

Families/School Agreement

Petite école de Reigate aims to maintain high standards of education and provide a safe, effective and professional learning environment for all children.

Your cooperation, as parents and guardians, is crucial in ensuring the following rules and regulations are applied as together we will increase our chances of success towards our shared common goals.

This Agreement is to be read in conjunction with our Safeguarding Policy, School Code of Conduct, Staff Code of conduct and Pupils Code of Conduct.

Standard of Education that Petite école de Reigate will provide:

- Petite école de Reigate will encourage the acquisition of French language skills within the context of Francophone cultures, helping all its pupils to become confident with French.
- We will track each pupil's progress through regular observations and assessments and provide parents with updates on their child's development in French.
- We will cater for pupils with special educational needs, providing appropriate support and accommodations, as long as the school is made aware of these needs.
- The school will contact you if your child becomes unwell during the day.
- We will encourage your child to always strive for their best in their learning.
- We will contact you if we have concerns about your child's behaviour, attitude, or performance in school.
- We will ensure that we provide a safe and secure environment for your child.
- We will not tolerate bullying in any form, including cyberbullying. Petite école de Reigate will maintain, monitor, and respect all UK Safeguarding Policies (see our website or ask our Headteacher for our Policies).
- Petite école de Reigate is committed to providing a welcoming and inclusive learning environment for all students. We do not tolerate discrimination based on race, ethnicity, religion, gender identity, sexual orientation, disability, or socioeconomic status.
- We celebrate cultural diversity and recognize its importance in the learning process.
- Petite école de Reigate aims to provide clear and accessible communication for all families.

Rules for parents/guardians

- Parents will encourage their child's regular and punctual attendance with proper equipment.
- Parents will accept that the children's education is a shared responsibility between home and school and will assist their children with their French learning.
- Parents will make sure their children complete all homework given by their class teacher.
- Parents will inform Petite école de Reigate about any concerns that might affect their child's progress.

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- Parents will support and respect Petite école de Reigate school's Policies, particularly the ones about safeguarding and behaviour (see the welcome pack or ask our Headteacher for our Policies).
- Parents will respect Petite école de Reigate's hours of operation.
- Parents will make payments on time.
- Parents will ensure their child will leave Petite école de Reigate premises only at the end of sessions, unless a prior arrangement is made in case of an emergency or an appointment.
- Parents must inform Petite école de Reigate in advance and sign their child out according to established procedures.
- Parents will submit the registration form, payment, and this signed agreement before their child begins attending our services.
- Any complaints parents wish to raise should be given in writing to the headteacher who will follow up with the matter as per the school's complaint policy.

Rules for Staff

- Petite école de Reigate's staff will care for your child's safety and happiness.
- Petite école de Reigate's staff will create a good environment for learning French language.
- Petite école de Reigate's staff will act as role models for your child being punctual and being prepared for French lessons.
- Petite école de Reigate's staff will encourage and motivate your child with French to do the very best they can.
- Petite école de Reigate's staff will keep you informed about your child's progress, homework, and about general school matters.
- Petite école de Reigate's staff will respect all Policies of Petite école de Reigate as well as the Staff Code of Conduct.

Payment and fees

- Parents will pay Petite école de Reigate's fees as soon as the term invoice is sent.
- Each term 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.
- The method of payment is a bank transfer (e.g. BACS) to the School's bank account (details included in invoice).
- Fees are reviewed annually and parents are advised in the summer term of any increases applying for the next academic year.
- 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.

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- The School Committee of Management can impose exclusion for non-payment of fees following two reminders of late payments.
- For any matter, parents must refer to the Headteacher.

Registrations and Withdrawals

- 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.
- Admission criteria: Lessons are aimed at children from French-speaking families and are taught entirely in French; it is therefore required that children 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.
- 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.

Positive Reinforcement

Petite école de Reigate will recognize and celebrate student achievements in French language learning. This may include certificates, special mentions, or other forms of positive recognition.

Drop-off and Pick-up

- Children are expected to be collected on time (16:30 or 16:45 depending on the class)
- 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.
- Any child under 11 years old must be accompanied by an adult to and from school. Consent forms for older children must be filled by parents/guardians for those who leave the classroom on their own.

Phones

Children are expected to keep their mobile phones switched off while at school (from 2.15 to 4.45pm).

If you wish to communicate with your child, you can contact us on the school phone 07913 811 345.

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Any child handling his mobile phone during school hours will have the device confiscated and returned to the parent.

Food

- Parents should provide a healthy snack (nut free) for the break
- 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.
- 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.
- Food/drink provided at School events: The School provides food at special events including cakes, biscuit and soft drinks. Any consumption of such food by pupils should be made under the strict supervision of parents/guardians.

Damage to school venue/items

As we use the classrooms entrusted to us by another school, children are expected to fully respect the spaces we use and not cause any damage to the classrooms and all areas we use (toilets, playground, etc).

The school premises can only be used during school hours and all areas should be left as found and vacated by 5pm at the latest.

If damage is caused by children and investigations ascertain their involvement, parents of the children involved will take responsibility for repairs and compensation.

Feedback

Petite école de Reigate welcomes feedback from parents, staff, and students. Anyone can give verbal feedback to a member of staff or by writing to info@petite-ecole-reigate.co.uk

Non-Compliance and Dispute Resolution

Procedures: In the event of non-compliance with this agreement or any school policies by either party (parents/guardians or Petite école de Reigate), the following steps will be taken:

1. **Informal Communication:** The concerned parties will first attempt to resolve the issue through direct and open communication.
2. **Formal Notice:** If informal communication is unsuccessful, a formal written notice will be provided, outlining the specific area of non-compliance and a reasonable timeframe for resolution.
3. **Mediation:** If necessary, both parties agree to engage in mediation with a neutral third-party to facilitate a resolution.

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Recourse: If the dispute cannot be resolved through the above procedures, parents/guardians and Petite école de Reigate reserve the right to pursue further recourse in accordance with relevant UK educational regulations and guidelines.

Agreement Review

This Parent/School Agreement will be reviewed regularly (yearly or biyearly) by the School Management, Staff and Parent representatives to ensure its continued relevance and effectiveness. Feedback and suggested revisions are welcome throughout the year.

I agree to follow this Agreement:

Signature:

Date:

Or fill in the online form: <https://forms.gle/pYPxjeNbFqdK8EjU9>