



KING WILLIAM'S COLLEGE

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# ADMISSIONS GUIDE 2019

A co-educational day and boarding school  
for pupils from the age of four to 18.



THE BUCHAN SCHOOL

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# WELCOME TO KING WILLIAM'S COLLEGE AND THE BUCHAN SCHOOL

## *An Island Education for a Global Future*

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

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

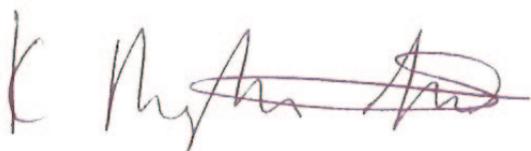
Our External Relations Team has helped many families through this process and we hope you will also come and visit our School. We would be delighted to arrange a comprehensive tour and for you to meet our Principal, Senior Leadership Team and key members of staff, at a time that is convenient for you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

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

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

We look forward to welcoming you to our School.

With best wishes,



Kara Hughes-Jones  
*Head of External Relations*

*Telephone: +44 (0) 1624 820110*

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

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

## ADMISSIONS PROCESS

After requesting your prospectus pack, we would recommend that families interested in joining the School arrange a visit – only then can you get a true feel for just how much the College and the Buchan have to offer. However, if a visit is not convenient, please contact the External Relations Office to arrange a Skype interview with the School.

### Visits

Prospective pupils and their families are always welcome to make an individual appointment to visit the School. You will be taken on a tour and meet the Principal or Head of the Buchan and other academic staff, as appropriate. We can also arrange for you to meet specific members of staff, such as boarding and Heads of Department for subjects of particular interest.

### Taster Days and Overnight Stays

Once a family has visited us, they can arrange a taster day or overnight stay for their child in one of our boarding houses – School House for girls and Colbourne House for boys. Taster days are the perfect way to experience life at the College and Buchan on a School day, and can be arranged any time during the academic year. Your son or daughter will be teamed up with a 'buddy', who will introduce them to other students and our teachers, and they will attend lessons, sport and other activities. Once a taster day or overnight stay has been arranged, please complete and return the Medical Questionnaire included at the back of this guide.

### Open Days

King William's College and The Buchan School hold Open Events in May and October. Prospective students and their families are invited to attend and enjoy a pupil-led tour. All Departments will be open and there will be an address by the Principal/Head of the Buchan and a variety of exhibitions on display.

### Registering Your Child

Once you have decided that you would like your child to attend the School, please register them with the Admissions Registrar by filling in the Registration Form at the back of this guide and paying the £100 registration fee. The Form must be signed by all who have parental responsibility for the applicant. This will ensure your child's name is included in the provisional entry lists. At this point we would also ask that further information is provided, including proof of identity and nationality, such as a copy of a passport or birth

certificate, and medical information. We would recommend early registration where possible.

**For any questions regarding admission to King William's College and The Buchan School or to arrange a visit, taster day or overnight stay, please contact the External Relations Office at [admissions@kwc.im](mailto:admissions@kwc.im) or +44 (0) 1624 820110.**

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## ENTRY REQUIREMENTS

There is no formal assessment procedure for entry into King William's College and The Buchan School and students can join the School at most stages. All pupils wishing to attend the School are invited for a visit and/or taster day and to meet the Principal or Buchan Head.

### NURSERY

The Buchan Nursery is run by Hopes and Dreams and is an integral part of The Buchan School. It offers a teacher-led curriculum, which provides learning opportunities in the two years before a child starts school, as well as a play-based setting providing for the social, emotional and intellectual development of the child. Access to the Nursery is available all year round or during term time only. Applications can be made by contacting +44 (0) 1624 820497.

### PREP SCHOOL

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

Students may join The Buchan School between the ages of 4 and 11. A full report from the Head of your child's current school is required for all pupils. The firm offer of a place follows receipt of this satisfactory report and a meeting and tour of the School with the Buchan Head.

### SENIOR SCHOOL

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

It is usual for pupils to move from our junior school to our senior school. In all other cases a full report from the Head of your child's current school and a meeting with the Principal is required. The firm offer of a place will follow shortly after. Scholarships and Awards are available for Lower Fourth students (see next section).

#### Sixth Form (Year 12 and 13)

All candidates seeking entry to Sixth Form to study the International Baccalaureate Diploma will be required to pass six IGCSEs at grade C or above, or equivalent. Current school reports and a personal statement must

also be received before a visit can be organised. The formal offer of a place, if applicable, follows very shortly.

### **International Students**

Overseas students are welcome to visit the School at any time, but preferably during term time. Short English and Maths tests may be taken by applicants on the day of their visit. If a visit is not possible, a Skype interview with the Principal can be arranged. Current school reports and a personal statement must be received prior to the visit or interview.

### **Guardianship**

We feel regular contact and communication with parents are vital to encourage all pupils to maximise their potential. For parents of overseas pupils, face-to-face contact with staff is often a challenge. For this reason we require all pupils from countries outside the EU/EEA to have a guardian to act in loco parentis in certain circumstances, but primarily to act as a link between College, the pupil and the parents. Parents who experience difficulty with the appointment of a guardian are asked to contact the External Relations Office, which can provide details of a number of reputable guardian agencies. If a guardian is required, the School's Guardianship Terms and Conditions Nomination and Agreement Form should be completed. Please contact the External Relations Office to receive this form.

### **Visas**

International pupils looking to join King William's College may require a Visa. Please contact our External Relations Office at the earliest opportunity so they can provide guidance on the Tier 4 Visa application process. Although the School can support you in this process, the responsibility for obtaining a Visa remains with parents, as any application must be instigated in the pupil's home country.

### **Fluency in English**

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

### **Course of Instruction**

The Principal will determine the particular course of instruction of each pupil, having regard to his or her

ability, attainments and destined career. In certain cases, extra tuition is allowed, for which a charge is made.

### **Special Needs**

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

We ask parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School on enquiry, so that the School can make adequate provision for them. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

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

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

### **Religious Beliefs**

King William's College and The Buchan School is a Christian foundation and has a designated Church of England (Anglican) character. The School does not select for entry on the basis of religious belief, but applicants should be aware that all pupils are expected to attend Chapel services and assemblies. Our kitchens can provide for special dietary requirements.

### **Conditions of Entry**

Admission to the School requires the acceptance by both parents, except in the case of single parents, of the "Parent Contract". This is included in this Guide and parents are asked to read the contract carefully. The acceptance of these terms is required by signature within the Registration Form.

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## SCHOLARSHIPS AND AWARDS

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

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

All Scholarships and Awards are won in open competition and are awarded solely on merit. Each Scholarship and Award is held from 1st September of the year of entry until the Scholar leaves the College, provided the pupil's work and conduct continue to be of the highest standard.

If a candidate applies for more than one Scholarship or Award the maximum reduction offered will not exceed 20% of the tuition fee. All Scholarships and Awards can be underpinned by bursary assistance (described overleaf) if the financial circumstances of the individual family necessitate it.

For more information or to apply for a Scholarship or Award please contact the External Relations Office.

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## HOW TO APPLY

To apply for a place at King William's College and The Buchan School please complete the Registration Forms at the back of this booklet and return to:

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

**Tel: +44 (0) 1624 820110**

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

Please include the following with the application:

- Registration fee of £100.
  - The candidate's latest school report from their current Head.
  - A copy of the candidate's passport or birth certificate.
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# FEES AND FINANCIAL INFORMATION

2019/2020 Fees

	KING WILLIAM'S COLLEGE				THE BUCHAN SCHOOL	
	Sixth Form Tuition	Fifth Form Tuition	Fourth Form Tuition	Boarding Full Fee	Form 1 - 4 Tuition	Pre-Prep 1 - 3 Tuition
<b>Annual</b>	<b>£23,250</b>	<b>£20,250</b>	<b>£18,250</b>	<b>£11,000</b>	<b>£12,750</b>	<b>£9,986</b>
Autumn	£9,300	£8,100	£7,300	£4,400	£5,100	£3,994
Spring	£6,975	£6,975	£5,475	£3,300	£3,825	£2,996
Summer	£6,975	£6,975	£5,475	£3,300	£3,825	£2,996

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

## Deposit

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

## Fees

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

## Weekly and Flexi Boarding

A flexible boarding option is often useful for pupils.

### Weekly

Sunday to Thursday (per week)	£250
Monday to Thursday (per week)	£208

### Flexi

Two to three consecutive nights (per day)	£55
Day rate	£70

## Music, Speech and Drama Private Tuition

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

## Per Term

Individual Lessons	£175
Small Groups	£87.50

## English as a Second or Other Language (ESOL)

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

## Additional Charges

Additional amounts are charged for various items, such as CCF, technology supplies beyond basic provisions, certain extracurricular activities, such as sailing and off-Island trips. A list of all additional charges is provided on joining and annually thereafter.

## Surcharges

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

## Fee Increase

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

### **Notice of Leaving**

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

### **Barrovian Alumni**

The King William's College Society, established in 1889, admits College and Buchan pupils for life. Benefits of membership include a digital copy of the Barrovian magazine each year and the option to request a hard copy, regular news updates, invitations to alumni events providing opportunities to socialise and network, invitations to select School events, eligibility to apply for our Internship Scheme, access to our Mentoring Programme, the option to become an Alumni Ambassador or Year Group Rep, parent membership of the Past Parents' Association and the opportunity to be married in the Chapel of St Thomas.

The existence of our active alumni community is a testament to the loyalty and affection former pupils have for the School. We currently have around 4,500 alumni in our records, living in 77 countries over six continents and in a range of careers. Many of them stay connected with us and enjoy the continued contacts and friendships made during their School days.

### **Bursaries**

Bursary requests are considered on a case-by-case basis. Applications are means-tested and reviewed annually and focus on the financial circumstances of the family. Bursaries are normally limited to a range of 10% to 30% of the day tuition fees.

### **Assisted Places Scheme**

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

groups and all candidates must be registered with the School before they can apply.

### **Sibling Policy**

Most siblings join us at King William's College and The Buchan School. The first sibling of a student already in the School will receive a 10% fee discount; other siblings will receive a 30% fee discount.

### **Children of Clergy Policy**

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

### **Services Policy**

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

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# THE BUCHAN SCHOOL

## CURRICULUM

The Buchan School's curriculum is exciting and unique. It offers pupils the opportunity to concentrate on academics whilst also having access to our unique Buchan Badge and Buchan Baccalaureate curriculum.

At the Buchan, we place a particular emphasis and an increased amount of teaching time upon the core subjects Mathematics, English and Science. The curriculum is supported by a team of specialist teachers, who have access to a range of dedicated facilities.

Pupils in the Nursery are located in a purpose built area and their curriculum is led by a fully qualified Early Years teacher and a team of nursery assistants.

In the Pre-Prep Department, pupils are taught by their class teacher in small groups with specialist teachers for Art, Drama, Physical Education, Music and Modern Foreign Languages.

Pupils in our Prep Department follow a separate timetable, which allows them access to a range of specialist teachers across the whole curriculum. All pupils have access to a well-stocked library as well as internet access to support their studies. Support staff include an IT technician to improve access to provision.

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

### **The Buchan Badge**

The Buchan Badge programme gives the opportunity to study an enhanced curriculum, combined with the opportunity to learn new skills. It encompasses and reflects the ideals of the School's well-established and respected extracurricular programme to provide a unique opportunity. Pupils take part in a number of six week modules, which include outdoor activities (orienteeing and camp craft), cookery, nautical skills (kayaking and sailing), theatre art, enterprise and IT (coding and programming).

The programme promotes the development of vital key skills. It provides learning opportunities which

encourage pupils to investigate, create, develop, evaluate and communicate.

### **The Buchan Baccalaureate**

Pupils in Form 2 and Form 4 achieve their Buchan Baccalaureate. This is an overarching qualification which takes into account achievement and effort in all areas of the curriculum, including Buchan Badge. Our children are happy and inquisitive, they learn how to solve problems for today and skills for tomorrow.

### **Extended Learning and Homework Policy**

At The Buchan School we use homework time to:

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

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

**Pre-Prep 1** (*Reception*) – up to 10 minutes per day listening to others read.

**Pre-Prep 2 and Pre-Prep 3** (*Year 1 and 2*) – 10 minutes per day literacy work. Numeracy to include number-based activities.

**Form 1 and Form 2** (*Year 3 and 4*) – 10 to 20 minutes per day.

**Form 3 and Form 4** (*Year 5 and 6*) – 25 to 30 minutes per day.

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

**Numeracy** – number games and tasks, learning timetables, alongside more challenging activities set for Prep pupils.

### **Extracurricular Learning**

A varied extra-curricular programme is designed to support and extend opportunities for learning in the School. Activities are timetabled between 3.45pm and 4.30pm and are led by teachers and sports coaches. Pupils can choose from a different set of activities

each term. Pupils can take part in an unlimited number of activities within their age range. Activities include Latin, chess, beekeeping, walk and talk, classical civilisation, strategic board games, numerous sport and homework (prep) clubs – to name just a few!

## THE SCHOOL DAY

### Pre-Prep

8am - School opens. Optional Breakfast Club  
8.20am - Children welcomed onto the playground  
8.30am - Morning registration  
8.45am - First morning session or assembly  
10.20am - Mid-morning break  
10.40am - Second morning session  
12pm - Lunch break  
1.05pm - Afternoon registration  
1.10pm - First afternoon session  
2.10pm - Afternoon break  
2.30pm - Second afternoon session  
3.30pm - School day ends  
3.30 - 4.30pm - After-school activities  
3.30 - 5.30pm - Optional After-school Club  
5.30pm - School closes

### Prep

8am - School opens. Optional Breakfast Club  
8.20am - Children welcomed onto the playground  
8.30am - Morning registration  
8.45am - Assembly/Form time  
9.10am - Morning lessons  
10.55am - Morning break  
11.25am - Morning lessons  
12.35pm - Lunch break  
1.45pm - Afternoon registration  
1.50pm - Afternoon lessons  
3.35pm - School day ends  
3.35 - 4.30pm - After-school activities  
3.35 - 5.30pm - Optional After-school Club  
5.30pm - School closes

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## KING WILLIAM'S COLLEGE CURRICULUM

Academic excellence lies at the heart of King William's College. A highly qualified and enthusiastic staff, combined with an average class size of 15 (10 in the Sixth Form), ensures that all pupils are inspired and given the individual support they need to achieve success.

In the Fourth Form and Lower Fifth (Year 7 to 9) we broadly follow the requirements of the National Curriculum, except we encourage all pupils to study two languages and from the Lower Fifth, the sciences are taught as three separate subjects. Progress is monitored through regular assessments and internal exams are held once a year for the Fourth Form and twice from the Lower Fifth onwards. Most pupils go on to take 10 subjects at IGCSE and, in addition to the core subjects, there is a wide range of options. This provides a strong foundation for the Sixth Form, where all students study the International Baccalaureate Diploma. Students in all year groups follow a programme of Personal, Social and Health Education (PSHE).

Exam results are consistently high and far above the national average. Over 95% of our students proceed to higher education each year both in the UK and abroad and students regularly gain places at the very best universities including Oxford and Cambridge.

### Lower Fourth and Upper Fourth (*Ages 11 and 12*)

- Art
- Design Technology
- Drama
- English
- French
- Geography
- History
- ICT
- Mathematics
- Music
- Physical Education
- Religious Studies
- Science
- Spanish or Latin
- STILL Skills (U4)

### Lower Fifth Form (*Age 13+*)

- Art
- Biology
- Chemistry
- Design Technology
- Drama
- English
- French
- Geography
- History
- Mathematics
- Music
- Physical Education
- Physics
- Religious Studies
- Spanish or Latin

## Middle and Upper Fifth Form (*Age 14+*)

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

- English
- English Literature
- French or Spanish or Latin
- Mathematics
- Physics
- Chemistry
- Biology

In addition, pupils choose three option subjects, one from each block. The blocks are constructed each year depending on the pupils' preferences and will consist of the following subjects: Art, Business Studies, Computer Science, Design Technology, Drama, French, Geography, History, Music, PE and Photography.

The RS GCSE is taken at the end of the Middle Fifth and the rest of the subjects are examined at the end of the Upper Fifth.

## Sixth Form (*Age 16+*)

In 2002 King William's College began teaching the International Baccalaureate Diploma for the first time. Since then more than 800 students have studied the Diploma with us and we have become one of the largest and most successful IB schools in the British Isles. We believe that it is an excellent preparation for both university and life beyond and it is the only qualification we offer in the Sixth Form.

The IB Diploma Programme is a balanced programme of education that combines both breadth and depth of study. It places a strong emphasis on critical thinking skills and promotes a sense of international-mindedness. The programme is taught over two years and is recognised by all UK universities and by most leading universities around the world.

Students study six subjects, normally three at higher level (HL) and three at standard level (SL). They choose one subject from each of Groups 1 to 5, which includes English, Languages, the Humanities, Science and Mathematics. The sixth subject may be an Arts subject chosen from Group 6 or another subject from Groups 1 to 5.

In addition, the programme has three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding:

- **The Extended Essay:** a 4,000 word piece of independent research, gives students the opportunity to conduct an in-depth study of a topic of interest to them. It introduces them to academic research and is an invaluable preparation for university.
- **Theory of Knowledge:** a course designed to encourage each student to reflect on the nature of knowledge by critically examining different ways of knowing (sense perception, emotion, language, reason, faith, imagination, intuition, memory) and different kinds of knowledge (for example, scientific, artistic, mathematical and historical).
- **Creativity, Activity and Service:** requires students actively learn from the experience of doing real tasks beyond the classroom. Students can combine all three components or do activities related to each one of them separately.

The formal entrance requirement for the Sixth Form IB Diploma is six IGCSE at grade C or above (or the equivalent). This would normally include Mathematics and English. Students are expected to have achieved at least a grade B at IGCSE (or the equivalent) in any subject to be studied at the Higher Level.

Full details are available in the School's Guide to the Sixth Form and the International Baccalaureate, which is available from the Admission's Office and on our website [www.kwc.im](http://www.kwc.im)

## THE WORKING WEEK

Pupils should arrive at School by 8.20am

Registration	8.20 - 8.30am
Lesson 1	8.50 - 09.30am
Lesson 2	9.30 - 10.10am
Lesson 3	10.10 - 10.50am
BREAK	
Lesson 4	11.10 - 11.50am
Lesson 5	11.50 - 12.30pm
Lesson 6	12.30 - 13.10pm
LUNCH	
Registration	2.10 - 2.15pm
Lesson 7	2.20 - 3.00pm
Lesson 8	3.00 - 3.40pm
Lesson 9	3.40 - 4.20pm

Coaches leave 4.30pm

# KWC TERM DATES

## ACADEMIC YEAR 2019 - 20

### AUTUMN TERM 2019

Monday	2	September	Staff INSET
Tuesday	3	September	Staff INSET
Wednesday	4	September	Induction for L4, Pre-IB and L6
Thursday	5	September	KWC Teaching resumes
Friday	18	October	Half term begins at 1620
Monday	4	November	Teaching resumes
Friday	13	December	Term ends at 1230

### SPRING TERM 2020

Monday	6	January	Staff INSET
Tuesday	7	January	Teaching resumes
Friday	14	February	Half Term begins at 1620
Monday	24	February	Teaching resumes
Friday	27	March	Term ends at 1230

### SUMMER TERM 2020

Monday	20	April	Staff INSET
Tuesday	21	April	Teaching resumes
Friday	8	May	VE Day 75th Commemoration Holiday (tbc)
Saturday	23	May	Half term begins after Founders' Day
Monday	1	June	Teaching resumes
Friday	12	June	Senior Race Day Holiday
Friday	3	July	Term ends at 1230

## ACADEMIC YEAR 2020 - 21

### AUTUMN TERM 2020

Monday	7	September	Staff INSET
Tuesday	8	September	Staff INSET
Wednesday	9	September	Induction for L4, Pre-IB and L6
Thursday	10	September	Teaching resumes
Friday	16	October	Half term begins at 1620
Monday	2	November	Teaching resumes
Friday	11	December	Term ends at 1230

### SPRING TERM 2021

Monday	4	January	Staff INSET
Tuesday	5	January	Teaching resumes
Friday	12	February	Half Term begins at 1620
Monday	22	February	Teaching resumes
Friday	26	March	Term ends at 1230

### SUMMER TERM 2021

Monday	19	April	Staff INSET
Tuesday	20	April	Teaching resumes
Saturday	29	May	Half term begins after Founders' Day
Monday	7	June	Teaching resumes
Friday	11	June	Senior Race Day Holiday
Friday	2	July	Term ends at 1230

# THE AIMS OF KING WILLIAM'S COLLEGE AND THE BUCHAN SCHOOL (“THE SCHOOL”)

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

In this context our aims can be stated as follows:

## **A SENSE OF COMMUNITY.**

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

## **ACADEMIC RIGOUR.**

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

## **FOCUS ON THE INDIVIDUAL.**

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

## **OPPORTUNITY.**

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

# PARENT CONTRACT - TERMS AND CONDITIONS

## 1. DEFINITIONS

(a) In these terms and conditions

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

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

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

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

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

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

**"IB"** means International Baccalaureate;

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

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

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

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

**"School Rules"** means the rules of the School, as those rules may be amended from time to time.

Parents will be given notice of such amendments;

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

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

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

**"We"** or the **"School"** means King William's College, registered charity number 615, a company incorporated in the Isle of Man under number 52022C, which trades as King William's College and The Buchan School;

**"You"** or the **"Parents"** means each person who has signed the Registration Form as parent, stepparent or guardian of a child or a person who, with the School's written consent, replaces a person who has signed the Registration Form.

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

## 2. REGISTRATION AND DEPOSIT

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

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

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

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

### **3. SCHOOL FEES**

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

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

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

If your child has been or is awarded a scholarship or bursary, your liability will be for the amount of fees

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

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

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

**(f)** The fees will be reviewed from time to time (usually annually) and may be increased by such amount as the Governors consider reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

**(g)** Fees comprise a comprehensive annual charge, paid on a termly basis, and no reduction is given for Upper Sixth Form Final Year IB students leaving after half-term in the summer term.

**(h)** Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise. In the event that your child takes study leave at home before or during public

examinations or stays at home following those examinations no reduction of fees will be made in respect of such periods spent at home.

#### **4. NOTICE REQUIREMENTS**

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

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

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

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

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

#### **5. SCHOOL RULES**

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

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

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

#### **6. DISCIPLINARY PROCEDURES**

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

**(b)** The Principal has absolute discretion to require you to remove or to suspend or, in serious or persistent cases, to expel your child if the behaviour of you or any/either of you is, in the opinion of the Principal, unreasonable and affects or is likely to affect adversely the child's or other children's progress at the School or the well-being of School's staff, is likely to bring the School into disrepute or where relations between you and the School have broken down.

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

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

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

#### **7. THE SCHOOL'S OBLIGATIONS**

**(a)** Subject to these terms and conditions, the School

undertakes to accept your child as a pupil of the School from the time of joining the School until he or she ceases to be a pupil. However, the School shall not be obliged to permit your child to enter the Sixth Form at King William's College unless satisfied that it is appropriate to do so having regard to his or her academic attainments and all other relevant circumstances. The School may make a decision as to whether your child may join the Sixth Form at King William's College after the results of IGCSE or equivalent examinations are known, and may make entry to the Sixth Form conditional upon the results of such examinations.

**(b)** While your child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on School premises or is participating in activities organised by the School.

**(c)** In order to fulfil our obligations, we need your co-operation, in particular by: fulfilling your own obligations under these terms and conditions; encouraging your child in his or her studies, and giving appropriate support at home; keeping the School informed of matters which affect your child; maintaining a courteous and constructive relationship with School staff; and attending meetings and otherwise keeping in touch with the School where your child's interests so require.

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

**(e)** If your child requires urgent medical attention while under the School's care, we will if practicable attempt to obtain your prior consent. However, should we be unable to contact you, you agree that we are authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

**(f)** Our prospectus describes the broad principles on which the School is presently run and is believed to be

correct at the time of printing. However, from time to time it may be necessary to make changes to any aspects of the School, including the curriculum, and we reserve the right to do so. For this reason, please notify the School if there is anything of particular importance to you contained in the prospectus, as it may be that recent changes are not reflected in the current version. We will give parents notice of any changes at the School including changes in the curriculum that we regard as significant to your child prior to the end of the penultimate term before the change is to take effect, and where practicable will consult with parents on such changes.

**(g)** We shall monitor your child's progress at the School and produce regular written reports. We shall advise you if we have any concern about your child's progress but we do not undertake to diagnose dyslexia or other specific conditions. A formal assessment can be arranged either by you or by the School at your expense. You may be asked to withdraw your child without being charged fees in lieu of notice if in the opinion of the Principal the School cannot provide adequately for your child's special educational needs.

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

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

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

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

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

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

(e) We cannot accept any responsibility for the welfare of your child while off the School premises unless he/she is taking part in a School activity or otherwise under the supervision of a member of the School staff.

(f) If you have cause for concern as to a matter of safety, care, discipline or progress of your child you must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure.

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

(h) It is the responsibility, where appropriate, of the parent/guardian of students to obtain the correct Tier 4 Child Student Visa to cover the duration of their education at KWC. Help in obtaining the required CAS (Confirmation of Acceptance for Studies) number is available through the External Relations Office. It is also the responsibility of the parent/guardian to obtain the necessary visa for any School trips. Any costs incurred for visas are chargeable. A copy of the Visa should be sent to the External Relations Office for our records.

## **9. INSURANCE**

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

## **10. CONFIDENTIALITY AND REFERENCES**

(a) You consent to our supplying information and a reference in respect of your child to any educational institution (including a further education institution) which you propose your child may attend. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude for certain courses and character is fair. However, we do not accept any

liability for any loss you are or your child is alleged to have suffered resulting from opinions reasonably given in or correct statements of fact contained in any reference or report given by us.

(b) You consent to us making use of information relating to your child whilst he or she is at the School and after he or she has left for the purposes of managing relationships between the School and current pupils, providing references and communicating with the body of former pupils.

## **11. PHOTOGRAPHY OF PUPILS**

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

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

## **12. INTELLECTUAL PROPERTY RIGHTS**

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

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

For the purposes of constitutional changes to the School or amalgamation we reserve the right to transfer the undertaking of the School to any other natural or legal person, and to assign the benefit of this contract in connection with any such transfer, and/or to amalgamate the School with any other educational institution. Where appropriate we will inform and consult with all parents in relation to such changes.

## **14. TERMINATION**

(a) The School shall be entitled to terminate this agreement forthwith by notice in writing to you and without prejudice to its other remedies and without any obligation to return any deposit or fees paid to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the same within 14 days of a notice from the School requiring

it to be remedied (including for the avoidance of doubt persistent non-payment of fees or charges or material default under these terms and conditions).

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

## **15. FORCE MAJEURE**

**(a)** In this agreement "force majeure" shall mean any cause beyond a party's control (including for the avoidance of doubt strikes, other industrial disputes, act of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).

**(b)** In the event of a force majeure arising which prevents or delays the School's performance of any of its obligations under this agreement, the School shall forthwith give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the School will have no liability in respect of the performance of such of its obligations as are prevented by the force majeure while it continues. The School shall use its best endeavours during the continuance of the force majeure to provide educational services.

**(c)** If the School is prevented from performance of its obligations for a continuous period greater than four months, the School shall notify you of the steps it shall take to ensure performance of the agreement.

**(d)** In the event of a force majeure which affects your ability to perform any of your obligations under this agreement, you shall give the School notice in writing of the force majeure. You shall not be liable for non-performance of such obligations during the continuance of the force majeure but in the event of the force majeure continuing for more than four months, you must discuss with the School a solution by which this agreement may be performed or you will become so liable.

## **16. COMMUNICATIONS**

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

## **17. DATA PROTECTION**

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

## **18. INTERPRETATION**

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

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

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

## **20. VARIATIONS**

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

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

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

# PAYMENT OF SCHOOL FEES

The School's payment method for fees and additional charges is Direct Debit. Parents who have a suitable UK bank account can opt for either termly or monthly Direct Debits. Overseas parents should pay by termly direct transfer.

## **TERMLY DIRECT DEBIT**

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

## **MONTHLY DIRECT DEBITS**

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

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

Please complete the Direct Debit mandate form overleaf and return to the External Relations Office with the required deposit made payable to "King William's College".

## **OVERSEAS**

Overseas parents, who do not have an appropriate UK bank account, can pay School fees by direct transfer on the first day of each term. The School's bank details are:

Bank:	HSBC, Douglas, IOM
Account name:	King Williams College
Sort code:	401938
Account number:	12795388
IBAN:	GB61MIDL40193812795388
BIC:	MIDLIM21XXX (GB only)
Swift:	MIDLGB22 (Overseas only)

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

## DOCUMENTATION TO BE COMPLETED

Please complete and return to:

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

**Telephone: +44 (0)1624 820110**

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

### PLEASE NOTE:

**We must have received the information listed below for your child  
to start School.**

**Registration Form**

**Copy of Birth Certificate or Passport**

**Previous School Report**

**Medical Questionnaire**

**Direct Debit Form (if applicable - not overseas)**

**Copy of any legal documents i.e. custody order etc. (if applicable)**





# REGISTRATION FORM

PAGE 1 OF 4



## APPLICANT DETAILS

Full Forename(s): .....

Surname: .....

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

Preferred Name: .....

Gender: .....

Date of Birth: .....

Year Group: .....

Proposed Date of Entry: .....

Day  Full Boarding  Weekly/Flexi Boarding

Will you be applying for a Scholarship  Bursary

Assisted Place ?

Current School: .....

Address: .....

.....

Email: .....

Name of Head: .....

Date of Entry: .....

Nationality: .....

Place of Birth: .....

Religion (optional): .....

Is English the applicant's first language? Yes/No

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

Siblings (already at KWC/Buchan or younger):

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

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

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

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

## DETAILS OF ADULTS WITH PARENTAL RESPONSIBILITY WITH WHOM THE APPLICANT CURRENTLY LIVES

**Adult 1 (mother/father/other, please specify):**

.....

Title: .....

Full Forename(s): .....

Surname: .....

Occupation: .....

Home Address:

.....

.....

.....

Days of the week applicant normally resides at this address:

.....

Email: .....

Tel (Home): .....

Tel (Work): .....

Tel (Mobile): .....

**Adult 2 (mother/father/other, please specify):**

.....

Title: .....

Full Forename(s): .....

Surname: .....

Occupation: .....

Home Address:

.....

.....

.....

Days of the week applicant normally resides at this address:

.....

**PLEASE COMPLETE OVERLEAF**

**REGISTRATION FORM PAGE 2 OF 4**

Email: .....  
 Tel (Work): .....  
 Tel (Mobile): ..... Days of the week applicant normally resides at this address:  
 .....

**Are there any other adults with whom the applicant currently lives with, apart from the one(s) listed overleaf. Yes/No If 'Yes', please give details:**

Email: .....  
 Tel (Home): .....  
 Tel (Work): .....  
 Tel (Mobile): .....

**Adult 3 (mother/father/other, please specify):**

.....  
 Title: .....  
 Full Forename(s): .....  
 Surname: .....  
 Occupation: .....  
 Home Address:  
 .....  
 .....

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

**Are both birth parents named on child's birth certificate?**  
 Yes  No

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

**Parental Responsibility**

Email: .....  
 Tel (Home): .....  
 Tel (Work): .....  
 Tel (Mobile): .....

Adult 1   
 Adult 2   
 Adult 3   
 Adult 4

**Adult 4 (mother/father/other, please specify):**

.....  
 Title: .....  
 Full Forename(s): .....  
 Surname: .....  
 Occupation: .....  
 Home Address:  
 .....

**Marital Status of Parents**

	at child's birth	current status
Married	<input type="checkbox"/>	<input type="checkbox"/>
Separated	<input type="checkbox"/>	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	<input type="checkbox"/>
Widow(er)	<input type="checkbox"/>	<input type="checkbox"/>
Partners (not married)	<input type="checkbox"/>	<input type="checkbox"/>
Separated (never married)	<input type="checkbox"/>	<input type="checkbox"/>
Single	<input type="checkbox"/>	<input type="checkbox"/>

**Is there a Care and Control Order or Residential**

**Order in place for the applicant?** Yes/No

*If 'Yes' name the person who holds the Care Order.*

.....

**If the natural parents of the applicant are no longer together, please provide the name and address of the estranged parent.**

Full Name: .....

Address: .....

.....

**Is the estranged parent the second contact?** Yes/No

**Is there anyone else whose consent is required prior to the pupil attending the School?** Yes/No

*If 'Yes', please give details in a covering letter.*

**PAST PARENTS' ASSOCIATION**

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

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

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

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

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

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

**LEARNING SUPPORT**

Please state any special educational requirements, emotional or behavioural needs or medical problems. You must send us relevant educational or clinical psychologists' reports, and explain what additional support the applicant currently receives at school. Educational, physical, behavioural or other special needs do not preclude application for a place. Each such applicant for entry will

be individually considered to determine whether sufficient reasonable adjustments are needed and reasonable aid required, to enable them to thrive (*continue in a covering letter if necessary*).

.....

.....

.....

.....

**DECLARATION**

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

We request that the above named applicant be registered as a prospective pupil AND confirm payment of the non-refundable registration fee of £100.

We understand that:

1. Registration of our child as a prospective pupil does not secure our child a place at the School, but does ensure that our child will be considered for selection as a pupil at the School;
2. The School may process personal data about our child, including sensitive personal data, such as medical details, for the purpose of administering its list of prospective pupils and administering its selection procedures, and we consent to the processing of our child's personal data for these purposes;
3. In the event that our child is offered a place at the School, such an offer will be subject to the School's terms and conditions for the provision of educational services, which will bind us in the event that we accept the place;

**REGISTRATION FORM PAGE 4 OF 4**

4. A deposit is payable on acceptance of a place. The deposit is **£1,000 for day pupils and £1,500 for full boarding pupils**. This will be credited to the final account, but is non-refundable if the place is not subsequently taken up or if the child does not complete one full term;
5. We, the signatories, as below, will be jointly and severally liable for payment of the school fees.

**Adult 1 Signature:**

.....

Date: .....

**Adult 2 Signature:**

.....

Date: .....

**PAYMENT METHODS**

Please confirm the payment method you wish to use to pay:

**REGISTRATION FEE OF £100:**

Debit Card

Bank Transfer

*For debit card or bank transfer payments, please contact the Bursary on +44 (0) 1624 820424.*

**SCHOOL FEES:**

Monthly Direct Debit

Termly Direct Debit

Bank Transfer First Day of Term

Please complete the Direct Debit Form within this Guide.

**This form together with the £100 registration fee, a copy of your child's passport or birth certificate, latest school report and any legal documents i.e. custody order etc. (if applicable) should be sent to:**

The External Relations Office, King William's College, Castletown, Isle of Man, IM9 1TP  
Tel: +44 (0) 1624 820110 Email: admissions@kwc.im



# MEDICAL QUESTIONNAIRE

To be completed by Parent/Guardian



## PUPIL

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

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

Home Address .....

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

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

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

### 1st Emergency Contact

Name ..... Relationship to Pupil .....

Address .....

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

### 2nd Emergency Contact

Name ..... Relationship to Pupil .....

Address .....

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

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

.....

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

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

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

Is there any known sensitivity to drugs? YES  NO

If yes, please give details .....

Are there any medical conditions? YES  NO

If yes, please give details .....

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

.....

Is your child taking regular medication? YES  NO

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

.....

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

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

Is your child covered by private medical insurance? YES  NO

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

PLEASE COMPLETE OVERLEAF

**Has your child had any of the following infections?** If yes, please state which year:

Measles .....	Whooping Cough .....	Chicken Pox .....
Mumps .....	Glandular Fever .....	Any other .....
Rubella (German Measles) .....	Rheumatic Fever .....	

**Has your child been inoculated against the following conditions?** If yes, please give date of last injection and attach any records of vaccinations if available.

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

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

If yes, do you give consent for your child being administered an Epipen as prescribed should they have an anaphylactic shock? YES  NO

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

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

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

**FOR PUPILS WITH ASTHMA ONLY**

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

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

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

**FOR BOARDING PUPILS ONLY**

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

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

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

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

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

Signed: .....

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