



Parent School Agreement

- Parent/carer responsibility** It is the responsibility of the parent/carer who has signed the enrolment form to ensure that they are fully aware of the terms of this agreement. We reserve the right to change the agreement without notice.
- Learning support** Les Petits Ecoliers aims to maintain high standards of education and to provide a safe and professional learning environment. Your co-operation in taking an active part in your children's education, especially in supporting us and encouraging home learning is crucial to ensure that your children find the learning enjoyable and achieve their learning targets
- Please read through and explain "Les Règles de L'Ecole" to your children.
 - Please make sure your children complete all homework given in their exercise books or homework sheets.
 - Please encourage your child to read/speak in French. Books are available to borrow from Les Petits Ecoliers.
 - Please encourage your children to participate in the school's cultural activities.
 - You are encouraged to communicate with class teachers regularly, to find out your child's progress and discuss any issues relevant to teaching.
- Medical conditions and illness** It is the responsibility of the parent/carer to inform Les Petits Ecoliers of any medical conditions and allergies. Several teachers are experienced in first aid. In the event of an emergency, the parent/carer authorises Les Petits Ecoliers team to give permission to a doctor, paramedic or other appropriate medically qualified person, to undertake whatever treatment is considered necessary.
- Students who are taken ill, especially those with an infectious illness should refrain from attending the school until fully recovered.
- Behaviour** We reserve the right to remove from the class any child whose behaviour is disruptive. Violent behaviour will not be tolerated and will result in exclusion.
- Absence and punctuality** Please make sure your children arrive on time and attend regularly. Please notify us or the class teacher of any planned absence or early leave, so that the teacher does not wait unnecessarily.
- Access to school premises** Drop-off and pick-up of children should be from the external classroom doors. Any child under 11 years old must be accompanied to and from school.
- Parents/carers are not permitted to stay in the classrooms during the class except under exceptional circumstances.
- Parents/carers have access to the main reception entrance and dining hall, where a café is open between 10-12am. Access to any other part of the building is forbidden.
- An access code to the main reception door will be given to you on joining. The access code is confidential, specific to Les Petits Ecoliers families, and must not be disclosed

to any other parties, including other users of the school premises (who are given their own access codes).

Parking	<p>For car users, please use the car park which is situated just off Townsend Drive. When using the car park:</p> <ul style="list-style-type: none">▪ Please follow the one-way system.▪ If no parking space is available, please park on the residential streets around the school.▪ Please do not drive down the driveway towards the school. The limited parking spaces here are reserved for the teaching staff.▪ Please be always aware of children and other pedestrians and drive slowly and safely.
Payment	<p>All lessons must be paid for in advance. A non-refundable deposit is payable on enrolment with Les Petits Ecoliers. This amount is deducted from the first term's fees. Payment can be accepted either in cash, by cheque or online transfer. There is a discount for siblings. For further information on prices and payment, please refer to the website or the information sheet issued each term.</p>
Returned payments	<p>If a cheque is returned to us from the bank we will charge an admin fee each time the cheque is presented.</p>
Refunds	<p>The course fee is non-refundable. We will use our discretion to reimburse the balance of fees if a child is not settling in the class and the parent decides not to continue with the term. We are unable to refund missed lessons that may occur, including sickness, school, transport difficulties or holidays.</p>
Re-enrolment	<p>Re-enrolment will take place during the last two weeks of term. If your form and payment is not returned by the last lesson of the term, your place may be offered to another child from the waiting list.</p>
Cancelled lessons	<p>If Les Petits Ecoliers has to cancel a lesson, we will endeavour to arrange for an alternative teacher or add an alternative date. It is our policy to only refund those customers that have not been given 5 days' notice of the date of an alternative lesson; however, no refunds will be offered in the case of circumstances outside of our control such as adverse weather conditions, power interruption, and 'acts of god'.</p>
Valuable items	<p>Les Petits Ecoliers does not accept liability for the loss or damage to any personal effects brought to any lesson and you are therefore requested to ensure that no valuable items are brought to the lessons.</p>
Complaints and concerns	<p>If you have any concerns and suggestions on the operation of the school, you can speak to one of the directors or email them at stalbans@lespetitsecoliers.co.uk.</p>

Latest review date: November 2015