

# 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/>).

## 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. The enrolment period for each academic usually starts in June for families already enrolled and in July for new families.
- 2.4. Enrolment is made for the entire academic year.
- 2.5. 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.

## 3. Enrolment

- 3.1. Both new and existing pupils must enrol every year by completing the enrolment form available from the charity website (<https://www.petiteecole-edimbourg.com/inscriptions/>)
- 3.2. Only one enrolment form should be returned for multiple children in the same family.
- 3.3. Pupils will be registered by order of reception of a completed form and the enrolment will be confirmed by email.
- 3.4. 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 for the following academic year.
- 3.5. For new pupils, the charity offers a two-week trial period 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.



- 3.6. 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.

## 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. Absences and cancellations

- 7.1. Parents must inform the teacher directly of any absence during the academic year. No reimbursement will be made in the case of absence.  
7.2. 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.  
7.3. 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).

