

1. Petite École de Reigate (the "School", "we" or "us")

1.1. Our aims: The aims of the School are to support French-speaking families passing the French language and culture to their children. We are committed to quality teaching and we structure our learning programmes on French books and educational material.

1.2. Code of Practice: The School is a member of the National Resource Centre for Supplementary Education (NRCSE) and is committed to agree with the NRCSE's Code of Practice for Supplementary Schools.

1.3. Terms and Conditions: The terms and conditions set out our custom and practice. We require parents to acknowledge in writing that they have read and understood the terms and conditions at the time of joining and to familiarise themselves with future updated versions available on our website at the beginning of every academic year.

1.4. Review: the terms and conditions will be reviewed at least annually by the Committee of Management in light of any changes in circumstances in our School or the local area.

2. Good Discipline and Care

2.1. Conduct and behaviour: We attach importance to courtesy, integrity, manners and good discipline. Parents must agree to the School's Code of conduct (policy on behaviour and discipline). It is a condition of remaining at the School that the parents and the pupils accept the School's regime, its terms and conditions and policies.

2.2. Attendance: Parents warrant that children will attend each session and will be punctual. We expect children to be dropped off and picked up on time. Parents are required to advise the School in advance of any intended absences.

2.3. Collection for children between Maternelle and CE2: We can only release the children to

their parents or guardians. If another adult, including a relative or a friend, wishes to collect, then this should be communicated to the class teacher or assistant in advance.

2.4. Child Information Form: Parents are required to fill in a Child Information Form for each child attending the School to provide emergency contact details and other important information on their children, including medical conditions, dietary restrictions and permissions. The School will not admit a child to his/her class before the Child Information Form has been signed and handed in.

2.5. Illness: Children who are taken ill and have infectious illness should refrain from attending the School until fully recovered.

2.6. Care for premises: The School operates in rented premises and children and parents should use those premises with care. The children and staff are not allowed to use the rented premises' resources including stationery. The School's resources and stationery will be available for the children to use.

3. Registrations, and Withdrawals

3.1. Registration: A child will be considered a candidate for admission and entry to the School when the Registration Form has been completed and returned by email. Admission will be subject to availability and the child satisfying the admission requirements at the time. The School operates an equal opportunities policy.

3.2. Admission criteria: Lessons are aimed at children from French-speaking families and are taught entirely in French; it is therefore required that children to have a reasonable understanding of the language appropriate for the class they are joining. The School's Head of Learning and Teaching will assess whether the child is able to reasonably follow lessons designed for his/her age group in the first two sessions, and the School has the right to decline the offer of the place if, in the opinion of the Head of Teaching and Learning,

this is not the case.

3.3. Taster sessions: At the time of joining, the children are given two consecutive taster sessions. Invoices (including payment for the taster sessions) are sent after the taster sessions unless the parents advise the School in writing (by email) that they do not wish to take up the place. Notification needs to be given within 3 working days after the second taster session.

3.4. Withdrawals: A half term's notice must be given before a child is withdrawn from the School or half of a term's fees will be immediately due and payable. The reason for this rule is to ensure the School has sufficient notice with which to plan its resources.

4. Removal and exclusions

4.1. Removal at the request of the School: Parents may be required to remove the pupil from the School if, after consultation with a parent, the Committee of Management is of the opinion that the conduct or progress of the child has been unsatisfactory or if the child, in the judgement of the Head of Teaching and Learning, is unwilling or unable to profit from the educational opportunities offered (or a parent has treated the School or a members of staff unreasonably).

4.2. A child may also be excluded at any time if the Schools' Committee of Management is reasonably satisfied that the child's conduct has been prejudicial to good order or School discipline or to the reputation of the School.

5. Fees and payments

5.1. Fees: Fees cover the normal curriculum together with cost of books and stationery. Fees are fixed by term. Fees are reviewed annually and parents are advised in the summer term of any increases applying for the next academic year.

5.2. Invoice: Each invoice must be paid within two weeks of its date of issue. Invoices are sent by email to the address provided in the Registration Form. Fees will not be refunded or waived for absence through sickness or if a term is shortened or a vacation is extended.

5.3. Responsibility for payment: Fees are the joint and several responsibility of each person who has returned the Registration Form or who has signed the Child Information Form or who has parental

responsibility for the child.

5.4. Method of payment: the preferred method of payment is a bank transfer (e.g. BACS) to the School's bank account (details included in invoice). Alternatively, cheques can be made payable to the School. Payments by card or cash are not accepted.

5.5. Late payments: The right is reserved to make late payment charges composed of compound interest calculated on a daily basis at 1% per month, from the date the invoice is due, and administration and legal costs in relation to any sums that are unpaid by the due date. This is intended to protect those parents who pay fees on time and to safeguard the School against consequences of the defaults of others.

5.6. The School Committee of Management can impose exclusion for non-payment of fees following two reminders of late payments.

6. Educational Support

6.1. Homework: The children are given homework, usually in the form of reading and dictation. We expect the parents to support children with their homework. Homework will be formally assessed by the class teacher at the next session.

6.2. Parent's support: We expect parents to encourage their children to read and speak French outside school. We also urge parents to communicate with class teachers in respect of their children's progress and learning. All discussions should take place at the end of the session, and not at the beginning.

6.3. Progress reports: the School monitors each child's progress and parents of children in pré-lecture and above will receive two progress reports for their children a year.

6.4. School library: Children are encouraged to borrow books from the school library and take care of the books they borrow. They should arrive in good time to change their books at the start of each session.

6.5. Parental involvement: The School may require the help of parental volunteers from time to time, such as at School events or to assist with the School's library. We would ask parents to get involved when there is an opportunity.

7. General conditions

7.1. Special needs: the School welcomes children with special needs where we can offer appropriate care within our staffing ratio and qualifications and where we can meet the needs without impairing the education of other pupils. Parents should provide us full details on any special needs on entry to school and provide us with updates thereafter. Parents will be asked to withdraw the pupil without being charged fees in lieu of notice if, in the opinion of the School's Committee of Management that the School cannot provide adequately for the pupil's special needs.

7.2. Nuts: the school is nut free in order to safeguard those children who have nut allergies. Under no circumstances should any products containing nuts be brought to school.

7.3. Special occasions treats: due to an increasing number of pupils with food allergy/food intolerance the school cannot accept treats, cakes, sweets or any other food from parents/guardians to be shared with other pupils.

7.4. Food/drink provided at School events: The School provides food at the end of events including cakes, biscuit and soft drinks. Any consumption of such food by pupils should be made under the strict supervision of parents/guardians.

7.5. Children's personal property: Children are responsible for the security and safe use of all personal property and parents are responsible for ensuring that all such property is clearly marked with the owner's name.

7.6. Concerns/Complaints/suggestions: Parents who have suggestions, complains, or cause for concern as to a matter of safety, care or quality of education must inform the Head of teaching and Learning or the School's Director.

7.7. Photographs and images: By returning the Child Information Form or agreeing to these terms and conditions the Parents give consent to the School to obtain photographs or images of the pupil for use in School's promotional material such as the website, facebook page and press. We would not disclose the name or home address of the pupil without the parent's consent. If the parents do not want School photograph or image to appear in any of the School's promotional material they must make sure the pupil knows this and must notify the Head of Learning and Teaching or School Director by email immediately,

requesting an acknowledgment of their email.

7.8. Confidentiality: The School will take care to preserve confidentiality of information concerning the children and parents. The School may obtain, process and hold personal information about the children, including sensitive information such as medical details, and we consent to this in order to safeguard and promote the welfare of the children and others.

7.9. Liability and Insurance: The School undertakes to maintain its public liability insurance. All other insurances are the responsibility of parents.

7.10. Cancellation of classes: the School reserves the right to cancel a class if the number of pupils in this class is such that, in the opinion of its Committee of Management, it is not financially viable to run. The School will give parents at least a half a term's notice of such cancellation.

7.11. Jurisdiction: The terms and conditions are made by the School and claims or disputes shall be subject to the exclusive jurisdiction of the Courts of England and Wales.