

**ST. JAMES' SCHOOL, GRIMSBY LIMITED**

**ADMISSION**



**APPLICATION AND REGISTRATION  
(Yr 1 upwards)**

**When you have completed this form,  
please return it to:-**

**Mrs S M Isaac  
The Headteacher  
St James' School  
22 Bargate  
Grimsby  
North East Lincs  
DN34 4SY**

School is a member of the Woodard Corporation  
Registered Charity Number 269667

St. James' School, Grimsby Limited  
Company No. 4788370  
Registered Charity No 529765 & 1099060

Please complete in **ALL SECTIONS IN BLOCK CAPITALS**

For entry in: Month ..... Year .....

**DETAILS OF PUPIL**

Surname .....

Forenames .....

(In full - please underline name normally used)

Date of Birth: Day ..... Month ..... Year .....

Gender..... Ethnicity.....Religion .....Nationality .....



**DETAILS OF PARENTS**

**Father:**

Title.....Surname ..... Forename(s)..... Profession.....

Permanent Address .....

Telephone Number Home ..... Business .....

Facsimile Number Home ..... Business .....

Mobile ..... Email .....

**Mother:**

Title.....Surname ..... Forename(s)..... Profession.....

Permanent Address .....

Telephone Number Home ..... Business .....

Facsimile Number Home ..... Business .....

Mobile ..... Email .....

**ANY OTHER RELEVANT DETAILS**

.....

.....

**DETAILS OF GUARDIAN (if other than parent)**

Title.....Surname ..... Forename(s) .....Nationality .....

Permanent Address .....

.....

Telephone Number Home ..... Business .....

Mobile ..... Email .....

**DETAILS OF PERSON / PEOPLE RESPONSIBLE FOR PAYMENT OF SCHOOL ACCOUNT**

Title.....Surname ..... Forename(s) .....Nationality .....

Address .....

.....

Signature ..... Date .....

Telephone Number ..... Facsimile Number .....

Mobile..... Email.....

**DETAILS OF PRESENT SCHOOL (or school to be attended or attended before joining)**

School .....

Head's Name .....

Address.....

.....

Telephone Number ..... Facsimile Number .....

**STATUS (Place Required)**

(Please tick as appropriate)

- Boarding Boy .....
- Weekly Boarding Boy .....
- Day Boy .....
- Boarding Girl .....
- Weekly Boarding Girl .....
- Day Girl .....

**OTHER INFORMATION**

e.g. Old boy/girl, brother or sister at the School

.....

.....

**I have read and agree to the School's terms and conditions**

Father .....  
Signature

Mother .....  
Signature

Guardian .....  
Signature

Other person responsible for payment .....  
Signature

Date .....

Date .....

**REGISTRATION FEE**

A non-refundable fee of £75 should accompany this completed form and should be forwarded to the Headteacher as soon as possible.

**Please make cheques payable to St James' School**

**ST. JAMES' SCHOOL, GRIMSBY LIMITED**  
**ST. JAMES' SCHOOL**  
**TERMS & CONDITIONS**

**It is essential for Parents to read these Conditions prior to returning the Acceptance Form so that you are fully aware of their contents.**

**1. Registration**

A registration fee of £ 75 is payable on submission of a registration form. That registration fee is non-refundable.

**2. Acceptance**

2.1 The offer of a place at the School will normally be set out by the School in writing to the Parent. The offer will be accompanied by a prescribed Acceptance Form which is required to be returned to the School duly signed by the Parents.

2.2 The offer is made on the basis of these Terms and Conditions which may be varied from time to time. Should the need arise to vary the Terms and Conditions, the School will endeavour to give as much notice as possible of the variation and will give at least one term's notice in the event of any major change.

2.3 The return of the Acceptance Form together with the payment of the deposit cheque will signify the Parents' acceptance of the offer and the Terms and Conditions. This Agreement will thereafter continue until terminated in accordance with these Terms and Conditions.

**3. School Rules and Discipline**

The Parents and the Pupil will comply with all rules, regulations and customs concerning the School. The Head is responsible for the day to day running of and discipline at the School which includes the right to suspend or exclude a Pupil whether temporarily or permanently.

**4. Deposits**

4.1 A deposit, which is held until a Pupil leaves the School and which will be notified to you at the time the Acceptance Form is sent out but shall be not more than 10% of a term's fees, is payable by the Parents on the first term's account when the Acceptance Form is returned to the School. The School reserves the right to apply any deposit paid to any unpaid account of the Pupil at the School or to any unpaid account of any brother or sister of the Pupil at the School. Any balance due from the deposit will be refunded to the Parents on the Pupil leaving the School.

4.2 All parents of pupils from Overseas will be requested to pay a deposit, which is held until a Pupil leaves the School and which will be notified at the time the Acceptance Form is sent out and will be equivalent to one Term's Tuition Fees, is payable on the first term's account when the Acceptance Form is returned to the School. This is instead of the deposit referred to in 4.1 above. The School reserves the right to apply any deposit to any unpaid account of the Pupil at the School or to any unpaid account of any brother or sister of the Pupil at the School. Any balance due from the deposit will be refunded to the Parents on the Pupil leaving the School.

4.3 In addition, a £50 deposit, which is held until a Pupil leaves the School is payable by the parents of all boarding pupils. The School reserves the right to apply any such deposit paid to pay for any breakage and/or damage caused by the Pupil. If the cost exceeds £50 then the School will charge the excess to the parents of the pupil. Any balance due from the deposit will be refunded to the Parents on the Pupil leaving the School.

**5. Fees and Extras**

5.1 School Fees are due and payable in advance on or before the due date and payment of all fees must be made on or before the due date unless otherwise agreed in writing. In the event of the School agreeing to an instalment arrangement and one such instalment is not paid on the date agreed, the whole balance of the outstanding fees will become immediately due and payable.

5.2 The Fees are normally reviewed once a year and any increase will be notified to the Parents (at least one term's notice of such increase will be given).

5.3 If any of the School Fees are unpaid by the due date, the School will charge a late payment fee of £15 per week or part thereof until the Fees are paid in full to cover both administrative and interest charges.

5.4 Should any part of the School fees remain unpaid by the first day of half term in the term to which the Fees relate, the School reserves the right to refuse to re-admit the Pupil and the amount unpaid will still remain legally due and owing.

**6. Cancellation and Termination Provisions**

6.1 A whole term's notice must be given in writing to the Head, and an acknowledged receipt, before the first day of any term by the Parent or Guardian responsible for the attendance of the Pupil that the Pupil will not be attending.

6.2 Should the pupil be withdrawn from the School without the required notice having been given, a whole term's fees in lieu of notice will become due and payable as a debt due to the School. The School will not be required to mitigate its loss or give credit for any mitigation or for the fact that the place is subsequently filled. For the avoidance of doubt, the debt due to the School shall be the Fees for the term in question but shall exclude "extras" for that term.

**7. Absence**

7.1 Should a Pupil be absent for the whole of a term or for part of a term through illness or otherwise, the term's Fees will be payable in full for that term.

7.2 If the School is required to close because of an emergency, the term will not be extended nor will any part of the Fee be repayable.

7.3 Parents/guardians are advised to insure against a child's absence or the School's temporary closure.

**8. Exclusion and Supervision of Pupil**

The Head has the right to request parents to remove a Pupil either temporarily or permanently from the School where, in the opinion of the Head, such removal is in the interests of the Pupil or the School without prejudice to the generality of the foregoing, any serious breach of discipline by the Pupil will constitute grounds for removal. In such an event, there shall be no refund of Fees in respect of the balance of the term during which the request is made but Parents will not be liable to pay the one term's fees in lieu of notice.

**9. Pupil's Possessions**

The School accepts no liability for a Pupil's possessions while at the School and Parents/guardians are advised to arrange insurance cover accordingly.

**10.1 Medical Matters**

10.2 Parents/guardians must keep the School informed of any medical condition or disease or illness from which a Pupil suffers.

10.3 While a Pupil at the School, the Head stands in loco parentis in medical matters. The Head will, if reasonably possible, consult with Parents/guardians regarding any medical treatment but has the authority to give valid consent to any treatment but has the authority to give valid consent to any treatment recommended by a medical practitioner for the well being and safety of the Pupils.

**11. Miscellaneous**

11.1 Parents/guardians must keep the Head fully informed by any Court Order, formal agreement or extraordinary precautions relating to or required for the Pupil regulating parental responsibility, residence, contact, responsibility for the School Fees or the protection of the Pupil.

11.2 If a parent is not resident within the UK or is absent from the UK for more than 48 hours during term time or is likely to be absent for such period, the Head must be notified in writing of the name and address and telephone number of a guardian resident in the United Kingdom during the period of absence or likely absence.

**12. Jurisdiction**

This contract was made at the School and is governed exclusively by English Law.

**Interpretation**

In these Conditions, unless the context otherwise requires: -

'Deposit'	means the sum payable by or on behalf of the Parent when the Acceptance Form is returned to the School.
'Due Date'	means the first day of term.
'Extras'	means any item reasonable incurred by the Pupil or by the School on behalf of the Pupil for which purpose the Pupil will be deemed to be the agent of the Parent.
'Fees'	means the rate at which the School sets the Fees for tuition and sporting or games activities from time to time and current at the start of each term together with any Extras. It includes any deposit payable and, in the case of boarders, board, lodging and laundry.
'Head'	means the Head of the School or anyone to whom any of the Head's duties, obligations and functions has been delegated.
'Parent'	means any one or more Parent and/or guardian of the Pupil jointly and severally.
'Pupil'	means the Pupil named in the Acceptance Form.
'School'	means St. James' School as from time to time constituted and/or the Head or other officers, which school is owned by St. James School, Grimsby Limited and ultimately by the Woodard Corporation.



**WOODARD SCHOOLS LIMITED**  
**ST JAMES' SCHOOL**

**WOODARD ACCEPTANCE FORM**

We accept the offer of a place at St James' School for the term commencing on .....  
..... and we confirm that during ..... 's (name of  
Pupil) time at the School, we will comply with the School's Terms and Conditions, a copy of  
which we have read. We also enclose a cheque for the deposit required by the School.

.....  
Father Mother

.....  
Guardian Other person responsible for payment

Date ..... Date .....



**ST. JAMES' SCHOOL**  
**Confidential Medical Questionnaire Day Pupils**

Date of Entry: School Year
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<b>SURNAME:</b>	<b>FIRST NAMES:</b>	<b>DATE OF BIRTH:</b>
<b>ADDRESS:</b>		<b>TELEPHONE NUMBER:</b>
		<b>Home:</b>
		<b>Work:</b>
		<b>Mobile:</b>
<b>e-mail:</b>		
<b>NAME, ADDRESS AND TELPHONE NO. OF GENERAL PRACTITIONER:</b>		
<b>HAS YOUR CHILD HAD ANY HISTORY OF:</b>	<b>YES/NO</b>	<b>FURTHER DETAILS</b>
Disability?		
Diabetes, Heart Problems?		
Convulsions/Epilepsy?		
Asthma/Hayfever?		
Any known food allergies?		
Allergic or sensitive to any drugs?		
Allergic to bee/wasp stings		
Has your child had any operations or needed hospital treatment recently?		
<b>PLEASE LIST ALL MEDICATIONS YOUR CHILD IS CURRENTLY TAKE OR MAY REQUIRE IN AN EMERGENCY (i.e. if an allergic reaction occurred):</b>		
<b>Name of Medicine:</b>	<b>Dose Required:</b>	<b>Time Required:</b>

<b>SCHEDULE OF IMMUNISATION:</b>	<b>DATE/ YEAR GIVEN</b>	<b>FURTHER DETAILS i.e. reasons not vaccinated/any reactions to vaccines</b>
0 – 1 year Triple Vacc (Dip/Tet/Per) with Polio?		
12 –15 months Measles/Mumps/Rubella?		
4 years Pre-School Booster Dip/Tetanus/Polio? Mumps/Measles/Rubella		
10-14 years Heaf Test/BCG?		
Meningitis C?		
Any other immunisations e.g. Hepatitis/Typhoid/Cholera/Yellow Fever		

### **Consent for non-prescription medicines**

**Prescribed or non-prescribed medication may be administered by the Designated First Aid Officer if there is a letter of consent from the pupil's parents or person with parental responsibility accompanying the medication.**

**Paracetamol preparations and some pharmacy (over the counter) preparations, according to the age of the pupil, may be given by Matron in cases of ill-health, in line with St. James School Medicine Policy.**

**Do you consent to this? Yes/No**

**Would you like to be informed if this should occur? Yes/No**

<b>Signature of Parent/ Person with Parental Responsibility</b>	<b>Date</b>

**If your child suffers with any ongoing medical condition, the Designated First Aid Officer may contact you for some more detailed information.**  
**The First Aid Officer can be contacted directly Tel:01472 503270**

# ST. JAMES' SCHOOL

A WOODARD SCHOOL



Dear Parent/Guardian,

Our School website [www.saintjameschool.co.uk](http://www.saintjameschool.co.uk) contains the following information:

**Contact details:** Address, telephone numbers, e-mail addresses, fax numbers etc.

**Information for current parents/pupils:** The school calendar and weekly bulletin are updated regularly, in order to give you immediate access to all those important dates and notices. The PTA also have their own page.

**Information for prospective parents:** Many pages containing general information about St James' School.

**History of St James' School and the links with St James' Church:**

**Information for Old Jacobeans:** Encouraging old-boys/girls to get in touch and to organise reunions/sports matches etc.

Obviously when updating the site it is an advantage to use photographs in order to make the pages attractive and interesting to look at. I am writing to you, therefore, in order that I may have your permission to use photographs, which may contain your son/daughter. **IF A PHOTOGRAPH IS USED then ONLY FIRST NAMES WILL BE PUBLISHED** to accompany it.

I would be grateful if you could fill in and return the attached pro-forma in order to give your consent to the above and also consent for pictures to be used in any advertising material (e.g. Grimsby Telegraph and other Lincolnshire Magazines and newspapers). If you have any thoughts about our website or have any questions to do with this matter then please do not hesitate to ring me on 01472 503273.

Yours sincerely

Becky Fisher  
Marketing & Admissions



**St. James' School Website and Advertising - FAO Becky Fisher**

**I hereby \*give/do not give permission for St James' School to use the following on their web-site and in advertising material.**

A photographic image containing my son(s)/daughter(s) using their first names only\*

Name of pupils.....

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Parent / Guardian

Address: 22, Bargate, Grimsby, North East Lincolnshire. DN34 4SY **Tel:** 01472 503260 **Fax:** 01472 503275

E-mail: [enquiries@saintjameschool.co.uk](mailto:enquiries@saintjameschool.co.uk) **Website:** [www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

Patrons: The Bishop of Grimsby & The Countess of Yarborough  
Registered Charity Number 1099060 St. James' School, Grimsby Ltd. Company Number 4788370

**MUSIC DEPARTMENT**  
**INDIVIDUAL / GROUP MUSIC TUITION**



**To apply for music lessons at St. James' School**

**TERMLY FEES**

Fees are £120, per term, and are payable IN ADVANCE for the whole term (failure to do so will result in suspension of lessons). There are 10 lessons during each term and lessons missed by the teacher will be made up at a time convenient for both teacher and pupil. These fees are based on an individual lesson of 30 minutes. Any group or shorter lesson is by arrangement.

**HIRE OF INSTRUMENTS**

We have a limited number of instruments that are available to hire at a cost of £15 per term. These include Violin, Cello, Trumpet, Cornet, Flute, Clarinet, Bassoon, and Saxophone. If you intend to hire an instrument we would encourage you to consider buying one after the first year of hire. This would release the hired instrument for use by future pupils.

**INSURANCE**

Once an instrument is hired from the school, parents must ensure that it is covered by their own insurance. The value of the instrument you hire can be obtained from each music teacher. This will enable you to have adequate insurance over. Any damage occurring to instruments must be made good during the period of hire.

**TIMES OF MUSIC LESSONS**

We try and accommodate students so that they are on a rota basis and we try not to take years 10 – 13 out of lessons. However, due to some teachers work load, this is sometimes not possible.

**FURTHER NOTES**

1. You are encouraged to keep in contact with the tutor or the Director of Music so that progress can be monitored.
2. When the tutor accepts a pupil for lessons, it is expected that the pupil will practice for at least 15 minutes a day on that instrument.
3. It is usual practice for a tutor to steer the pupils towards an ABRSM, Trinity College, Guildhall, School of Rock or similar examination course. Should you wish your child to learn purely on a playing for pleasure basis, please contact the tutor so that a suitable programme can be arranged.
4. Any queries, please can you contact either the tutor or the Director of Music.

**PLEASE FILL IN THE ATTACHED FORM AND RETURN IT TO THE DIRECTOR OF MUSIC.**

Thank you  
Mrs. Melanie Benzon  
Director of Music

**APPLICATION FOR MUSIC TUITION**

Name of Student..... Year.....

Name of Parent.....

Address of Parent.....

.....Post Code:..... Tel:.....

Instrument	Lessons	Hire required	Present level / grade
Acoustic Guitar			
Bassoon			
'Cello			
Cornet			
Electric Guitar			
Flute			
Keyboard			
Percussion / drums			
Piano			
Recorder			
Saxophone			
Singing			
Theory			
Trombone			
Trumpet			
Viola			
Violin			

**Parental Agreement: (this acts as a contract with your teacher)**

1. I give consent to my child being withdrawn from the school timetable to attend music lessons
2. I will encourage my child to arrive for the lesson, on time, each week
3. I will inform the tutor of unscheduled absences from lessons
4. I will ensure that recommended music is brought for lessons and that appropriate accessories are purchased e.g. rosin, reeds etc as necessary
5. I will give a term's notice to the music tutor if I wish my child to discontinue lessons.
6. I will pay for any examination fees in which my child participates.

**Signature of parent / guardian:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**SPEECH AND DRAMA (L.A.M.D.A)**  
**INDIVIDUAL TUITION**



**To apply for speech and drama lessons at St. James' School**

**TERMLY FEES**

Fees are £120, per term, and are payable IN ADVANCE for the whole term (failure to do so will result in suspension of lessons). There are 10 lessons during each term and lessons missed by the teacher will be made up at a time convenient for both teacher and pupil. These fees are based on an individual lesson of 30 minutes. Any group or shorter lesson is by arrangement.

**TIMES OF LESSONS**

We try and accommodate students so that they are on a rota basis and we try not to take years 10 – 13 out of lessons. However, due to some teachers work load, this is sometimes not possible.

**FURTHER NOTES**

1. You are encouraged to keep in contact with the tutor so that progress can be monitored.
2. When the tutor accepts a pupil for lessons, it is expected that the pupil will practice their speech and drama for at least 15 minutes a day.
3. It is usual practice for a tutor to steer the pupils towards a L.A.M.D.A (The London Academy of Music and Dramatic Art) examination course. Should you wish your child to learn purely on a pleasure basis, please contact the tutor so that a suitable programme can be arranged.
4. Any queries, please can you contact either the Mrs. Judith Steel directly.

**PLEASE FILL IN THE ATTACHED FORM AND RETURN IT TO THE  
L.A.M.D.A TUTOR:**

Thank you  
Mrs. Judith Steel

APPLICATION FOR SPEECH AND DRAMA

Name of Student.....Year.....

Name of Parent.....

Address of Parent.....

.....Post Code:.....Tel:.....

**Parental Agreement: (this acts as a contract with your teacher)**

1. I give consent to my child being withdrawn from the school timetable to attend speech and drama lessons
2. I will encourage my child to arrive for the lesson, on time, each week
3. I will inform the tutor of unscheduled absences from lessons
4. I will ensure that recommended material is brought for lessons
5. I will give a term's notice to the L.A.M.D.A tutor if I wish my child to discontinue lessons.
6. I will pay for any examination fees in which my child participates.

**Signature of parent / guardian:**

\_\_\_\_\_ **Date:** \_\_\_\_\_