



La petite école de Leicester Parent School Agreement

Parent/carer responsibility

It is the responsibility of the parent/carer who has signed the registration form to ensure that they are fully aware of the terms of this agreement. We reserve the right to change the agreement without notice.

Parents/carers are responsible for their children during the **Stay and Play session**. Children must be supervised at all times. Parents/carers should ensure their children play with age-appropriate equipment. We ask that parents/carers take extra precautions around the coffee area in the main hall, as hot drinks will be served.

Learning support

La petite école de Leicester 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'école” to your children.
- Please make sure your children complete the homework given in their exercise books or homework sheets.
- Please encourage your child to read/speak in French. Books are available to borrow from La petite école de Leicester's library.
- 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 La petite école de Leicester of any medical conditions and allergies. Several members of staff are experienced in first aid. In the event of an emergency, the parent/carer authorises La petite école de Leicester's 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.

Nut free policy

It is La petite école de Leicester's policy that no nuts may be brought onto or consumed on the school premises: no products (e.g. cakes, biscuits) containing nuts should be brought or consumed on school premises.

Behaviour



We reserve the right to remove from the class any child whose behaviour is disruptive. They will be taken to the main hall and supervised by member of the committee. 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 Main Hall. 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.

Please follow the latest COVID-19 guidelines on the school premises.

Please note that smoking and alcohol is forbidden within the school grounds.

Dogs and other pets are not allowed within the school grounds.

Parking

When using the school car park:

- Please use the marked parking bays. If no parking space is available, please park on the residential streets around the school.
- Please always be aware of children and other pedestrians and drive slowly and safely.
- Cars are parked at the owner's risk. La petite école de Leicester will not accept responsibility for any damage or losses.

Payment

All lessons must be paid for in advance. A non-refundable 45 pounds membership (which, alongside other benefits, allows free access to the library) is payable on enrolment with La petite école de Leicester.

All **Stay and Play sessions** must be pre-paid either by cash on arrival (£2 – pay as you go) or by bank transfer to La petite école de Leicester's bank account (£10 for 5 sessions). A non-refundable membership (which, alongside other benefits, allows free access to the library) is payable on enrolment with La petite école de Leicester.

For further information on prices and payment, please refer to our website :

<https://www.lapetitecoledeleicester.co.uk/>

Refunds

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.



Re-enrolment

Re-enrolment will take place during the second term. If your payment is not received within 14 days of the invoice, your place may be offered to another child from the waiting list.

Cancelled lessons

If La petite école de Leicester 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'.

Valuable items

La petite école de Leicester 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.

Library

La petite école de Leicester will provide free access to a large supply of French books in the Main Hall every Saturday, run by volunteers. Please respect the loan deadline and handle the books with care. Any loss or damage will be chargeable to the loaner.

Dress code Baby Change

Please dress your child in comfortable, weather-appropriate clothing, as the mid-morning break will be outdoors. Please ensure all personal effects are labelled with your child's name. Please provide slippers for indoor use.

Baby Change

There are baby changing facilities in the disabled toilets at the front of the building. Please use the bin labelled "La petite école de Leicester nappies/couches" to dispose of waste. Where possible, please also use a nappy bag.

Complaints and concerns

If you have any concerns and suggestions on the operation of the school, please speak to one of the directors or email them at info@lapetitecoledeleicester.co.uk.



Latest review date: August 2022