



Short Courses

English Plus and Intensive Academic Courses in Spring and Summer
For students aged 12-17





WELCOME TO MILL HILL THE PERFECT SETTING FOR LEARNING AND ENJOYMENT.



Emma Jennings
Director of International
Pupil Recruitment

Located in beautiful parkland, just 30 minutes from Central London, Mill Hill's short courses in both spring and summer provide the perfect setting for learning and enjoyment.

Our courses are aimed both at students who will be joining British boarding schools, and at those who wish to sample a British education.

We offer courses to international boys and girls aged from 12 to 17. Our courses combine English Learning with Mathematics and Science or Sport. These core elements are complemented by a varied programme of creative activity classes including Music, Dance, Drama and Art.

Although the focus of our courses is on academic progress, the varied social programme and the exciting range of sports, activities and excursions ensures that students find their time at Mill Hill both stimulating and rewarding.

Set within the campus of internationally renowned Mill Hill School, we are able to offer first rate facilities, including an indoor heated swimming pool, recently refurbished classrooms, comfortable and homely boarding houses and extensive sports facilities.

The safety and wellbeing of our students is of paramount importance, and our suitably trained staff ensure the welfare of students from the moment we meet them at the airport, to the final farewell on departure.

ENRICH BENEFIT FROM LESSONS THAT ARE DESIGNED JUST FOR YOU.

The Mill Hill short courses timetable comprises 15 hours of English per week, with a further 15 hours per week divided equally between creative activity classes and either Mathematics and Science or Sport. Creative activities include Music, Dance, Drama and Art. The wide range of sport options can be found on page 13.

Spring short courses last for one or two weeks while the summer short courses last from two to eight weeks. Our courses enable young learners to consolidate their knowledge of English, whilst gaining an insight into life in a British boarding school.

Our students take a placement test on arrival to test their English level. These levels along with the age and nationality of students will be given consideration when dividing them into classes. Classes typically range from A1 – C2 level, ensuring that there is a suitable class for everyone, from those students at beginner level, through to those with near native competency. Our maximum class size is 12, and lessons take place at the recently refurbished campus of Mill Hill International.



Spring School Timetable

Please note that Spring School runs from Sunday to Sunday and the minimum length of stay is one week.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00–08:45	< BREAKFAST >						
08:45–09:00	< MORNING MEETING IN THE HALL >						
09:00–10:30	English	English	English	Full Day Excursion London River Cruise Picnic in St James' Park Westminster Walking Tour Explore Covent Garden	English	English	Full Day Excursion Cambridge Punting Down the River Cam Walking Tour Explore the City
10:30–11:00	< BREAK >	< BREAK >	< BREAK >		< BREAK >	< BREAK >	
11:00–12:30	English	English	English		English	English	
12:30–13:30	< LUNCH >	< LUNCH >	< LUNCH >		< LUNCH >	< LUNCH >	
14:00–15:30	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport		Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	
15:30–16:00	< BREAK >	< BREAK >	< BREAK >		< BREAK >	< BREAK >	
16:00–17:30	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport				
17:30–17:45	< HOUSE TIME >						
17:45–18:45	< DINNER >						
19:30–21:30	Welcome Activities	The Great British Quiz	Visit Mill Hill	Sports Tournament	Fashion Show	Boys V Girls	Disco
22:00	< HOUSE MEETINGS >						

Summer School Timetable

Please note that Summer School runs from Monday to Monday and the minimum length of stay is 2 weeks. Courses lasting 3,5,6 and 7 weeks are also available on request.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:00–08:45	< BREAKFAST >						
08:45–09:00	< MORNING MEETING IN THE HALL >						
09:00–10:30	English	English	English	Full Day Excursion London Natural History Museum Picnic Lunch in the Museum Grounds Explore Oxford/Regent Street	English	English	Full Day Excursion Visit Christchurch College Picnic in the Meadow Visit Oxford Castle Explore the City
10:30–11:00	< BREAK >	< BREAK >	< BREAK >		< BREAK >	< BREAK >	
11:00–12:30	English	English	English		English	English	
12:30–13:30	< LUNCH >	< LUNCH >	< LUNCH >		< LUNCH >	< LUNCH >	
14:00–15:30	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport		Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	
15:30–16:00	< BREAK >	< BREAK >	< BREAK >		< BREAK >	< BREAK >	
16:00–17:30	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport	Creative Arts, Maths & Science or Sport				
17:30–17:45	< HOUSE TIME >						
17:45–18:45	< DINNER >						
19:30–21:30	English Country Fayre	Visit Mill Hill	Craft Night	Bowling	Bowling	Disco	Challenges Night
22:00	< HOUSE MEETINGS >						



‘I loved every single moment – Activity Leaders, Teachers, everyone that works in the school and the students were lovely and always willing to help.’

Blanka
Slovenia

FOUNDATIONS FOR THE FUTURE

WE HAVE TWO EXCITING PROGRAMMES TO CHOOSE FROM, INTENSIVE ACADEMIC AND ENGLISH PLUS.

Both programmes are designed to provide the ideal preparation either for a UK boarding school education or for continued studies in English.

The balance of course elements offers a formula which is both academically enriching but also great fun. Lessons are learned not only in the classroom, but also through the varied programme of cultural and sightseeing visits, and interaction with other students from a wide range of countries and cultures. Our enthusiastic and welcoming staff ensure that the whole experience is both engaging and rewarding.

Comprising elements of reading, writing, speaking and listening, our English classes focus on encouraging students to put skills they have already

learnt into practice, and to build confidence particularly in active use of the language. We adopt a learner-centred approach, with pair and group work designed to encourage interaction, and to provide a preparation for real life situations, as well as extending the student’s existing knowledge base.

Students leave the course with a report covering all elements of the programme and a certificate of attendance. The report gives an indication of their English level based on the Common European Framework of Reference for Languages (CEFR).

Our short courses build confidence, develop core skills and prepare the foundations for future learning and later life.

ENGLISH PLUS

Suitable for students with any language level

English 15 hours per week

Creative Arts 7.5 hours per week

Sport 7.5 hours per week

INTENSIVE ACADEMIC

Suitable for students with a language level of A2+

English 15 hours per week

Creative Arts 7.5 hours per week

Mathematics/Science 7.5 hours per week

Both programmes include two full day excursions per week.

GET CREATIVE
EXPRESS YOURSELF
THROUGH OUR
WONDERFUL
PROGRAMME OF
CREATIVE ARTS.

Our Creative Arts classes complement the more formal English lessons encouraging speaking and listening through Music, Dance, Drama and Art, as well as allowing students to develop their self expression.



‘The lessons were very active and happy and the activities were fun and new. I loved them very much.’

Tianzhuo
China



Key

1. Mill Hill School
Dining hall

2. Mill Hill International
Classroom and lunch hall

3. Assembly Hall and Theatre

4. Mill Hill Village

5. Ridgeway
Boarding House

6. Burton Bank
Boarding House

7. Collinson
Boarding House

8. Macgregor
Boarding House

9. Indoor Swimming Pool

10. All-Weather Sports Pitches

11. Tennis Courts

I learnt a lot of things about English culture and also got to practise speaking the language. I love the teachers and staff here – I will come again!

Cindy
China

SPORTS AND SOCIAL PROGRAMME

WITH 120 ACRES OF SPACE, AN INDOOR HEATED SWIMMING POOL AND SUPERB SPORTS FACILITIES, STUDENTS ON BOTH COURSES HAVE THE OPPORTUNITY TO CHOOSE FROM A WIDE RANGE OF SPORTS.



Football
Basketball Tennis
Table Tennis
Dance Aerobics
Swimming Fitness
Badminton
Croquet Ultimate
Frisbee Volleyball



A lively programme of sports and social activities ensures that all students are occupied and entertained each evening, with sports based activities and a range of social activities such as a talent show, British quiz, disco and movie night.

Students opting for the English Plus Programme participate in 90 minutes of sports activities each day, choosing from a wide range of options. Students on the Intensive Academic Programme benefit from the evening sports on offer each week.

‘My time at Mill Hill Summer School allowed me to make friends and learn about the culture of people from around the world. It challenged me to try new activities while building my confidence. This experience was truly phenomenal!’

Jessica
Malaysia

DISCOVER

ENJOY WHAT ENGLAND HAS TO OFFER THROUGH OUR FULL DAY EXCURSIONS TO PLACES OF CULTURAL INTEREST.

Each week there are two full-day excursions, one to nearby London and the other to attractive destinations such as Brighton, Oxford, Cambridge, Stratford-Upon-Avon and the Harry Potter Studio Tour. London visits may include The London Eye, River Thames Cruise, The British Museum and The Tower of London.

Brighton is always a popular visit, combining the attractions of a typical English seaside resort with the historical interest of the Royal Pavilion and craft shops of the narrow streets of the Lanes. The ancient university cities of Oxford and Cambridge offer the opportunity to tour a college and to try punting on the river.

The Harry Potter Studio tour is conveniently located less than half an hour's drive from Mill Hill. It offers a fascinating insight into the making of the movies, with many original props, sets and costumes.

Visits also include historic Warwick Castle and Stratford-upon-Avon; the home of William Shakespeare, England's most celebrated playwright. In addition, there are evening trips to central London, a great chance to soak up the atmosphere of our capital city, and just half an hour's journey from Mill Hill.

All visits are led and supervised by our staff, with students aged 12 to 14 accompanied at all times, whilst those aged 15 to 17 are given the opportunity to have short periods of unsupervised time to encourage them to immerse themselves in their surroundings. Sightseeing, cultural visits and even shopping provide contexts within which speaking, and listening skills are put to the test. They are also great fun and provide memories to last a lifetime.

'I spent two weeks at Mill Hill, these days were such an important experience in my life. I loved the meals, the excursions, the staff, the classes and the activities. I feel free in Mill Hill and also learned a lot.'

Yuecheng
China



‘I had so much fun and made so many different friends from different nationalities. I am happy that I chose Mill Hill Summer School’.

Beyza
Turkey



FEEL AT HOME

STUDENTS LIVE IN ONE OF THE SCHOOL'S COMFORTABLE AND HOMELY BOARDING HOUSES.

The safety and well-being of our students is our key priority and all staff, from the Centre Manager to the subject teachers and activity leaders, play their part in ensuring their welfare. In the unlikely event that this is required, some of our staff have first aid training and, where necessary, students are taken to the local doctor or hospital for medical treatment.

Students are accommodated in comfortable single, twin or triple rooms in one of the school's Boarding Houses, with separate sections for girls and boys and with a shared common

room with television, games and fitted with Wi-Fi throughout. Boys and girls may not enter each other's boarding sections or bedrooms. There is an appropriate level of supervision in the Boarding House, which is comfortable and homely.

The boarding school experience, whether for one to eight weeks, is a great lesson in independence and co-operation for all students, and also an ideal preparation for those planning to continue their education in a British boarding school.



‘It was the best month of my life, I made many friends. Thanks Mill Hill!’

Khalid
Saudi Arabia



NEXT STEPS

WE LOOK FORWARD TO WELCOMING YOU.

Getting to Mill Hill International
Despite its rural setting, Mill Hill is within easy reach of central London, being served by bus, underground and overground train services. Close to the M1, M25 and A1(M), it is within easy driving distance of all London airports.

- Public transport**
- 🚌 240 route
 - ✈ Heathrow 40 minutes; Luton 30 minutes; Stansted 1 hour; Gatwick 1 hour 15 minutes
 - 🚆 Mill Hill Broadway (direct trains to central London and St Pancras International)
 - 🚇 Mill Hill East
 - 🛣 M1/M25/A1

Spring & Summer School Dates & Fees 2024



Mill Hill

Short Courses

Fees include:

- Return London airport transfers
- Full board accommodation
- All tuition and materials
- Excursion and entry fees

It is recommended that students take out insurance to cover medical care and personal possessions.

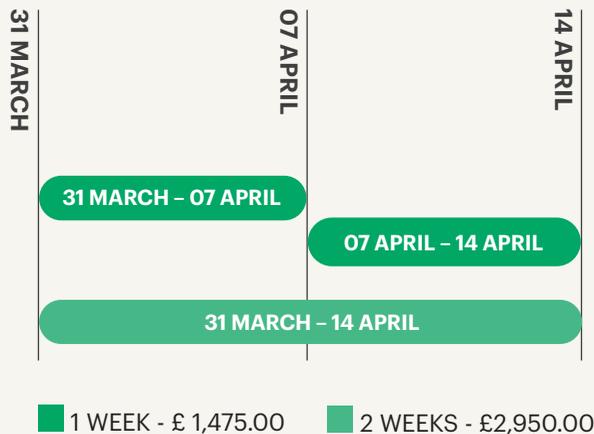


Spring & Summer School Dates & Fees 2024



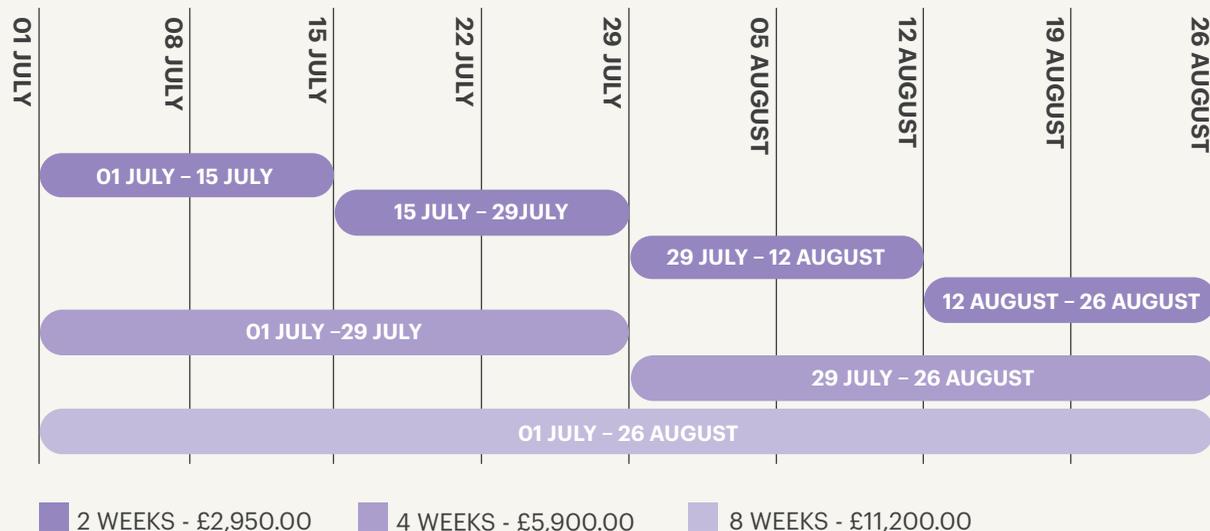
Mill Hill

Spring School



Please note that Spring School runs from Sunday to Sunday and the minimum length of stay is one week.

Summer School



Please note that Summer School runs from Monday to Monday and the minimum length of stay is 2 weeks. Courses lasting 3, 5, 6 and 7 weeks are also available on request.

Short Courses

“It was the best month of my life; I made many friends. Thanks Mill Hill.”

- Khalid, Saudi Arabia

Bitte senden Sie Ihr Anmeldeformular an:
info@edulingo.de oder
Fax: +49 (0)881 927 96 561
Edulingo Sprachreisen Lydia Kreyer
Geistbühelstr. 12, 82362 Weilheim
Bei Fragen: Tel.: +49 (0)881 927 96 560

Spring School

Booking Form 2024

Please complete and return this booking form to info@edulingo.de

Pupil's Details *(both parents are required to complete and sign the form)*

Surname:	<input type="text"/>		
Forename(s):	<input type="text"/>		
Preferred name:	<input type="text"/>		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth:	<input type="text"/>		
Nationality:	<input type="text"/>	Country of Birth:	<input type="text"/>
Passport Number:	<input type="text"/>	Passport Expiry Date:	<input type="text"/>
First Language:	<input type="text"/>		
Home Address:	<input type="text"/>		
	<input type="text"/>		
Home Telephone:	<input type="text"/>	Mobile Telephone:	<input type="text"/>
Email:	<input type="text"/>		

Course Options 2024

Tick your course choice (Academic or English Plus) and one box for your chosen course dates

- Intensive Academic Programme (includes Maths and Science)
- English Plus Programme (includes Sports)

One week courses

		COURSE FEE
<input type="checkbox"/> MHSpS 1A	Arrive Sunday 31 March - Depart Sunday 07 April	£1,475.00
<input type="checkbox"/> MHSpS 1B	Arrive Sunday 07 April - Depart Sunday 14 April	£1,475.00

Two week courses

<input type="checkbox"/> MHSpS 2A	Arrive Sunday 31 March - Depart Sunday 14 April	£2,950.00
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Declaration

1. I/We have read and agree to the terms and conditions of the Mill Hill Spring School. Click **here** to view.
2. I/We confirm that when deciding to complete this Booking Form I/we have only taken into account information provided to me/us in writing by the Mill Hill Spring School
3. I/We understand that a legally binding agreement between the Mill Hill Spring School and me/us will be formed when I am/we are sent a Confirmation Letter confirming this booking.
4. I/We understand that places at the Mill Hill Spring School are subject to availability.
5. I/We confirm that we have read and understood the **Privacy Notice** of the Mill Hill School Foundation (of which the Mill Hill Spring School is part) which can be found on the Foundation website.

Parent Details

First Parent	<input type="text"/>	
Signed:	<input type="text"/>	
Print Full Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
Home Telephone:	<input type="text"/>	Mobile Telephone: <input type="text"/>
Email:	<input type="text"/>	
Relationship to the Pupil:	<input type="text"/>	
Date:	<input type="text"/>	
Second Parent	<input type="text"/>	
Signed:	<input type="text"/>	
Print Full Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Home Telephone:	<input type="text"/>	Mobile Telephone: <input type="text"/>
Email:	<input type="text"/>	
Relationship to the Pupil:	<input type="text"/>	
How did you hear about us?	<input type="text"/>	
Date:	<input type="text"/>	

Making a payment

After submitting the booking form, an invoice containing a reference number will be emailed to you. On receipt of this you must pay the £500 deposit immediately to secure the booking. The remaining balance is then due by Sunday 25 February 2024. All payments for our Spring School must be made through the online portal Flywire at flywire.com/pay/millhillsummer

Flywire provides you with an easy and secure way to make payment and allows you to:

- Track your payment from start to finish
- Pay by Card or Bank Transfer
- Pay in over 140 currencies
- Pay from any country and any bank
- Save on bank fees and exchange rates
- Feel safe, with 24/7 dedicated multilingual customer support

Bitte senden Sie Ihr Anmeldeformular an:
info@edulingo.de oder
Fax: +49 (0)881 927 96 561
Edulingo Sprachreisen Lydia Kreyer
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Summer School

Booking Form 2024

Please complete and return this Booking Form to the Director of International Recruitment via email to:
international@millhill.org.uk

Pupil's Details (both parents are required to complete and sign the form)

Surname:

Forename(s):

Preferred name:

Gender: Male Female

Date of Birth:

Nationality: Country of Birth:

Passport Number: Passport Expiry Date:

First Language:

Home Address:

Home Telephone: Mobile Telephone:

Email:

Course Options 2024

Tick your course choice (Academic or English Plus) and one box for your chosen course dates

- Intensive Academic Programme (includes Maths and Science)
- English Plus Programme (includes Sports)

Two week courses

		COURSE FEE
<input type="checkbox"/> MHSS 2A	Arrive Monday 01 July – Depart Monday 15 July	£2,950.00
<input type="checkbox"/> MHSS 2B	Arrive Monday 15 July – Depart Monday 29 July	£2,950.00
<input type="checkbox"/> MHSS 2C	Arrive Monday 29 July – Depart Monday 12 August	£2,950.00
<input type="checkbox"/> MHSS 2D	Arrive Monday 12 August – Depart Monday 26 August	£2,950.00

Four week courses

<input type="checkbox"/> MHSS 4A	Arrive Monday 01 July – Depart Monday 29 July	£5,900.00
<input type="checkbox"/> MHSS 4B	Arrive Monday 29 July – Depart Monday 26 August	£5,900.00

Eight week course

<input type="checkbox"/> MHSS 8A	Arrive Monday 01 July – Depart Monday 26 August	£11,200.00
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3. I/We understand that a legally binding agreement between the Mill Hill Summer School and me/us will be formed when I am/we are sent a Confirmation Letter confirming this booking.
4. I/We understand that places at the Mill Hill Summer School are subject to availability.
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Parent Details

First Parent	<input type="text"/>	
Signed:	<input type="text"/>	
Print Full Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
Home Telephone:	<input type="text"/>	Mobile Telephone: <input type="text"/>
Email:	<input type="text"/>	
Relationship to the Pupil:	<input type="text"/>	
Date:	<input type="text"/>	
Second Parent	<input type="text"/>	
Signed:	<input type="text"/>	
Print Full Name:	<input type="text"/>	
Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Home Telephone:	<input type="text"/>	Mobile Telephone: <input type="text"/>
Email:	<input type="text"/>	
Relationship to the Pupil:	<input type="text"/>	
How did you hear about us?	<input type="text"/>	
Date:	<input type="text"/>	

Making a payment

After submitting the booking form, an invoice containing a reference number will be emailed to you. On receipt of this you must pay the £500 deposit immediately to secure the booking. The remaining balance is then due by Monday 27 May 2024. All payments for our Summer School must be made through the online portal Flywire at

flywire.com/pay/millhillsummer

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- Track your payment from start to finish
- Pay by Card or Bank Transfer
- Pay in over 140 currencies
- Pay from any country and any bank
- Save on bank fees and exchange rates
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Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Spring School

Terms and Conditions Spring 2024



1. Introduction

1.1 Terms and Conditions: these Terms and Conditions together with:

1.2 the completed Booking Form ; and

1.3 the Confirmation Letter;

Form the basis of a legally binding contract between the Parents and the Mill Hill Spring School for the provision of educational services.

1.4 Changes: Reasonable changes may be made by Us to these Terms and Conditions from time to time.

2. Terminology

2.1 The Spring School/We/Us: means The Mill Hill School Foundation (Foundation) trading as the Mill Hill Spring School as now or in the future constituted (and any successor). The Foundation is constituted as a company limited by guarantee with charitable status.

2.2 The Course: means the course specified on the Booking Form.

2.3 The Director: means the Director of both the Spring and Summer School who is the person appointed by the Foundation to be responsible for the Pupils and includes those to whom any of the duties of the Director have been delegated. The Director may be contacted by email at elj@millhill.org.uk

2.4 The Head: means the Head of Mill Hill International School who is the person appointed by the Court of Governors of the Foundation to act as the final arbiter in the case of any issues arising between the Director and the Pupil and/or the Parent/s and includes the Head of any other Foundation School to whom any of the duties of the Head have been delegated.

2.5 The Parent/s: means the parent or guardian of the pupil. Parents are required to sign the Booking Form and are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.

2.6 The Pupil: is the child named on the Booking Form. The age of the Pupil will be calculated in accordance with UK custom.

3. Care and good discipline

3.1 Head's authority: The Parents authorise the Director to take and/or authorise in good faith all decisions which the Director considers on proper grounds will safeguard and promote the Pupil's welfare while s/he is in the care of the Spring School.

3.2 Disclosures: The Parents must, as soon as possible but in any event prior to the commencement of the Course, disclose to the Director in confidence:

3.2.1 any known medical condition, health problem or allergy affecting the Pupil;

3.2.2 any disability, special educational need or any behavioural, emotional difficulty and/or social difficulty on the part of the Pupil;

3.2.3 any concerns about the Pupil's safety or welfare.

3.3 Physical Contact: Parents give their consent to such physical contact as appropriate and proper for teaching and instructions and for providing comfort to the Pupil if in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare. Such contact and comfort shall be in line with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are pupils at the Foundation (which can be found on the Foundation website). Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal Spring School and extra-curricular programme and acknowledge that while the Spring School will provide appropriate supervision the risk of injury cannot be eliminated.

3.4 Emergency medical treatment: The Parents authorise the Director to consent on their behalf to the Pupil receiving emergency medical treatment including blood transfusions, general anaesthetic and operations performed by the National Health Service or at a private hospital and where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents cannot be contacted in time. The Parents must comply with the Spring School medical officer's recommendations which may include a reasonable decision to release the Pupil home when s/he is unwell.

3.5 The Pupil's Health: The Director may at any time require a medical opinion or certificate as to the Pupil's general health where the Director considers that necessary as a matter of professional judgement in the interests of the Pupil and/or the Spring School community. The Pupil if of sufficient age and maturity is entitled to insist on confidentiality which can nonetheless be overridden in the Pupil's own interests or where necessary for the protection of other members of the Spring School community.

3.6 Medical Information: Throughout a Pupil's time at the Spring School, the Director or any Spring School medical officer shall have the right to disclose confidential information about the Pupil if considered to be in the Pupil's own interests or necessary for the protection of other members of the Spring School community. Such information will be given and received on a confidential, "need-to-know" basis.

3.7 Spring School Rules: Each Pupil is supplied with a copy of the Spring School Rules giving information about the ethos and rules at the Spring School. The purpose of the Spring School Rules is to help every Pupil to know what is expected and to encourage courtesy and consideration for others. Each Pupil and Parent should read the Spring School Rules.

3.8 Spring School Discipline: The Spring School's disciplinary policy which is current at the time applies to all Pupils when they are in the care of the Spring School whether on or off the Spring School premises, or otherwise representing or associated with the Spring School.

3.9 Searching and testing: If Spring School staff suspect that the Pupil has broken Spring School rules or has been involved in any illegal activity including activity involving drugs or substances, the Pupil may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances or asked to provide a biological sample for testing for the use of drugs or substances. Such questioning, searching and testing shall be carried out in line with the Foundation's policies. All reasonable care will be taken to protect the Pupil's rights and freedoms and to ensure that the Parent is informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action.

3.10 Expulsion: The Pupil may be required to leave the Spring School if it is proved by the Director on the balance of probabilities that:

3.10.1 the Pupil has committed a very grave breach of discipline or a serious criminal offence; or

3.10.2 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the Spring School; or

3.10.3 the Parents have treated the Spring School or members of its staff unreasonably

The Director shall act with procedural fairness in all such cases. If the Pupil is expelled there will be no refund of the Booking Fees or Course Fees.

In the event that the Parent/s dispute the decision as to expulsion made by the Director, the Parent/s may contact the Head by email at head@millhillinternational.org.uk who will review the decision but whose judgment shall be final.

4. Booking and entry to the Spring School

4.1 Booking procedure: The Parents understand and agree that:

4.1.1 They can book a place at the Spring School for their child by sending the Spring School a completed Booking Form and the Booking Deposit.

4.1.2 No booking is accepted until the Booking Deposit has been received and confirmation of the place has been given by the Spring School by means of a confirmation letter (Confirmation Letter). The Confirmation Letter will also set out the amount of the Course Fees and when and how they are to be paid. All Course Fees are to be paid using the Foundation's Flywire account.

4.1.3 A legally binding contract between the Parents and the Spring School is formed based on these Terms and Conditions, the Booking Form and the Confirmation Letter when the Confirmation Letter is sent to the Parents.

4.1.4 If the Parents do not pay the Course Fees in full by the date specified in the Confirmation Letter the Spring School may cancel the booking immediately by notifying in writing/by email. If this occurs the Spring School will

retain the Booking Deposit but will return any part payment of the Course Fees received less any bank charges and/or transfer fees.

4.2 Information for parents: The Spring School provides information about itself and the educational services it provides to parents in good faith. This information may be contained in the Spring School's prospectus / website / promotional literature or in statements made by staff or pupils during a visit or an open day. If the Parents wish to take account of information provided to them when deciding whether to enter into this agreement they should seek specific written confirmation from the Director that the information is accurate before returning a completed Booking Form.

4.3 Minimum number of bookings: The Parents understand and agree that the Spring School reserves the right to cancel the Course before its commencement date if the minimum number of bookings is not reached. If such cancellation is necessary, the Parents will be offered a full refund of Booking Deposit, and Course Fees paid at the date of cancellation.

4.4 Equality: The Spring School is a mainstream co-educational residential Spring school for pupils aged 12-17 years. The Spring School is part of the Foundation which has a Christian ethos and welcomes staff and children from many different ethnic groups and backgrounds. Human Rights and Freedoms are respected. At present, our physical facilities for the disabled are limited but we will do all that is reasonable to ensure that the Spring School's culture, policies and procedures are made accessible to children who have disabilities and to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, we can cater adequately.

5. Course Fees

5.1 Course Fees: May include alone or in a combination any tuition fees, boarding fees or extras items such as charges arising in respect of educational visits. In addition the Parent/s are required to pay within 14 days of demand the cost of any damage where the Pupil alone or with others has caused willful loss or damage to the Spring School/ Foundation property or the property of any other person (fair wear and tear excluded).

5.2. Payment of Course Fees: The Parents jointly and severally agree to pay the Course Fees directly to the Spring School in full before the date specified in the Confirmation Letter. Please see clause 4.1.4 above for information about what may happen if the Course Fees are not paid on time.

6. Cancellation or early departure

6.1 Cancellation policy: If the Parents cancel the Course for any reason before it begins, they must inform the Spring School in writing immediately. Cancellation takes effect from the date when the Spring School receives this notification. Subject to clause 6.3, the following refunds will apply:

6.1.1 61 days or more prior the Course Start Date: Full refund of the Booking Deposit and Course Fees, if paid, less any bank charges and/or transfer fees

6.1.2 29 to 60 days prior to the Course Start Date: Refund of 75 per cent of the Course Fees, if paid, less any bank charges and/or transfer fees but the Booking Deposit will be retained by the Spring School.

6.1.3 8 to 28 days prior to the Course Start Date: Refund of 50 per cent of the Course Fees paid less any bank charges and/or transfer fees but the Booking Deposit will be retained by the Spring School.

6.1.4 0 to 7 days prior to the Course Start Date: No refund except in exceptional circumstances to be decided at the sole discretion of the Director.

6.2 Cancellation periods: The cancellation periods detailed in clause 6.1 will begin to run from the day after the date on which the Parents receive the Confirmation Letter, and will run concurrent to the Early Cancellation period (where applicable) as detailed in Clause 6.3 below.

6.3 Early cancellation: Where the contract between the Parent/s and the Spring School is concluded solely via distance communication (that is, other than by a face-to-face meeting between the Parent/s and a Spring School representative or agent):

6.3.1 The Parent/s may cancel the contract free of charge within fourteen days of their receipt of the Confirmation Letter (counting from the day after the day on which the Parents receive the Confirmation Letter) (Early Cancellation);



6.3.2 Where the Parent/s require Early Cancellation, the Spring School shall refund in full any payment it receives from them in respect of the contract.

6.4 Cancellation other than Early Cancellation:

Should the Parent/s wish to terminate the contract after the Early Cancellation period has expired, or where the contract is not concluded solely via distance communication, the Parent/s will be liable to pay the relevant cancellation charge detailed in clause 6.1 above.

6.5 Early departure: Once the Course has started if the Parent/s decide to withdraw the Pupil from the Spring School, or if the Pupil withdraws him/herself before the end of the Course they may do so on the understanding that no refund of Course Fees will be made, save in exceptional circumstances and at the sole discretion of the Director. Exceptional circumstances may include but are not limited to:

6.5.1 a serious breach of these Terms and Conditions by the Spring School;

6.5.2 cases of serious illness or genuine hardship.

7. Events beyond the control of the parties

7.1 Force Majeure: An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include but are not limited to any worldwide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The Spring School reserves the right to cancel the Course in the case of a Force Majeure Event and the Parent/s understand that:

7.1.1 If the Spring School is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event, it shall immediately notify the Parent/s in writing and shall be excused from performing its obligations while the Force Majeure Event continues.

7.1.2 The Spring School may give the Parent/s the option of the Pupil attending a different course as an alternative to cancelling the Course. The Parent/s will be under no obligation, however, to accept the Pupil's attendance at a different course. If the Spring School is cancelled because of a Force Majeure event or if the Parents do not accept a different course the Spring School will refund any Course Fees paid. If the Course has re-commenced, the Course Fees will be pro-rated to reflect the amount of time the Pupil has attended.

8. General matters

8.1 Immigration: It shall be the Parents' responsibility at all times to ensure that the Pupil has the appropriate immigration permission to live in the United Kingdom and to study at the Spring School and the Parents shall permit the Spring School to take and retain copies of all documentation required to be kept by Us in order to comply with the Foundation's duties as a Tier 4 sponsor, including passport, visa, vignette and /or biometric resident permit of the Pupil and, where necessary, the Parent/s.

8.2 Liability and Insurances: The Spring School does not, unless there has been negligence or other wrongdoing by the Spring School, accept responsibility for accidental injury or other loss caused to the Pupil or the Parent/s or for loss or damage to property. The Spring School undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of Parent/s including insurance of the Pupil's personal property or cash whilst at the Spring School or on the way to or from the Spring School or on any Spring School activity off-site. The Spring School is not liable for any cash that the Pupil may bring with them and recommends that all Pupils use currency cards.

8.3 Transport: The Parent/s consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

8.4 Pupils' Personal Property: The Parent/s accept that the Pupil is responsible for the security and safe use of all his/her personal property/cash and for property lent to them by the Spring School. The Pupil is responsible for ensuring that all such property is clearly marked with their name. The Pupil is responsible for the safe condition and use of all electrical appliances which they bring on to Spring School premises.

8.5 Complaints: Any question, concern or complaint about the pastoral care or safety of a pupil or any educational issue or other matter connected to the Spring School must be notified to the Director as soon as is practicable in accordance with the Spring School's published complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

8.6 Photographs: By signing the Booking Form or agreeing to these terms and conditions the Parent/s consent to the Spring School obtaining and using photographs or images of the Pupil for:

- i. use in the Spring School's promotional material such as the prospectus, the Foundation's website or social media;
- ii. press and media purposes;
- iii. educational purposes as part of the curriculum or extra-curricular activities.

The Spring School shall only use Pupil's first names adjacent to images and will not disclose the home address of the Pupil. The parent/s may withdraw their consent at any time by emailing the Director. The Spring School will seek the separate consent of the Pupil to such images.

8.7 Data protection

By completing the Booking Form and /or agreeing to be bound by these terms and conditions the Parent/s acknowledge that they have read and understood the provisions of the Foundation's Privacy Notice, which was linked to the Booking Form and which sets out the basis on which the Foundation on behalf of the Spring School handles the personal data of the Parent/s and the Pupil.

8.8 Third Party Rights: Only the Spring School and the Parent/s are parties to this contract Neither the Pupil nor any third party is a party to this contract and shall not have any rights to enforce any term of it. This contract is for the provision of education for the Pupil named on the Booking Form.

8.9 Consumer rights: Care has been taken to use plain language and to give clear explanations in these Terms and Conditions. If any word/s, alone or in combination, infringe the consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.

8.10 Jurisdiction: This contract was made at the Spring School and is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

The Mill Hill School Foundation: a Company Limited by Guarantee Registered in England, Company Number: 3404450

Registered Office: Walker House Millers Close the Ridgeway Mill Hill London NW7 1AQ

Registered Charity Number: 1064758



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Summer School

Terms and Conditions Summer 2024



1. Introduction

1.1 Terms and Conditions: these Terms and Conditions together with:

1.2 the completed Booking Form; and

1.3 the Confirmation Letter;

Form the basis of a legally binding contract between the Parents and the Mill Hill Summer School for the provision of educational services.

1.4 Changes: Reasonable changes may be made by Us to these Terms and Conditions from time to time.

2. Terminology

2.1 The Summer School/We/Us: means The Mill Hill School Foundation (Foundation) trading as the Mill Hill Summer School as now or in the future constituted (and any successor). The Foundation is constituted as a company limited by guarantee with charitable status.

2.2 The Course: means the course specified on the Booking Form.

2.3 The Director: means the Director of both the Spring and Summer School who is the person appointed by the Foundation to be responsible for the Pupils and includes those to whom any of the duties of the Director have been delegated. The Director may be contacted by email at elj@millhill.org.uk

2.4 The Head: means the Head of Mill Hill International School who is the person appointed by the Court of Governors of the Foundation to act as the final arbiter in the case of any issues arising between the Director and the Pupil and/or the Parent/s and includes the Head of any other Foundation School to whom any of the duties of the Head have been delegated.

2.5 The Parent/s: means the parent or guardian of the pupil. Parents are required to sign the Booking Form and are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.

2.6 The Pupil: is the child named on the Booking Form. The age of the Pupil will be calculated in accordance with UK custom.

3. Care and good discipline

3.1 Head's authority: The Parents authorise the Director to take and/or authorise in good faith all decisions which the Director considers on proper grounds will safeguard and promote the Pupil's welfare while s/he is in the care of the Summer School.

3.2 Disclosures: The Parents must, as soon as possible but in any event prior to the commencement of the Course, disclose to the Director in confidence:

3.2.1 any known medical condition, health problem or allergy affecting the Pupil;

3.2.2 any disability, special educational need or any behavioural, emotional difficulty and/or social difficulty on the part of the Pupil;

3.2.3 any concerns about the Pupil's safety or welfare.

3.3 Physical Contact: Parents give their consent to such physical contact as appropriate and proper for teaching and instructions and for providing comfort to the Pupil if in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare. Such contact and comfort shall be in line with the Foundation's Policy to Safeguard and Promote the Welfare of Children who are pupils at the Foundation (which can be found on the Foundation website). Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal Summer School and extra-curricular programme and acknowledge that while the Summer School will provide appropriate supervision the risk of injury cannot be eliminated.

3.4 Emergency medical treatment: The Parents authorise the Director to consent on their behalf to the Pupil receiving emergency medical treatment including blood transfusions, general anaesthetic and operations performed by the National Health Service or at a private hospital and where certified by an appropriately qualified person as necessary for the Pupil's welfare and if the Parents cannot be contacted in time. The Parents must comply with the Summer School medical officer's recommendations which may include a reasonable decision to release the Pupil home when s/he is unwell.

3.5 The Pupil's Health: The Director may at any time require a medical opinion or certificate as to the Pupil's general health where the Director considers that necessary as a matter of professional judgement in the interests of the Pupil and/or the Summer School community. The Pupil if of sufficient age and maturity is entitled to insist on confidentiality which can nonetheless be overridden in the Pupil's own interests or where necessary for the protection of other members of the Summer School community.

3.6 Medical Information: Throughout a Pupil's time at the Summer School, the Director or any Summer School medical officer shall have the right to disclose confidential information about the Pupil if considered to be in the Pupil's own interests or necessary for the protection of other members of the Summer School community. Such information will be given and received on a confidential, "need-to-know" basis.

3.7 Summer School Rules: Each Pupil is supplied with a copy of the Summer School Rules giving information about the ethos and rules at the Summer School. The purpose of the Summer School Rules is to help every Pupil to know what is expected and to encourage courtesy and consideration for others. Each Pupil and Parent should read the Summer School Rules.

3.8 Summer School Discipline: The Summer School's disciplinary policy which is current at the time applies to all Pupils when they are in the care of the Summer School whether on or off the Summer School premises, or otherwise representing or associated with the Summer School.

3.9 Searching and testing: If Summer School staff suspect that the Pupil has broken Summer School rules or has been involved in any illegal activity including activity involving drugs or substances, the Pupil may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances or asked to provide a biological sample for testing for the use of drugs or substances. Such questioning, searching and testing shall be carried out in line with the Foundation's policies. All reasonable care will be taken to protect the Pupil's rights and freedoms and to ensure that the Parent is informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action.

3.10 Expulsion: The Pupil may be required to leave the Summer School if it is proved by the Director on the balance of probabilities that:

3.10.1 the Pupil has committed a very grave breach of discipline or a serious criminal offence; or

3.10.2 by reason of the Pupil's conduct, behaviour or progress, the Pupil is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the Summer School; or

3.10.3 the Parents have treated the Summer School or members of its staff unreasonably

The Director shall act with procedural fairness in all such cases. If the Pupil is expelled there will be no refund of the Booking Fees or Course Fees.

In the event that the Parent/s dispute the decision as to expulsion made by the Director, the Parent/s may contact the Head by email at head@millhillinternational.org.uk who will review the decision but whose judgment shall be final.

4. Booking and entry to the Summer School

4.1 Booking procedure: The Parents understand and agree that:

4.1.1 They can book a place at the Summer School for their child by sending the Summer School a completed Booking Form and the Booking Deposit.

4.1.2 No booking is accepted until the Booking Deposit has been received and confirmation of the place has been given by the Summer School by means of a confirmation letter (Confirmation Letter). The Confirmation Letter will also set out the amount of the Course Fees and when and how they are to be paid. All Course Fees are to be paid using the Foundation's Flywire account.

4.1.3 A legally binding contract between the Parents and the Summer School is formed based on these Terms and Conditions, the Booking Form and the Confirmation Letter when the Confirmation Letter is sent to the Parents.

4.1.4 If the Parents do not pay the Course Fees in full by the date specified in the Confirmation Letter the Summer School may cancel the booking immediately by notifying in writing/by email. If this occurs the Summer School will

retain the Booking Deposit but will return any part payment of the Course Fees received less any bank charges and/or transfer fees.

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