

# LA MARELLE

## Terms and Conditions

### 1- ENROLMENT

- a) You agree to fully complete the Registration Form and the Medical Form and confirm that your answers are true and correct to the best of your knowledge. You understand that any false statements and/or failure to disclose important information may result in your child being excluded from LA MARELLE. You undertake to inform LA MARELLE of any changes immediately.
- b) You understand that places are allocated on a first come basis. Being already a member of LA MARELLE will not secure admission for the next term or year. Your child's place will not be confirmed until you have paid the required deposit and have had confirmation from LA MARELLE. LA MARELLE may change its admission procedure from time to time.
- c) By submitting the Registration Form and/or attending LA MARELLE, you agree on behalf of yourself and your child to be bound by these Terms and Conditions for the duration of your child's attendance at LA MARELLE.
- d) When enrolling your child at LA MARELLE, you fully accept to participate in our e-learning classes as a replacement to the "on-site" classes in case of lockdown or impossibility to access the premises. Each E-learning class will replace the Saturday mornings 3 hours on site as follow:

Readers: 1h, from 2 to 4 children (fees remain the same and are non-refundable)

Non-readers: 30min, from 2 to 4 children (half the fees shall be credited for the following term)

- e) On acceptance of your application, LA MARELLE will issue a payment request. Failure to pay the full fees may result in your application being cancelled and/or your child not being allowed to attend the school while fees remain unpaid.
- f) Only children with at least one native French-speaking parent will be accepted into our FLAM section. We may also exceptionally accept children from non-native French-speaking families who can speak French fluently. Other families will be directed to our FLE section.
- g) You understand that your child's place is allocated from year to year, and that you MUST provide LA MARELLE with written notice of withdrawal from the programme by THE WEEK BEFORE LAST OF THE PRECEDING TERM, otherwise you will be liable for the full term's fees for the forthcoming term.

### 2- RULES, REGULATIONS AND YOUR LIABILITY

- a) You have read and signed "LA MARELLE's Chartes/Codes of Conduct" and agree to follow and uphold them. You understand that membership at LA MARELLE is subject to all Terms & Conditions and that these may change from time to time. You understand that should there be any conflict between an earlier version and a later version of any of these policies or Terms & Conditions, the most recent policies or Terms & Conditions shall prevail.
- b) You agree to be wholly liable for any and/or all actions and/or omissions of your child and shall be liable for any loss, financial or otherwise, or injury or damage to property caused by your child whilst on the premises,

and shall fully indemnify LA MARELLE, their agents, contractors and/or staff members for any costs or expenses resulting from such loss, injury or damage.

- c) Your child shall respect the Charte de l'élève/Student Code of Conduct. Failure to adhere to the school rules may result in his/her participation at LA MARELLE being terminated without refund.
- d) LA MARELLE reserves the right to withdraw your child from any activity at any time on the grounds of safety or unsuitability.
- e) You are responsible for the safe collection and/or transportation of your child to and from LA MARELLE.

### **3- TEACHING PRACTICE AND STUDENT PROGRESSION**

- a) You will not be permitted to attend your child's lessons or activities unless specifically invited by LA MARELLE. You and any other persons will be required to wait in designated areas, as specified by LA MARELLE's staff.
- b) You understand that your child shall progress through the levels of the programme in accordance with the recommendations of the teacher and LA MARELLE's head teachers. Children will be required to be of an appropriate skill level and age BEFORE they are allowed to progress to the next level. LA MARELLE cannot guarantee student progression.

### **4- LIABILITY OF LA MARELLE**

- a) LA MARELLE shall not be held liable in respect of any personal injury or loss as a result of you or your child failing to carry out LA MARELLE's instructions or procedures whilst on the premises and/or in the course of the activities.
- b) LA MARELLE shall not be liable to you for any delay in performing or any failure to perform any of its obligations in relation to the activities, if the delay or failure was due to any cause beyond LA MARELLE's reasonable control.
- c) LA MARELLE reserves the right to alter the curriculum, activities, schedules, age brackets, premises and staff as it thinks fit and without notice.
- d) LA MARELLE will not accept responsibility for personal items lost or left at school.

### **5- MEDICAL, FOOD AND BEHAVIOUR**

- a) Any special medical, education or behavioural need of your child known to you must be notified to LA MARELLE in writing on the Registration Form. You agree to provide LA MARELLE with accurate emergency contact details and to notify LA MARELLE of any changes to your child needs and your details.
- b) In the event that your child becomes ill or incapacitated, you agree to first aid treatment being given to your child if required.
- c) If your child gets hurt whilst on the premises, he must notify a staff member. An accident form will be completed, and a copy will be given to you. LA MARELLE will contact you if necessary.
- d) Medicines are not allowed at school. LA MARELLE is not permitted to administer any medicine to your child unless in an emergency such as an allergy.
- e) Your child is not allowed to bring any food containing nuts to LA MARELLE.

- f) You and your child must show respect towards other children, member of staff and other families. LA MARELLE's staff is subject to the same Code of Conduct.

## 6- VALUABLES AND LOST PROPERTY

- a) LA MARELLE strongly discourages valuables being brought into the school.
- b) LA MARELLE operates a lost property station and endeavours to retain lost property for 14 days, to give you time to collect.
- c) LA MARELLE will not be responsible for any property left at the premises and may dispose of any such property if not claimed and collected by you within fourteen days.

## 7- TERM DATES AND TIMETABLES

- a) The Term Dates for each academic year shall be provided during the preceding Summer. Timetables may differ from year to year and LA MARELLE's schedule may be subject to change.
- b) It is your/your child's responsibility to ensure attendance at LA MARELLE on the correct dates and at the appointed times. You understand that there are no make-up lessons and no refunds for missed or shortened lessons.
- c) In case of absence or lateness, you must inform your child's teacher by email as soon as they are aware of it.
- d) Drop offs, pick-ups and movements within the school:

**La Marelle opens its doors at 9.15 am and closes at 12.45 pm.**

Your child must be on time for the beginning of the class (09.30 am).

LA MARELLE is not responsible for the your child before or after the class.

Your child should be dropped off and picked up from the point that will be communicated to you.

In case of lateness, you have to drop your child with the « Vie scolaire assistant » who will then bring your child to the classroom.

No children will be allowed on site after 1pm, under any circumstances.

## 8- CONTACT AND COMMUNICATION

- a) You may correspond with LA MARELLE either via your child's communication notebook (for teachers only) or by email.
- b) You agree that LA MARELLE has your personal email address to facilitate communication, and to make LA MARELLE aware of any changes to your email address or other contact details.
- c) LA MARELLE takes your privacy seriously and respects the regulations of the GDPR.

## **9- SCHOOL SUPPLIES**

- a) Library books, school manuals lent to your child are to be brought back in good condition. Any lost or damaged items shall be replaced by you.
- b) It is essential that at all times your child has the school supplies requested by the teacher.
- c) All children will be required to be responsible for their own belongings, notebooks and other tuition material. LA MARELLE is under no obligation to provide supplies for the lessons.

## **10- MEDIA RELEASE PERMISSION FORMS**

- a) You acknowledge that LA MARELLE may use for publicity purposes and without prior notification any photograph taken of your child at LA MARELLE unless you have instructed us otherwise on your registration form.
- b) From time to time, LA MARELLE reserves the right to record / take photos of the children even though you have not agreed to the photography agreement. Those will only be used for internal purposes (for example: to show parents what children have been doing in class at the end of the year show or for class photographs that will be available to buy).

## **11- PAYMENT OF FEES**

- a) You shall pay LA MARELLE the fees and any additional sums that are due.  
The full Fees will be considered due as specified by LA MARELLE and must be received by LA MARELLE before the deadlines to avoid an additional late charge of £20 per child. You may pay the fees termly or yearly by BACS to LA MARELLE's bank account. Payment by direct debit could be arranged if requested before the start of the school year.
- b) LA MARELLE will not accept any cash payment. If you wish to pay by cash, you will need to deposit the money into LA MARELLE's bank account.
- c) LA MARELLE does not accept cheque payments.
- d) Direct debit is only available if you register your child for the full year. Payment is in 10 instalments, with the first being collected from your bank account prior to the commencement of the school year.
- e) You understand that all fees are non-refundable.