and as the joint inventor in any application for a patent relating to an invention devised jointly by the pupil and any other person.
- (c) **Variations** – The School may in its absolute discretion and on such notice (if any) as the School considers reasonable vary any or all of these and its other Terms and Conditions from time to time. The School reserves the right to make alterations at any time to the way in which the School is run, to the situation of the School and any part of it and to any aspect of the School without reduction in fees.
- (d) **Prospectus** – In the prospectus are set out some details of the School, its history and facilities. Although the contents are believed to be accurate at the time of printing nothing contained in the prospectus shall form part of any Agreement between the School and the parents or any other person and the parents confirm that they have not relied on its contents in entering into this Agreement.
- (e) **Address for Correspondence** – Each written communication shall be addressed to one or more individuals and sent by ordinary first class pre-paid post or handed personally to the addressee. The postal address of the School is **Haileybury, Hertford, SG13 7NU**. The postal address of the parent or any other person is deemed to be the address given on the Acceptance Form or (if different) the address shown on the School's Entry List of the last known address of the addressee.
- (f) **Interpretation** – Headings and sub-headings are for ease of understanding only and do not form part of these terms and conditions. This document will be construed as a whole and in conjunction with the Acceptance Form and any information sheets.
- 11. General Conditions**
- (a) **Waiver** – Any indulgence, relaxation or non-enforcement by the School of any of its rights under these Terms and Conditions shall not act as a waiver of and be without prejudice to both the rights in question and all other provisions of these Terms and Conditions.
- (b) **Progress Reports** – A report on each pupil will be sent to parents at least twice per year. Information provided to parents and others concerning the progress of a pupil and the pupil's character, examination, further education and career prospects and any references will be given in good faith but without liability on the part of the School.

# Haileybury standard terms & conditions continued

(g) **Proper Law and Forum** – These Terms and Conditions and the agreement referred to herein shall be construed according to the laws of England and Wales and the parties to that agreement hereby irrevocably submit to the jurisdiction of the English and Welsh Courts.

## 12. Data Protection

The School adheres to the Data Protection Act (General Data Protection Regulation) and treats the confidentiality of personal and sensitive data very seriously and we ensure it is kept securely. There are three separate processes:

- (a) **Enquiry Process** – from prospective pupils and parents the School collects personal data, solely for the purpose of processing an interest in the School and maintaining communications.
- (b) **Registration Process** – from prospective pupils and parents the School collects personal and sensitive data, solely for the purpose of processing an application to the School; There is a Registration Fee. Please see clause 3(a).
- (c) **Post Acceptance Process** – once the Acceptance Form has been signed, and the Acceptance Deposit paid, the School will request further personal and sensitive data for the purposes of the operations of a boarding school, to include academic and pastoral care, covering the following people: Pupils; Parents; Guardians; Bill payers; Friends and relations as nominated by the Parents or Legal Guardians. For the Registration and Post Acceptance process, by completing and signing the relevant forms, you are giving the School consent to

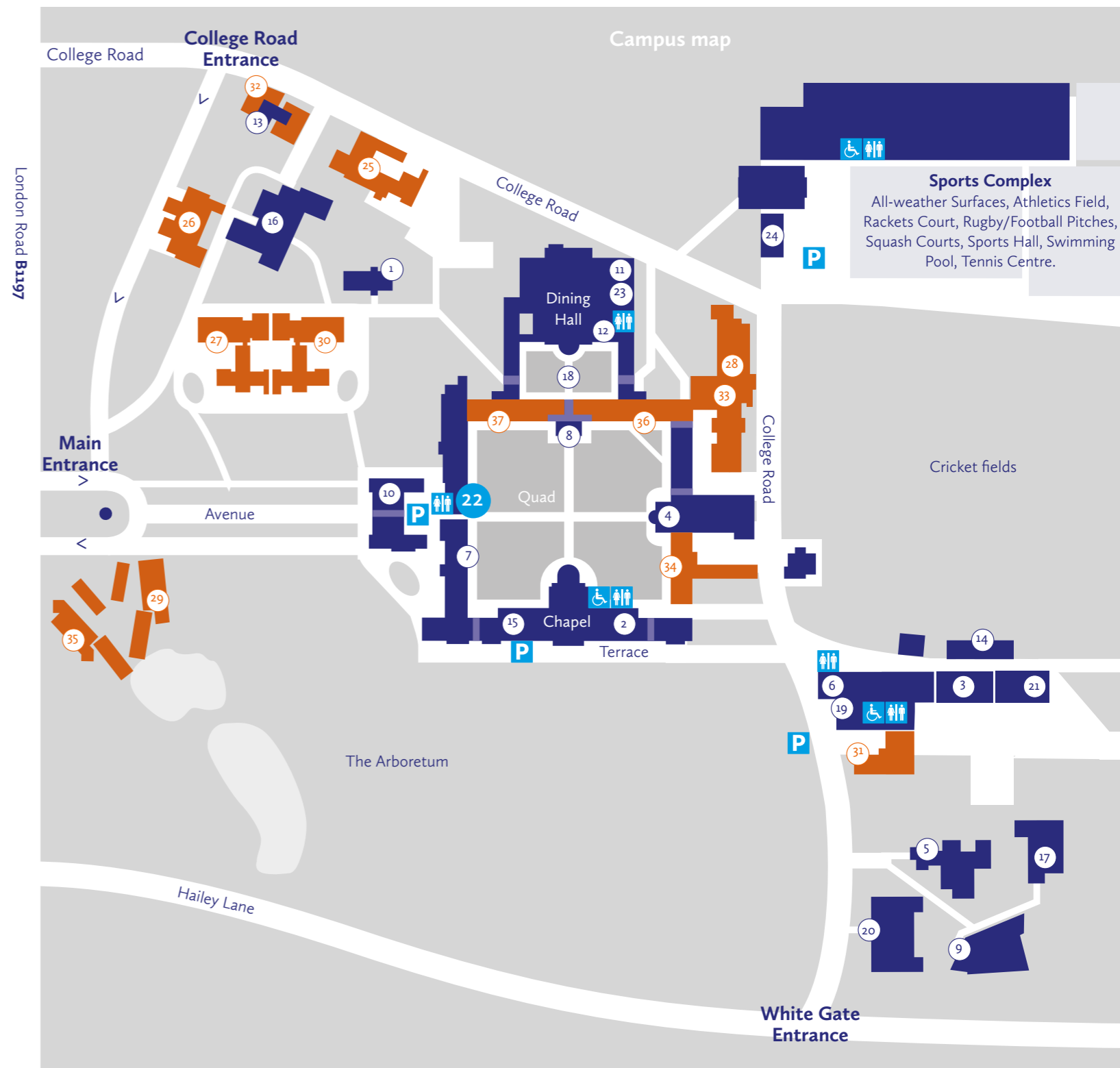
hold and process, personal and sensitive data. This will include sending you emails, letters or phone calls relating to events and news at the School, as well as communications in order to progress and process your application. The information will be held in accordance with our data retention policy, which can be found here: [haileybury.com/my-haileybury/information-parents-pupils/policies-publications](http://haileybury.com/my-haileybury/information-parents-pupils/policies-publications). Our privacy policy also details your rights you have in respect of the data you provide. The full Haileybury privacy notice can be found on our website using the following link: [haileybury.com/privacy-policy](http://haileybury.com/privacy-policy).

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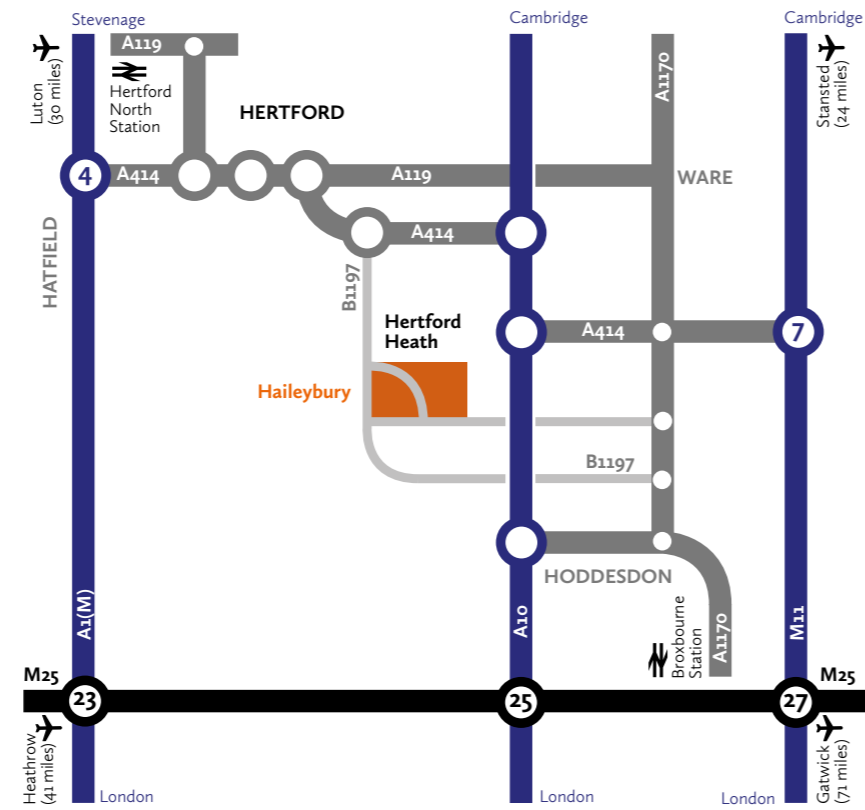


Visitors' parking spaces are close to Reception and Admissions, reached via the Main Entrance on London Road (B1197). For events, enter the campus via Hailey Lane and the White Gate Entrance.

- |                          |                        |                                      |              |
|--------------------------|------------------------|--------------------------------------|--------------|
| 1 Art School             | 11 Galpin Suite        | <b>22 Reception &amp; Admissions</b> | 31 Hailey    |
| 2 Attlee Room            | 12 Grubber (café)      | 23 Sixth Form Centre                 | 32 Highfield |
| 3 Ayckbourn Theatre      | 13 Health Centre       | 24 Uniform Shop                      | 33 Kipling   |
| 4 Big School             | 14 Learning Support    |                                      | 34 Lawrence  |
| 5 Biology                | 15 Library             | <i>Houses:</i>                       | 35 Melvill   |
| 6 Bradby Hall            | 16 Lower School        | 25 Alban's                           | 36 Thomason  |
| 7 Bursary                | 17 Mathematics         | 26 Allenby                           | 37 Trevelyan |
| 8 Clock House (Archives) | 18 Memorial Quad       | 27 Bartle Frere                      |              |
| 9 Design Technology      | 19 Music School        | 28 Batten                            |              |
| 10 Form Room Block       | 20 Physics & Chemistry | 29 Colvin                            |              |
|                          | 21 Porters' Lodge      | 30 Edmonstone                        |              |



## How to find us



Haileybury is located in rural Hertfordshire between Hertford and Hoddesdon about 20 miles north of central London.

### Air travel

London Heathrow (50 minutes by car), London Stansted (30 minutes) and London Luton (40 minutes) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes) is only slightly further away. All are served by rail links to central London.

### By rail

There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or Kings Cross) is a 40-minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a 5-minute car ride from Haileybury and Broxbourne is 10 minutes away.

### By road

Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

#### From the South East

Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon.

#### From the South West




Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.

#### From the North

Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.

#### From the East

Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.

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