

**TERMS & CONDITIONS
2021-2022**

INTRODUCTION – The parties

→ La Petite Ecole Bilingue - The Stewart Bilingual School, an independent nursery and primary school registered under DFE number 207/6001 and ISI URN 138 599/ Nursery registration OFSTED URN EY466266, hereafter referred to as “**LPEBL**” or “**the School**”

AND

→ The parents/ responsible persons named in the School Place Offer form, together hereafter referred to as “**the Parent**” or “**the Parents**”, as applicable.

ARTICLE 1 - PARENTAL AUTHORITY

- a) The Parents declare that they have joint legal parental responsibility; or (if only one Parent is named in the School Place Offer form)
- b) The Parent declares that he/she has sole legal parental responsibility under a court order (a copy of the court order must be provided).

The Parents are jointly and severally responsible for complying with their obligations under these Terms and Conditions.

ARTICLE 2 - SCHOOL POLICIES

The Parents confirm that they have submitted a School Place Offer form in respect of the pupil named therein (the “**Pupil**”), that the information in the School Place Offer form is complete and accurate and that they agree and consent to the terms of the School Place Offer form, these Terms & Conditions and its annexes (including the Financial Policy, the Admission Policy and any other policies available from time to time on the school’s website, each as may be amended from time to time together, the “**Policies**”). The Parents acknowledge and agree that the School Place Offer Form, these Terms and Conditions and the Policies form part of the binding agreement between the School and the Parents.

The Policies may be updated during the course of the academic year, in which case the updated versions shall be made available on the School’s website.

ARTICLE 3 – APPLICATION PROCESS

3 – 1 Pre-application

Parents are required to complete an online pre-application form: [PRE APPLICATION FORM](#)

On receipt of the completed form, children will be placed on the waiting list and parents sent written confirmation of the registration. The pre-application procedure is free of charge.

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3 – 2 Admissions Procedure

In the winter preceding the year of entry, parents of children on the School's waiting list will be asked to send their child's last school report. Children may be invited to an informal interview with the Headteacher (which may be arranged via skype for children living abroad).

1. The main points of entry are in Nursery and Reception when we remain non-selective.
2. Limited places are available in Years 1 to 6. Basic academic standards are required to be met for late entry, to ensure that new pupils will be able to access the curriculum and to ensure that they can assimilate easily into the established year group.

Equality & Diversity

LPEBL is committed to equal treatment for all and welcomes applications from girls and boys with a range of backgrounds, regardless of race, ethnicity, religion, disability or social background. This enriches our community and prepares our children for today's world.

Special Education Needs & Disabilities

LPEBL welcomes pupils with disabilities and/or special educational needs, providing that the Learning Support Department can offer the support that is needed and that the school site can accommodate them. We strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their children's requirements with the school to determine if the school can make adequate provision for him/ her. It is crucial that parents provide a copy of an educational psychologist's or medical report if they have one. The school will discuss thoroughly with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if he/ she becomes a pupil at the school. Parents should contact the School as soon as possible if they or their child require reasonable adjustments to be made during the admissions process.

Sibling Policy

We give priority to children who have a sibling in the School or who have a family connection to the School.

3 – 3 Formal Offer of a Place

- a) In the winter preceding the year of entry, the School will make formal offers by email to all candidates on the firm entry list. The online Place Acceptance Form will be valid for ten days. Parents will be asked to:
 - i. complete the Place Acceptance Form (parents are required to read the School's Terms & Conditions, Financial Policy and Admission Policy)
 - ii. pay an enrolment fee of £1,200 (£600 for entries in Year 6) (the "**Registration Fee**") to confirm their acceptance of a place. This Registration Fee is non-refundable in any circumstances and non deductible from the child's tuition fees.
 - iii. Provide a copy of both parents' passports.
 - iv. Provide a copy of their child's passport.
 - v. In case of divorce or separation, provide a copy of the court order settling the custody arrangements or a letter signed by both parents detailing the agreed custody arrangements.

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- b) In May preceding the year of entry, parents will be asked to pay a £1000 advance on First Term fees. This advance is non refundable and will be deducted from the tuition fees for the Autumn term of the child's year of entry.

3 – 4 Re-enrolment

- a) Every year in February, parents of existing pupils will be sent a Re-Enrolment form, which they will be asked to complete in order to secure their child's place for the next academic year.
- b) In May, parents who have previously confirmed their child's place will be asked to pay a £1000 advance on First Term fees for the next academic year. This advance is non refundable and will be deducted from the tuition fees for the Autumn term of the next academic year.

If parents fail to complete one or the other step, the child shall be automatically withdrawn from the school's register for the following academic year. The £1000 advance is not refundable in any circumstances even if Parents later choose to withdraw their child.

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ARTICLE 4 - SCHOOL FEES

- a) The School fees can be found on the School's website. The School reserves the right to fix the School fee for a term at any time up to the last day of the preceding term. Every effort will, however, be made to give not less than one term's notice of alterations to the fees.
- b) The school year is divided into three periods called terms, as follows:

Term	Period	To be paid		Deadline
Term 1	September October November December	40% of annu al scho ol fees	£1000 advance on first Term	To be paid in May for re-enrolments or upon enrolment, as applicable <u>(not refundable)</u>
			Balance due on First term fees	To be paid by end of September
Term 2	January February March	30% of annual school fees		To be paid by end of January
Term 3	April May June	30% of annual school fees		To be paid by end of April

- c) The Parents agree jointly and severally to pay the applicable school fees at the times stated in the calendar above. The school reserves the right to refuse to admit a child if fees have not been paid, even during the course of the school year.
- d) There is a 10% discount from the second child. This discount is applied to school fees for full-time attending pupils only and is not applicable to any other fees such as after-school care or Wednesday clubs.
- e) Fees for any started term will not be refunded and remain retained by the school. In case there has been a legal decision for the child to change school, the fee for the term currently in process remains due to the school.
- f) Tuition fees will be payable in full for intakes occurring within the 1st period of each term (cf. school calendar available on the school's website). For intakes occurring after the 1st period, tuition fees are calculated pro-rata the attendance of the child.

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- g) The School reserves the right to exclude the Pupil if school fees are overdue for payment after the third written notice. If the Pupil is excluded for a period of 30 days, he / she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable in accordance with Article 6 below. The school may withhold any information, character reference or property while the fees remain unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil.
- h) Barring serious motives or force majeure circumstances, the School shall not refuse to school a child if the Parents have paid the school fees on time and as due, except where there has been a legal decision ordering that the child be schooled in another establishment.
- i) The Financial Policy forms part of these Terms & Conditions and sets out all the financial dispositions to which the Parents consent.

ARTICLE 5 – ATTENDANCE, DRESS AND BEHAVIOUR

- a) The Parents undertake to ensure that the Pupil attends school regularly throughout each term (dates of which will be published well in advance). All pupils are required to participate in all school subjects including games and other out of school activities.
- b) The Parents should obtain a prior written authorization from the Headteacher for any planned leave of absence. Leave of absence shall be granted entirely at the Headteacher's discretion. The Headteacher will not authorise absences if she believes it is to the detriment of a child's education.
- c) School fees will not be refunded where the child is absent due to sickness or for any other reason.
- d) The Parents undertake to ensure that the Pupil conforms to such rules of appearance, dress and behaviour as shall be issued by the School from time to time.

ARTICLE 6 - TERMINATION

- a) The School requires not less than a full term's notice in writing, received by the Headteacher not later than three days after the beginning of a term, before a pupil is withdrawn from the School. Failing such notice or if the Pupil is excluded for more than 28 days for non-payment of Fees as set out in Article 4, fees in lieu of notice will be due and payable as a debt immediately. Fees in lieu of notice means fees in full at the rate applicable for the next term following withdrawal. One term's fees in lieu of notice represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.
- b) If Parents withdraw their child during the course of a term, LPEBL has to be notified in writing, giving details of the next school the Pupil will attend. The school will invoice the fees for the whole term and a term's fee in lieu of notice shall be payable immediately if the 90 days notice period is not complied with.

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- c) LPEBL may terminate the contract at any time by notice in writing without any obligation to return any fees or deposit paid by parents if the Pupil or the Parents find themselves in breach of the Terms & Conditions.
- d) Any withholding or misrepresentation of information or facts about the family or the child is considered as a breach of contract with LPEBL. As a consequence, LPEBL will have the right to terminate the contract and keep any paid sum.

ARTICLE 7 – CHANGE

The Parents acknowledge and agree that the School, as any other, is likely to undergo a number of changes during the period of this agreement. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School rules and procedures, the disciplinary framework, and the length of School terms. In addition, there may be the need to undertake a corporate reorganisation exercise and / or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of this agreement may be freely assigned to another party at the discretion of the School.

ARTICLE 8 – HOLIDAY CAMPS AND ACTIVITIES

Given the difficulties linked to the organisation by the School of holiday camps and activities, it is understood and agreed by the parties hereto that corresponding fees for such holiday camps and activities are payable in advance and are due in full to the School, including where the Parents subsequently decide not to send their child to such activity/ camp. However, such fees shall be refunded in full if the activities/camp are not provided by the School.

ARTICLE 9 – INFORMATION FOR PARENTS

- a) The following documents can be found on the School website and are available on inspection in hard copy at the School:
- Admissions Policy
 - Behaviour Policy (including policy on exclusion)
 - Anti Bullying Policy
 - Health and Safety Policy
 - Curriculum Policy
 - EAL policy
 - SEND policy (including arrangements for pupils with EHC plans)
 - First Aid Policy
 - Complaints Policy (the number of complaints registered under the formal complaints procedure during the preceding school year is 0)
- b) The acting Head Teacher as at the date of this Policy is Natasha Henderson-Stewart.
- c) The proprietor is Anne Henderson-Stewart and can be contacted by phone on 020 8960 2725 or via post at 90 Oxford Gardens W10 5uw.



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- d) The aim of the School is to offer a broad and balanced bilingual curriculum. It aims for every pupil to feel a valued member of the school community and to have a sense of being personally nurtured. Our Curriculum Policy can be found on the School website and is available for inspection at the School.

Reviewed June 2021