

Local | National | International

# Legal Services for Independent Schools

harrison clark  
rickerbys  
SOLICITORS





# Kristine Scott

## Partner

Head of Education

---

Harrison Clark Rickerbys is a leading specialist in Education law with a strong track record of providing support to the independent schools sector for many years.

For more information, please contact our expert team on 01242 246403 or visit our website at [www.hcrlaw.com](http://www.hcrlaw.com)

# Welcome...

Our education team has a real passion and enthusiasm for the sector. We have developed a deep understanding of the issues which affect independent schools.

**“Clients note that ‘the calmness and efficiency of the team is unbelievable,’ with one observing “They are absolutely first rate, are quick to give you relevant advice and they’re all good at what they do - the staff training must be first rate.’ ”**

Chambers and Partners,  
A Client's Guide to the Legal Profession.

# Education Services to Independent Schools

**We are nationally recognised by the leading legal directories for the work we do in the education sector. We have years of experience in providing support to independent schools on all the issues which may affect you.**

## How we can help you?

### Charities and Governance

We advise on governance issues such as governors' legal obligations and structures (including the more unusual models, notably Royal Charter or Act of Parliament). We also regularly advise schools on amendments to their articles of association in order to reflect modern business practice and to protect the interests of various stakeholders in the management of the school.

### Commercial Contracts

We provide advice on consumer credit issues in relation to parent contracts and on "Fees In Advance" schemes. We also advise on the full range of commercial contracts including catering and cleaning contracts, IT contracts and supply of goods and services agreements.

### Construction

Our experience ranges from dealing with large capital project support to drafting and advising on procurement routes, tenders, letters of intent, construction contracts, collateral warranties, letters of reliance and consultants' appointments. This includes bringing claims for defective work, financing options and liaising with funders for due diligence purposes. We can also provide cost effective solutions to construction disputes through adjudication, arbitration, litigation and, where possible, mediation.

### Data Protection

We advise on all aspects of data protection within a range of contexts including commercial agreements, handling complex information requests, outsourcing of

processing to third parties and trans border transfers of pupil data, marketing and websites. We also advise and assist with the handling of Subject Access Requests, the processing of pupil biometrics and sharing of pupil data. We can also assist with the provision of data protection policies. We are experienced in helping schools handle data breaches or those facing intervention or enforcement action from the Information Commissioners Office

## Debt Recovery

We pursue fee debts on behalf of schools; our fee recovery rate is exceptional. We offer a "Pay As You Go" service or two levels of subscription service to suit your budget and expected usage.

## Dispute Resolution

We help schools navigate their way through potential problems such as with photocopier contracts, waste collection arrangements and cleaning or catering service contracts.

## Employment

We support schools on all types of employment issues from recruitment, contracts of employment and settlement issues including vast experience in employment tribunal matters. We also

advise on disciplinary and performance management processes along with safeguarding issues and liaison with appropriate authorities. We are also able to help with sector issues such as holiday pay for VMT's.

## Immigration

We advise on applications for entry clearance or leave to remain for overseas students under Tier 4 (General) and Tier 4 (Child), Tier 4 visa appeals including an assessment of the merits of the appeal and likelihood of success and Administrative Reviews. We also advise on sponsorship duties for Highly Trusted Sponsors and compliance ahead of a Home Office Inspection. We can also assist with staff work - based visa applications; extensions or variations to their visa; and applications for permanent residency and British Citizenship for eligible staff.

## Intellectual Property

We register trade marks and manage trade mark portfolios on behalf of schools. We advise on trade mark infringement, issues relating to copyright and rights in data. We can assist with rights clearances for live performances, recordings, and publications. We also regularly draft contracts relating to intellectual property, from licence agreements to publishing contracts.

## IT and E-commerce

We advise schools on hardware and software contracts, domain name disputes, email and internet usage policies and website development agreements.

## Licensing and Regulatory Department

We assist with Licensing Act 2003 applications for school events (involving the supply of alcohol or where school facilities are hired for third party events or activities). We handle internal investigations and crisis response situations and defend those facing formal regulatory investigations and prosecutions by, for example, Trading Standards and the Health and Safety Executive. We also advise on an extensive range of compliance issues such as anti-bribery and corruption compliance.

## Mergers and Restructuring

We advise on various types of transactions including mergers and restructures as well as advising on corporate governance, due diligence processes, governor duties, correct processes and the likely advantages and pitfalls that a merger with another school or restructure of an existing school can bring. We also advise on all ancillary issues which stem from a merger or restructure, including for example, contractual and staffing issues.

## Pastoral, Pupil and Parent Issues

We provide a template parent contract and associated documentation tailored to you. We also advise on the full range of policies and procedures schools need to meet regulatory requirements. We frequently assist schools with pupil discipline and parental complaints, safeguarding and child protection matters, equality obligations, SEN and learning difficulties and have years of experience of handling the most sensitive issues for schools.

## Property

We can assist schools with their property portfolios and provide advice on a range of associated topics such as boundary and covenant issues, title registration, rights of way and staff accommodation. We can carry out pre-development title checks on land on which building work is proposed, to check for rights which may conflict with your plans. In addition we advise on the sale and purchase of freehold and leasehold land on both a conditional and unconditional basis, including the imposition of overage provisions. Where applicable we will provide guidance on complying with Charities Act requirement.

# Additional Services

## Safer Recruitment Portal

Our Safer Recruitment Portal enables you to manage your recruitment process efficiently and in accordance with the statutory guidance Keeping Children Safe in Education.

## Training and update sessions

We run regular training and update sessions designed to help Bursars, Heads and Governors keep up to date with legal developments affecting the independent sector. We also run bespoke training for schools on topics including safer recruitment, employment law, public benefit, governance and data protection.

## Pre-inspection Services

We help schools comply with the inspection requirements. We will check that all your policies and procedures which are required under statutory obligations are in place and compliant. We can help with preparing for an inspection and with any subsequent findings.

## Spot on for Schools

We publish monthly employment updates and a termly newsletter for independent schools, Spot on for Schools. This is produced exclusively for the independent sector to bring schools up-to-date information on issues affecting them.

**“ ....the fact we have remained with them for as long as we have is a tribute to their effectiveness as a professional team supporting us as the business has grown and developed. They have provided invaluable advice and support and I am indebted to them for their professionalism as well as loyalty and courtesy.”**

An Independent School Client



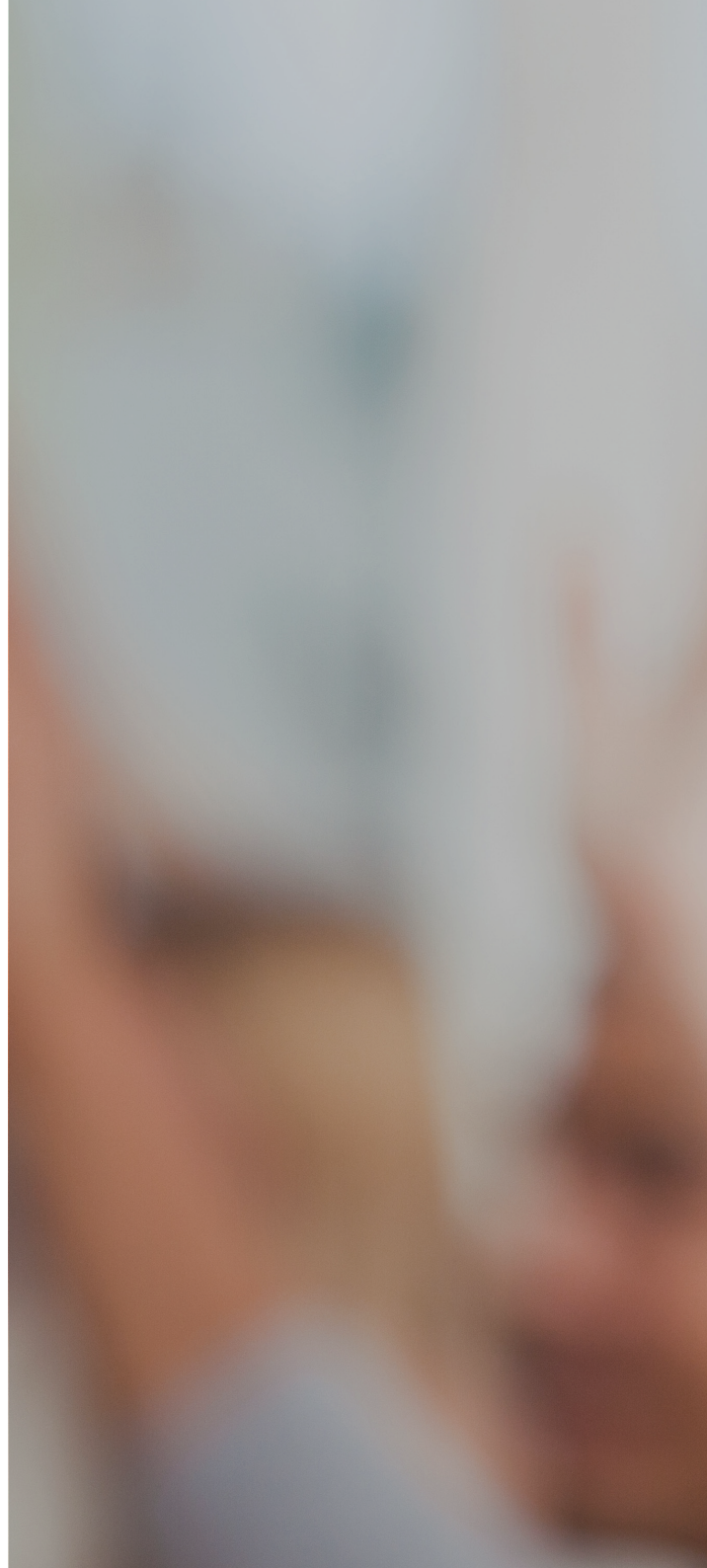
# International

Our international investment group brings together specialist experts from across the firm. We help school leaders engage with foreign investors using a variety of models: outright acquisition of the school, purchase of a stake in the school, joint ventures involving a new school or schools set up by both parties in the UK, cooperation agreements involving branding and consulting by the UK school for new schools overseas, and licensing of naming rights.


We are able to provide the expertise required for the whole process which starts with thorough due diligence, includes risk minimization and foreign exchange controls and may end with licence registration on completion.

We also advise schools when they need to carry out transactions in the Americas, East Asia, Russia and northern Europe. Our network of specialist expertise in China adds a further dimension to the service we provide to clients of our international investment group.

In addition, we operate an introductory consulting service through which we pair up our school clients with funds which might be interested in investing or cooperating.







**“ [The Education team]  
are very responsive,  
they understand the  
market that we operate  
in ... the billing is easily  
identifiable to the  
quantity and value of  
work provided.”**

An Independent School Client.

**“I would like to thank you for an excellent Safeguarding Training Session. The Governors found this interactive training exceptionally useful in understanding their legal responsibilities for Safeguarding. It is clear that we could not have wished for a better explanation of the changes to the recent Keeping Children Safe in Education regulations. We have a very experienced set of Governors and they all commented that this was the best training session that they had received on the subject.”**

Bursar, Headington School.

# Case Studies

## Case Study 1

We established a new independent school including registration with the Department for Education; registration with the Charity Commission, ensuring the Articles of Association comply with Charity Commission requirements, advising trustees of their duties and responsibilities of the newly formed entity and the school's ongoing obligations as a result of registration with the Department for Education.

## Case Study 2

We advised an independent school on a pupil discipline and parental complaint and the implementation of the Behaviour Policy and Complaints Procedure. We supported the governors through the complaints process and panel hearing and advised on the contractual issues which arose as a result.

## Case Study 3

We advised an independent school on the restructure of its language department, partly due to parental demand for a wider curriculum. We advised the school on the process, consultation and ensured the restructure was carried out successfully without any adverse effects or tribunal claims and in accordance with the school's timetable for reform.

## Case Study 4

Our team assisted an independent school with finance arrangements and final account dispute in respect of a new boarding house. There had been significant positioning between the school and the contractor over snagging, defects and the final certificate. We helped the school with tactical and procedural advice.



**“The heads of department training session was delivered with confidence, clarity and common sense. I don’t quite know how you could turn Employment Law and the pitfalls into an exciting experience, but it was very informative! A significant number have commented on the excellent delivery of the presentation and your obvious experience and expertise in what can be a daunting section of law.”**

Blundell's School





Talk to us

If you would like to know more about our services please call us for an informal, no-obligation chat.

Kristine Scott

Partner

Head of Education

01242 246 403 | 07725 242 991

kscott@hcrlaw.com

Birmingham

63 Church Street  
Birmingham  
B3 2DP

Cambridge

Compass House  
Chivers Way  
Histon  
Cambridge  
CB24 9AD

Cheltenham

Ellenborough  
House  
Wellington  
Street  
Cheltenham  
GL50 1YD

Hereford

Thorpe House  
29 Broad Street  
Hereford  
HR4 9AR

London

3rd Floor  
3 St Helen's  
Place  
London  
EC3A 6AB

Thames Valley

100 Longwater  
Avenue  
Green Park  
Reading  
Berkshire  
RG2 6GP

Worcester

5 Deansway  
Worcester  
WR1 2JG

Wye Valley

Overross House  
Ross Park  
Ross-On-Wye  
HR9 7US