

## **Terms and conditions**

### **INTRODUCTION TO THE RULES AND REGULATIONS FOR WINGATE SCHOOL**

The educational institution known as WINGATE SCHOOL SL has been authorised by the Canary Islands Government, Ministry of Education to provide education using the British Curriculum with added Spanish Studies to Spanish and foreign students, from Nursery level, 3 Years of age, to end of Sixth Form Year 13 at 18 years of age.

The main objective of WINGATE SCHOOL is to develop the education of all students in the school. We treat each child as an individual, identify their skills, and enable them to realise their potential for the future.

WINGATE SCHOOL is a selective school which facilitates a positive and inspiring learning environment for students and a work environment that is suitable for all. We are a school where everyone contributes to an all-round education that is focused on the student and fosters the community spirit that characterises the whole school.

For the legal security of all the people who use this school, we have developed these RULES AND REGULATIONS.

The rules are expressed as a series of commitments and professional obligations that all staff in the school should use and apply to their daily duties and the mandatory guidelines that students and parents must follow.

A serious breach of these regulations, can result in the termination of the contract and the exclusion of the student from school.

Wingate School reserves the right to modify these rules as it deems appropriate for the proper functioning of the school.

### **RIGHTS OF PARENTS AND GUARDIANS**

Receive written information from the school regarding academic issues: programmes of study, official confirmation of the studies undertaken by your child or ward

Receive written notice, after assessment, that their child or ward requires extra mandatory EAL Support, the cost of which is met by the parent.

Receive written notice if the School recommends an external SEND assessment of the child then parents are obliged to accept this and have this completed (or a confirmed appointment) within 2 months of notice. The parent is responsible for any costs incurred.

Receive written information regarding school activities.

Receive written information about the rules and regulations of the school.

Receive written information about the payments required by the school.

Periodically receive written information about the academic progress of the student.

Make an appointment (on-line during COVID restrictions) with one of the teachers, form tutor, Head of Key Stage or Head of School (where this is necessary), to be made within a maximum period of one week from their initial enquiry.

Be warned in advance if the school considers it appropriate that two staff members are present at a meeting.

Attend an Open Day organised by the school, to talk with teachers about the academic performance and behaviour of the student. (on-line during COVID restrictions)

Receive information about their children, regarding their behaviour, attitude and ability.

Receive, for external use, the necessary certificates relating to their children, once the school is in possession from the awarding authority, signed by the appropriate member of the school administration, within three business days of filing an application (which must be in writing).

Access to any relevant records relating to disciplinary proceedings in relation to their children or wards.

Propose, through normal channels of communication, initiatives and proposals for the improved functioning of the school.

Be heard by tutors, educational counsellors and school management, in situations that affect their children.

Their children and wards receive an education that takes into account the personality and uniqueness of each student - within the constraints of the school rules.

Protection of data provided to the school.

Impartial information requested by the court when such application is made directly to the school and in writing i.e. in the case of a conflict between parents.

## **DUTIES OF PARENTS AND GUARDIANS**

Provide the school with an up-to-date email to receive information, as well as an address and phone number and to check their email frequently.

Parents should inform the school of any change of address, any change of phone number and / or email address, and any changes to the child's circumstances.

Ensure their children or wards attend school every school day, avoiding any unauthorised absence (eg family travel), except for reasons of illness or exceptional cause and inform the school of the reasons for the absence.

95% attendance is the recommended level of all students at Wingate School. If your child misses more than 5% it can seriously affect their overall results and studies. At 50% attendance, by Spanish Law, we must inform the Spanish Education Authorities and local

Social Services. Parents wishing to take their child out of school during term time should complete an Application for School Leave and present it to the school office for authorisation. Accept the Head of School's decision on whether an absence is considered justified or not as a final and irreversible decision.

Any illness must be reported to the school immediately.

Authorisation must be given by the school on any request that means a student regularly arrives late to school or leaves early, on health grounds, for sport training or artistic preparation.

Pick up their children, or organise to collect their children according to the school finishing times. Children will be supervised during the 10 minutes before the beginning of the school day and 10 minutes after the end of the school day. The school is not responsible for the supervision of children outside the school gates.

Pick up their children, or organise to collect their children, as soon as possible when they have been advised that their children are sick or have had an accident at school that requires them to be transported to hospital for tests or to receive medication.

Read all written information provided by the school and sign and return, before the deadline, any documents that were requested in relation to their children or wards.

If applicable, check the homework diary of their child daily and sign frequently.

Provide the school with any educational, medical or emotional information relating to their children either in person, in writing, by email or phone.

Inform the tutor, Head of Department or the Head of School on any matter that may affect the behaviour or performance of their children.

Ensure that their children come to school in proper school uniform as per the dress codes, looking neat and tidy and having had a proper breakfast.

Ensuring that students arrive at school by 08.55. Students arriving after this time should report to the school Office and will not be allowed into lessons until 09.55 (lesson 2).

Pick up their children promptly at the end of the school day, except when they use the school transportation.

Comply with the legalities of signing a student out of school. For example, if a student needs to leave school early, the parent or guardian must wait in the school office where their child will sign out.

Register in the school office if an appointment has been arranged during the school day. This also applies for Assemblies or small events but not events outside the school day e.g. the Primary Show.

Attend appointments scheduled by the tutor, teacher or Head of School to discuss matters relating to their children.

Attend open days organised by the school as directed.

Understand that the school has discretion over whether to meet with a specialist from outside the school.

Accept that the school can decide, whether you agree or not, with the content or the conclusions of the reports sent to school issued by external specialists (e.g. psychologists). Understand that the school cannot organise meetings with more than one staff member at a time, unless the schedule allows and the school agrees that the appointment is appropriate. Not smoke in any of the school premises.

Parents should not bring animals into school unless it is a pre-arranged event.

Promptly pay the school fees and other academic expenses that apply; non-payment of instalments will result in the loss of your child's school place.

Purchase uniform from the school uniform shop. No external substitutes are allowed. The school will inform parents of the regulatory school uniform and parents or guardians must ensure that the child goes to school properly dressed.

Ensure their child wears regulation footwear. Trainers are only allowed on PE days. If the student has a foot problem, an alternative footwear, such as sandals, will be allowed - the student will have to provide a note from the parent.

Children found to have head lice will be sent home from school and should stay at home until the treatment applied has worked.

Collaborate with teachers, tutors, educational counsellors, Head of Subjects and Head of School on the way forward that is indicated for the educational improvement of their children. If after a SEND Assessment, subsequent advice and guidance may consist of strategies to help teachers, require extra support for the child or the child's learning needs may be too complex for the school to currently provide. In each case, in close negotiation between the school, child and parents the best interests of the child are always the main concern. Any extra costs of support are to be met by the parents.

Support and motivate their children in the learning process and provide a work environment that encourages them to do their homework and study after school.

Respect the criteria of the school and its professionals on the recommended educational guidelines.

Accept all the terms, the rules of behaviour established by the school and the educational criteria. The school can insist that parents withdraw their children from school in the following circumstances:

If it is considered that the student's continued presence in school would affect the wellbeing of the school or the student or other students.

Insufficient academic progress in the case of a student who does not have English as a first language or should any student make insufficient progress in their overall studies.

The student is found in possession of drugs and alcohol inside of school and of certain knowledge of possession or use of drugs outside of school.

Is in breach of the Behaviour Policy.

Respect the decisions taken by the school professionals covering both behaviour and student learning which includes SEND and EAL requirements.

Always adopt attitudes and behaviours that reinforce the good image of the school.

Any complaint against a member of the school community should be reported to a member of staff. Parents should not take any personal action.

Avoid committing any traffic offences on the roads near and around the school or in the school car parks, particularly those that may affect the safety of students and the punctuality and free entry and exit of buses. Particularly, not to stop or park outside the school so as to hinder or prohibit the entry or exit for school buses and not block access to the front entrance (as it may need to be used by emergency services at any time) or park on the school crossing. When driving near the school grounds, the speed limit is a maximum of 5kph with extreme caution.

Accept the parking restrictions put in place by the school.

Abide by the school one-way system.

Support decisions made by the teacher, in front of the student. Any complaints will be discussed at a private meeting.

For safety reasons, when students are under the supervision of their parents or legal guardians in the school, parents will respect the rules of the school and ensure that their children also respect them.

Respect the rules for those using the school bus.

Provide a copy of any court decision relating to separation or divorce, affecting the collection of children at the end of the school day or the payment of the monthly instalments of fees.

Inform the school of any food allergies and follow the school catering regulations.

Go to the nominated meeting point when alarms are sounded.

Consent to extra English classes/support for students whose level of English is not proficient to access the full education provided by the school.

Parents are responsible for safeguarding their child's internet access outside of school these hours.

Parents are ultimately responsible for their child's usage and possession of any electronic device that can be used to video, take photos or voice recordings in school. This includes the school chromebook. Refer to the schools E-Safety Policy, School Behaviour & Discipline Policy and further details below.

## **RIGHTS OF PUPILS**

A safe, clean and tidy school environment.

A comprehensive education to ensure their full development.

Respect their privacy, physical and mental integrity and personal dignity - within the school rules.

An academic programme that takes into account student diversity and meets academic needs and abilities.

To have an unbiased curriculum.

The correction of any test, examination or normal classwork within one week of their work being handed to the teacher.

Recognition of their academic achievements, personal and social qualities.

Equal opportunities as far as reasonably practicable in a school environment.

School and professional guidance.

Freedom of expression within the limits of the school rules.

Participate in the life of the school.

Choose, by nomination, its class representatives.

Equality and consistency in the application of the school rules.

Receiving first aid at the school.

## **DUTIES OF PUPILS**

Respect privacy, physical and mental integrity and personal dignity of other students.

Respect teachers, administrative staff and all members of the educational community and anyone who is on the school premises.

Attend class well prepared and on time.

Try their very best in all class activities and administrative tasks, and develop independent learning skills at school and at home.

Wear the school uniform correctly.

The school uniform is compulsory every day of the year, including official school activities and excursions, unless otherwise notified by the school.

On Physical Education days students must come dressed in their sports uniform. If unable to exercise, they must submit a letter of explanation or medical certificate.

Attend school well groomed and conform to the school dress codes.

To take care of and use properly the school facilities, equipment and materials supplied by the school.

Use the facilities according to their timetable or schedule.

Avoid bringing anything to school that would jeopardise the health of staff or their peers

Avoid attending the school in the case of illnesses or situations that endanger their health or the health of staff and their peers - particularly during the COVID pandemic.

Put safety first at all times in school and pay attention to the instructions of any teacher to avoid accidents, both inside and outside the classroom.

Know and comply with school rules, policies and procedures.

Collaborate in creating a good learning environment and school community as a whole.

Help good communication between school and home, and vice versa, delivering letters, emails and information via their homework diaries or email.

Accept other peers, recognizing and respecting their individual differences, without discrimination.

Actively participate in the life of the school.

Behave politely and correctly, using acceptable vocabulary.

Do not leave the school during school hours, unless they have proper authorisation and have signed out in the School Office.

No smoking, drugs or alcohol in the school. No illegal substances at any time.

Following school rules concerning piercings, tattoos, dyes, makeup, nail polish or false nails as per the schools dress codes.

The rules of behaviour and wearing of school uniform apply equally when travelling to and from school when in school uniform.

Do not use mobile phones, MP3 players or any other personal entertainment technology or communication at school as per the school Behaviour and E-Safety Policies, unless directed by a teacher as a learning tool.

Use school computers and Chromebooks for academic purposes only unless as directed by a member of staff. Refer to the school E-Safety Policy.

Do not post any message, document, photograph or video on the Internet that could adversely affect the reputation of the school or infringe anyone's rights or privacy.

Not participate in any online activity that could injure or adversely affect another student or any other member of the school community.

Students have the duty to use their Chromebook responsibly in and out of school. The school operates behind the firewall in the school but parents are responsible for safeguarding their use outside of school.

## **OFFENCES AND THEIR CLASSIFICATION**

Behaviour contrary to school rules will be punished as per Wingate School's Behaviour Policy, continued bad behaviour will result ultimately in expulsion.

The disciplinary sanctions can be a result of acts that occur within the school and also outside the school, that in any way could harm the image of the school or other students

Minor offences:

Talking in class about matters outside the purpose of the class.

Distract another student in class.

Arriving late.

Wearing a uniform incorrectly.

Carry or wear unauthorised "accessories".

Using inappropriate language.

Not doing homework.

Lack of effort.

Not staying in lines correctly.

Any other attitude teachers consider to be inappropriate.

Serious offences:

- Systematically repeating a minor offence.
- Disobeying the school teachers.
- Repeatedly not wearing the correct school uniform.
- Disrespect towards another student or another member of the school community.
- Threatening other students.
- Disrupting the normal progress of a class.
- Lack of cooperation with the teacher.
- Unjustified reasons for being late.
- Unexcused absences from class.
- Damaging the school buildings, its facilities or any materials.
- Damaging the belongings of other students.
- Refusing to take a punishment.
- Any other actions that the teachers consider to be serious.

Very serious offences:

- Repeating a serious offence.
- Repeatedly insulting another student or another member of the educational community.
- Publicly disobeying instructions or teacher's rules with gestures, attitudes, comments, negative or insulting behaviour.
- Aggression towards other students.
- Verbal or physical aggression, towards a teacher, member of the administration staff or personnel providing services to the school or personal property.
- Bringing any dangerous object into school.
- Theft.
- Forged signatures or alteration of any other official document.
- Damage of facilities, resources, furniture or belongings of others.
- Bringing or being under the influence of alcohol, drugs, cigarettes or tobacco in the school.
- Evidence relating to drug use out of school.
- Behaviour inside and outside of school which constitutes being a crime and being proven guilty in a court of law.
- Leave the school without authorisation.
- Smoking on school premises.
- Sending text messages, emails or messages on the internet that insults or intimidates with intent to hurt, humiliate or threaten the victim, in and out of school.



Cheating, plagiarism or taking an unfair advantage at any point is considered a very serious offence and will be dealt with as per the school behaviour policy.  
Any other activity that the teacher considers to be very serious.

## **PROCEDURE FOR PUNISHING OFFENCES**

### Minor Offences

The teacher or tutor will deal with it in an appropriate manner.

### Serious Offences:

The Head of School can impose sanctions for serious misconduct, after consultation with the staff.

Parents or guardians will be informed by phone, email or in writing of the serious offence committed by their child or ward and the sanction imposed.

An appointment with the parent or guardian will be made for a meeting at the school or on-line with the Tutor/ Head of Key Stage Department or Head of School.

The purpose of the meeting will be to discuss how to improve the student's behaviour and establish objectives for change.

### Very Serious Offences:

The start of disciplinary proceedings.

The Head of School will appoint a teacher (e.g. the tutor) who will have two school days to prepare a report on the events, which will include, where appropriate, written information from the student who is the alleged victim or injured party and witnesses.

The Head of School will meet with the students involved in the events.

The Head of School will have an interview with the parents of the students involved in the incident within five working days of the event.

Parents or guardians of the students involved have the right to access the disciplinary records of their child or ward and to make any comments they deem appropriate within 24 hours.

The Head of School will notify the parents in writing of the sanction imposed.

In any case, the Head of School, exercising his judgement and considering the seriousness of the incident and its demonstrable negative impact, after consultation with the Management Team, may take the necessary measure he deems appropriate - for example, temporary disciplinary suspension from the school - with immediate effect and without prejudice to continue the procedure discussed above. These exceptional measures taken by the Management Team shall be communicated immediately to the parents or guardians and the student or students.

There is no right to appeal by parents or legal guardians. Refer to the school Behaviour and Discipline procedure and the schools Complaints procedure for details.

## **SANCTIONS**

Circumstances to be considered in the imposition of sanctions:

In the imposition of sanctions, the school will take into consideration the age of the student, immediate recognition of unwanted behaviour, lack of intent, the existence of provocation, the state of necessity, self defence, history and background of the student.

The school will also take into account premeditation, repeatedness of the offence, damages, injuries or offences caused (particularly to younger students or new students to the school), involving discrimination based on race, sex, personal convictions or any other personal or social conditions.

As a result of inappropriate behaviour, a student may be recommended to talk to a psychologist/counsellor known by the school.

### **Minor Offences**

Verbal admonishment by the teacher, tutor, subject coordinator or Head of School.

Loss of time during lunchtime or break.

Changing desk in class.

Perform a task that helps the class or school community.

Any other sanction deemed suitable by the teacher in regard to the circumstances of the case and the student.

### **Serious Offences**

Verbal admonishment by the teacher, tutor, subject coordinator, Head of Key Stage or Head of School.

A note made in the student's homework diary.

The tutor completes an "Incident Report Form".

Loss of several breaks.

Changing desk in class.

The student is sent to talk to the Head of Key Stage or Head of School.

Performing tasks to help the class or school community.

Students are put on "Report" with set objectives to achieve.

Students continue their studies in internal isolation.

Students are not allowed to participate in specific activities of the school - for example, excursions, events, activities etc.

Being put in after school Senior detention with the Head of School.

Any other sanction deemed suitable by the teacher or the school in response to the circumstances and student.

#### Very Serious Offences

The student continues their studies in isolation.

One or more of the sanctions for serious offences and also temporary suspension from the school.

For repeated offences or in the case of continued disruptive behaviour where the student does not respond to the support and sanctions, as above. The Head of School, in accordance with Article 11 number 7, has the right to advise parents that their child will no longer be able to attend Wingate School.

Permanent exclusion from the school.

Any other sanction deemed suitable by the school taking into consideration the offence.

#### SCHOOL FEES AND CHARGES

The fees and other charges shall be paid termly in advance during the first ten days of each term.

The delay in payment of fees is subject to a surcharge of 5%. Non-payment of fees will result in the child being removed from the class list and their place being offered to the next child on the waiting list. Fees increase by a small percentage each year to take into account any additional incurred running costs to the school including the national interest rates (IPC).

The delay to provide the required paperwork for your child's admission within the four months from your initial applications will incur a late fee of 160€. It's important to adhere to the specified deadline to avoid these charges.

Parents will be advised of this 4 months before the start of the academic year; it comes into effect via the school website and end of year newsletter.

No payment will be refunded if the student does not attend school, whatever the cause. This also applies to transport and catering.

A deposit will be paid on acceptance and held until the child leaves. In order to reclaim the deposit parents must give written notice of leaving. For children leaving school at the end of the Autumn Term (ie in December) parents must advise the school by October 10th. For children leaving school at the end of the Spring Term (ie at Easter) parents must advise the school by January 30th. For children leaving at the end of the Summer Term parents must advise the school by May 7th.

Parents who remove their child during the term without prior notice and having not paid the required fees, will incur a "pro-rata" for the time they have attended the school, losing all rights to the return of the deposit.

The cost of books, supplies and Insurance for the EYFS and Primary students are included in the price. Year 5, Year 6 and all senior students are obliged to purchase a Chromebook from the school before commencing, payment to be made in advance.

All Chromebook purchases must be made through the school.

The Chromebook package includes a 4 year agreement with a technical support company in Santa Cruz to provide a temporary repair and replacement service to minimise any disruption to the education of the students. The warranty covers manufacturing defects but not repair costs to devices that have been mistreated. The warranty is not a guarantee.

The condition of a students' Chromebook is entirely theirs (and the parents) responsibility. Each device will need to be replaced and updated at the end of the 4 year agreement i.e. a student purchasing a Chromebook in Year 5 will need to purchase a new device from school in Year 9. It is compulsory for parents to replace their child's device with a new Chromebook purchased from the school and payment will be required in advance of the purchase. This also applies to a student's Chromebook broken and deemed not fit for purpose.

No alterations or personalisation of the device can be made as this will have an effect on the warranty i.e. stickers or graffiti.

A suitable bag should be purchased for the safekeeping and transportation of the chromebook.

When a student leaves the school there is a fee of 45€ to arrange to clear the device from safety blocks on the internet.

The school trips, cultural visits and excursions are an additional cost met by the parents and are compulsory unless a medical note is provided. An annual fee will be charged for Excursions at the beginning of the Autumn Term to cover the costs of 2 compulsory trips during the academic year.

In Years 10, 11, 12 and 13 the IGCSE, AS & A2 exams are charged over and above school fees. Students should consider it mandatory to sit all exams in all subjects they have studied.

The subject exams taken are decided by the school based on an individual student's academic ability. Particularly at IGCSE level, parents will be advised well in advance if the school considers that a student would not benefit from sitting a particular subject exam. In Year 11, 12 & 13, the fees for the full academic year will be charged, irrespective of whether students choose to prepare for exams at home during study leave. During study leave, attendance is not compulsory except if a teacher pre-arranges a revision lesson. If accepted into Wingate School, students whose level of English is not sufficiently developed to successfully pursue an education in this language, will be required to provide extra classes in English outside the normal school hours, for a period of time that the school deems appropriate. In these cases the cost of the extra support lessons will be met by the parents. Parents who refuse this support will be considered to be in breach of the T&C's and the school can withdraw the offer of a place in Wingate School. (Refer to Duties of Parents & Guardians point 31 b and to Rights of Parents point 2).

### **INFORMATION REGARDING HOMOLOGACIÓN**

Homologación is the recognition by the Spanish authorities that a benchmarked level of Secondary education, Spanish language and Spanish studies has been achieved. The importance of Homologación, the requirements and process will be explained to all students.

Homologación is equivalent to:

Year 11 = 4º ESO (Educación Secundaria Obligatoria)

Year 13 = Bachillerato

What you need to qualify for Homologación at the end of Year 11:

4 (I)GCSEs with grade C or higher (this can include Spanish IGCSE)

You must pass the Spanish\* and Social Sciences internal examinations, which are based on the Spanish curriculum. The Spanish curriculum is only taught in Set 1 Spanish. These examinations are inspected and validated by the Spanish authorities.

\* The Spanish result at IGCSE does not guarantee you a pass in the Spanish curriculum examinations

\* Social Science is compulsory for Spanish National children

Homologación is required at the end of Year 11 if students wish to continue onto Spanish Bachillerato and some higher level vocational qualifications.

What you need to qualify for Homologación at the end of Year 13

The Homologación certificate from Year 11

5 GCSEs with grade C or higher

2 A levels\* at grade E or higher or 2xAS and 1xA level with grade E or higher

\* Spanish is not a compulsory subject and there are no Social Sciences studies in the Sixth Form

Homologación is required at the end of Year 13 if students wish to continue onto Spanish vocational qualifications at a higher level although it is not required for entry into a Spanish University.

What are “Social Sciences”?

Social Sciences is the Geography and History from the Spanish curriculum.

In Years 7, 8 and 9 Social Sciences lessons are on the school timetable and taught in English.

In Years 10 and 11, these lessons are taught in Spanish to the Set 1 Spanish Group and is compulsory for all students with Spanish nationality and optional for other nationalities who wish to obtain Homologación. This will not affect their other (I)GCSE subjects.

### **VERY IMPORTANT INFORMATION**

If a student does NOT wish to study Social Science in Year 10 and 11 then it will not be possible for them to obtain Homologación. Studies at Wingate School will not be validated by the Spanish authorities and consequently the student will be unable to attend further education via the Spanish system.

### **DATA PROTECTION**

Parents and guardians may exercise their rights of Rectification, Cancellation or Opposition by sending a written request to: C / Mirador del Cumbrita No. 10, Cabo Blanco 38627, Tenerife, Spain or by sending an email to [protecciondedatos@wingateschool.com](mailto:protecciondedatos@wingateschool.com) indicating "Data Protection" in the subject and provide the school office with your original NIE/DNI or Passport.

For further information on the Privacy notice for Parents and Guardians please refer to the General Data Protection Regulation Policy on the Homepage of the Wingate School website.

**JURISDICTION:** Both parties expressly agree that for the resolution of any issues that may arise from the execution of this contract, the parties, waiving any other jurisdiction that may correspond to them, expressly adhere to the jurisdiction of the Courts of the judicial district of Santa Cruz de Tenerife.