

# Terms and Conditions

La Petite École d'Edimbourg is a Scottish Charity [SC020726](#) which offers lessons for French speaking children.

This document defines the terms and conditions. These terms can be modified at the discretion of the board and the latest version will always be updated on the website (<https://www.petiteecole-edimbourg.com/documents/>).

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## 1. Eligibility

- 1.1. Families where at least one parent is a native French speaker are eligible.
- 1.2. Families where no parent is a native French speaker may be eligible. Parents are invited to get in touch with the charity to discuss their situation.
- 1.3. Non eligible children should get in touch with the French Institute which offers beginner French lessons.

## 2. Academic year

- 2.1. Classes usually start at the beginning of September and finish at the end of June. The calendar of the current school year is available on the website (<https://www.petiteecole-edimbourg.com/calendrier/>).
- 2.2. Each academic year is divided into three terms normally beginning in September after the Summer break, January after the Christmas break and April after the Easter break.
- 2.3.
- 2.4. Registration for new families has to be made before the deadline stipulated on the website.
- 2.5. Enrolment is made for the entire academic year.
- 2.6. Enrolment outside the June-July period may also be possible but will be at the charity's discretion and pupils will only start classes at the beginning of the following term.

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### 3. Enrolment

- 3.1. Registration takes place online by completing the registration form which is available all year round [here](#). There are two possible starts, one in September and one in January, subject to availability.
- 3.2. Only one enrolment form should be completed for multiple children of returning families. For new families with multiple children, one form per enrolling child must be completed.
- 3.3. Pupils will be registered by order of reception of a completed form and the enrolment will be confirmed by email.
- 3.4. For new pupils, level assessment will have to be completed through an online meeting with a teacher.
- 3.5. In the absence of available spaces, pupils can be added to the waiting list. Families on the waiting list will be contacted as soon as a space becomes available during the school year and will be able to enrol in June or January for the following academic year.
- 3.6. For new pupils, the charity offers a two-week trial period at the start in September and January to assess if the lessons match the expectations and to determine whether the level assigned initially is relevant. Following this trial period, the enrolment is definitive in the absence of written cancellation and the academic fees are due.
- 3.7. The management of all personal data collected during the enrolment process is defined in the privacy policy (<https://www.petiteecole-edimbourg.com/documents/>).

### 4. Membership

- 4.1. Each family with at least one registered pupil becomes a member of the charity.
- 4.2. Parents are entitled to attend the Annual General Meeting and seek election as charity trustees.
- 4.3. Member families have priority for the reenrolment in the following academic year.

### 5. Fees

- 5.1. School fees are available on the website and must be paid via bank transfer on the charity account (<https://www.petiteecole-edimbourg.com/tarifs/>).
- 5.2. Payment can be done either in full for the entire academic year or split at the beginning of every term.
- 5.3. The payment must be completed before the beginning of each new term. The charity reserves the right to refuse pupils for which fees have not been paid.
- 5.4. Concessions are available for beneficiaries of council free school meals. Eligible families should get in touch during the enrolment for more information.
- 5.5. For new pupils, the payment is only due at the end of the two-week trial period.
- 5.6. In partnership with the French Institute, La Petite Ecole offers a discount price to become a member of the French Institute of Scotland. The membership is individual and gives access to several benefits and discounts including the library and cultural events - see <http://www.ifecosse.org.uk/Become-a-member.html> for more information. The price of the discounted membership is £15 and must be paid as part of the first payment of the fees. If this box is checked, the first name, surname, email address and phone number of the parent will be communicated to the French Institute in order to process the membership. The membership will be valid for a year once delivered.

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## 6. Facilities

- 6.1. The lessons are held in Council school facilities rented by the charity. The terms of the facilities apply to all pupils and must be observed.
- 6.2. For safety reasons, parents must accompany pupils to the classroom and stay until the arrival of the teachers and pupils must be picked up by a parent after the class.
- 6.3. Pupils aged 10 and above may come to and leave the lessons by themselves if parental consent has been explicitly given via the enrolment form.

## 7. Attendance and Punctuality

- 7.1. As the programs are designed to follow a continuous progression, it is important that your child is present and on time.
- 7.2. All absences must be reported to the teacher or the school administration.
- 7.3. In the case of two consecutive absences, please notify the administration and provide a justification for the absence.
- 7.4. To ensure classes start promptly at 9:15am, 9:20am, 11:30am and 11:35am and end strictly at 11:05am, 11:15am, 1:20pm and 1:30pm. Once children are handed over to their parents, we ask that you supervise your child while on school premises. La Petite École will no longer be responsible for your child in the event of an accident.
- 7.5. Children must be accompanied by one of their parents and must not move around the premises alone under any circumstances.
- 7.6. Written authorization from the parents must be provided if a child is to leave with someone other than their parents, even if that person is another parent from La Petite École. An ID will always be required.

## 8. Medical Issues

- 8.1. At the time of booking, any medical conditions/allergy details should be provided for your child.
- 8.2. In the event of any change in your child's health condition, you must inform the school administration in writing so that appropriate measures can be taken in case of difficulties or emergencies.
- 8.3. If your child needs to keep medication with them at all times in class (e.g., an inhaler for children with asthma), a procedure must be discussed with the administration.
- 8.4. In the event of a medical issue, no medical intervention will be performed. Parents will be contacted, and emergency services will be called if necessary.

## 9. Personal belongings

- 9.1. It is preferable not to bring valuables, game consoles, mobile phones, etc. In case of loss of items, we do not accept responsibility.
- 9.2. For safety reasons, no personal belongings will be allowed at the preschool, and we ask parents to check their children's pockets before they enter the classroom. La Petite École will

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not be held responsible for any problems arising from an item that does not belong to the school.

- 9.3. Children should have clothing and bags that are easy to use and that they can handle independently.

## 10. Absences and cancellations

- 10.1. Parents must inform the teacher directly of any absence during the academic year. No reimbursement will be made in the case of absence.
- 10.2. Under exceptional circumstances, the charity may have to cancel lessons. If possible, alternate dates will be offered to replace the lessons. Otherwise, all cancelled lessons will be reimbursed.
- 10.3. Any termination during the academic year must be communicated in writing both to the teacher and the charity. The payment of the remaining yearly fees must be completed in full (balance).

## 11. Additional support policy

Some children and young people require additional support due to special educational needs (SEND) or other factors, and in line with the Equality Act 2010, we can make reasonable adjustments to provide a stimulating and inclusive environment for most children, regardless of their specific needs. Please contact the coordinator if you have any questions or would like to discuss the suitability of a class for your child.

- 11.1. We collect personal information about all children at the point of booking. Data is used solely for the child's care and is stored safely and confidentially and with access limitations.
- 11.2. To meet the needs of all children, we require parents and guardians to be honest and transparent regarding any additional support a child may require at the point of booking. This is especially important when a child requires a higher level of supervision than we're able to offer within our standard ratios and where their behaviour has the potential to detract from the welfare of other children.
- 11.3. In the case of additional support or needs and for children with SEND, our team will contact you to understand the support required. Following this the educational team will review the details to determine the suitability of our programme and what, if any, adaptations we can reasonably make that ensures the correct level of support for your child.
- 11.4. Providing detailed information regarding expected behaviours or triggers for children with SEND or additional support needs helps our staff to understand how best to support your child in the class and provide the best learning environment for them.
  - 11.4.1. Failure to provide information requested at the time of booking or confirmation of details will result in the cancellation of the child's place.
- 11.5. For children with a high level of SEND, attendance is considered on an individual basis. We expect children that require 1:1 care at home or at school to be accompanied by their regular carer or welcome the attendance of an adult support.

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- 11.6. We reserve the right to contact parents and guardians at any point to collect their child when we believe it necessary, to protect the welfare of their child, or other children and staff.
- 11.7. We reserve the right to decline a booking or prevent a child attending a class if we believe that we are unable to safely meet the needs of the child within our standard ratios and without detracting from the welfare of all children and staff. If incorrect or incomplete information has been provided by a parent or carer at the point of booking, that could or does detract from the welfare of the child or other children.

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