

ECOLE DES COPAINS (EDC) TERMS AND CONDITIONS

French tuition at l'École des Copains (EdC) is offered under the present terms and conditions. The aim of the document is to ensure that all Members, by which we mean the parents (You) and children, are aware of what to expect, and what is expected of them when they join the EdC.

EdC is a registered charity and is lead by a committee of volunteer trustees (Committee). Your main point of contact is the EdC Administrator, who can be reached by email at contact@ecoledescopains.com

Members information is mostly communicated from this address, and on the EdC Facebook page <http://www.facebook.com/ecoledescopains/>.

We also post key information on our website www.ecoledescopains.com, such as our:

- Terms & Conditions
- Safeguarding Policy

FINANCES, MEMBERSHIP AND TUITION FEES

The EdC is a charity and, as such, makes no profit but requires funds to run the lessons and other activities on offer.

Under some circumstances, the Committee can agree on **special conditions** regarding fees and payment. Should you need to discuss such conditions, please do so in writing by email to contact@ecoledescopains.com

Payments to the EdC include a membership fee, tuition fees and ad-hoc charges, payable as follows:

1. **Membership** to EdC is paid annually and is due before the start of the following academic year. It covers the whole family and gives access to the full range of classes on offer, subject to availability and additional tuition fees. The annual membership fee is non-refundable.

EdC can claim Gift Aid on membership fees. Please make sure you complete the relevant section during the registration process if you are an eligible UK tax payer. You can voluntarily opt out if you do not want, or are ineligible for gift aid to be claimed on your behalf.

2. Tuition fees cover the costs of the classes and other activities. These are invoiced annually or monthly depending on your chosen option when registering online with Membermojo. EdC guarantees between 29 and 31 sessions in the academic year. Hilden Grange does not rent their premises for all 29 to 31 sessions and therefore some sessions may be online when the school is holding its open day or annual fete.
3. All fees must be paid by 31st of August by BACS for annual fee payments, or by the end of the enrolling month if during the year. Monthly invoices are payable exclusively by GoCardless direct debit on the 1st of each month for 11 months - 1st payment will be collected on the 1st September (or on 1st of the month following enrolment if during the year).

4. All term's sessions are due regardless of whether you or your children attend or not. A month's notice (1 calendar month) is required if your child is to stop attending EdC, unless otherwise agreed in writing by the Committee. Tuition fees paid for the term are non-refundable.

Fees can be paid on an annual basis or monthly. If paid monthly fees will be subject to a direct debit charge which will be added to your invoice (Direct Debit Charge is 1% of the amount invoiced plus a fixed fee of 20 pence per transaction, see Membermojo for further details).

5. **Ad-hoc charges,**

In the unlikely event of further ad-hoc charges (such as extra reading books), The EdC will inform you and may send further invoices where applicable.

6. **Penalties**

An Annual invoice is due by the due date shown. A late payment charge of 10% will be charged if not paid within a week of the stated due date. If the late invoice and related 10% charge remain unpaid after 7 days, EdC reserves the right to ask you to remove your child from our school.

Where a monthly invoice is not paid by the time the next monthly invoice is issued, and this without reasonable excuse or prior approval in writing by EdC, a **late payment charge** of 10% of the overdue invoice will be applied to the following one.

If you are unavoidably late in collecting your child, they will remain with their teacher or a designated person awaiting your arrival. If there are repeated instances of late collection, EdC reserves the right to charge £5 for the first fifteen minutes in each instance and £10.00 for each fifteen minutes period thereafter.

The Committee also reserves the right to suspend membership of the EdC, and therefore attendance at classes, if repeated late payments, non-payments, late arrivals or unexcused absences happen despite due notice and fair warning by the EdC.

INSURANCE DECLARATION

The EdC declines all responsibility for any loss, theft or damage to members' property which may occur during attendance at EdC.

Ecole des Copains is a non-profit making Charitable Incorporated Organisation (CIO) run by a committee of parent volunteers whose children attend the activities run by the group.

Ecole des Copains maintains a public liability insurance to cover any legal claim made against the group arising out of the death or injury to any child or person due to the negligence of any of the people who organise or supervise any of its activities. This insurance policy does not cover any claim made against EdC arising out of death or injury, which is not due to negligence. It may not cover any claim made against EdC for damage caused to any premises or property by a child whilst attending any activity organised by the group.

For this reason, we ask the parent of each child attending EdC to tick the box accordingly when registering with the school, to confirm you agree to the following liability limitations.

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1. Each parent agrees that they and their child(ren) will not hold EdC or any of the people involved in the organisation of EdC, liable for the death or injury of any child whilst attending or travelling to or from any activity organised by EdC, except if it is proved that the death or injury was caused by the negligence of one of the people who organise EdC, or supervise the activities.
2. Each parent agrees that it is their responsibility to look after their child(ren) up to the time that the lesson or activity starts, and to ensure that the children are collected promptly at the agreed time afterwards. Ecole des Copains is not responsible for the supervision of children before or after the agreed end time of any activity.
3. Each parent agrees that they are responsible for any damage, injury or death that may be caused by their child(ren), and agrees to reimburse and indemnify EdC for any damage and compensate for any injury or death resulting from their child(ren)'s actions except where death or injury is caused by negligence of any person organising or supervising an activity of EdC.

SPECIAL REQUIREMENTS

Any special request must be made to the EdC in writing on the membership form, or, by email at contact@ecoledescopains.com in the case of a change in circumstances during the year. This includes notifying the EdC of any medical condition, which may impact on an individual's participation in EdC activities.

DATA HANDLING

In accordance with GDPR, the EdC ensures that all personal data that it holds is:

- processed lawfully, fairly and in a transparent manner.
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- adequate, relevant, and limited to what is necessary.
- accurate and kept up to date.
- kept in a form which permits identification of data subjects for no longer than is necessary.
- processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage.

From time to time the EdC may take anonymised photos of members to be used on its website, social media, or other promotional materials. Please tick the box accordingly when registering with the school, to confirm you consent to Your or Your child's images being used in this way.

If you have any concerns about the way in which Your data is being handled, please contact the Administrator (contact@ecoledescopains.com).

SAFEGUARDING & GENERAL SAFETY

- EdC has nominated a **Safeguarding Officer**, **Fire safety Officer**. **First aiders** are readily available at the school when in session.
- EdC safeguarding policy is set out in a separate document to allow for more regular updates and is also available on our website.

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- Fire drills may be carried by Hilden Grange during the year in accordance with their procedures.
- A minimum of one first aider is always available on site during each EdC session, and EdC carries the appropriate kit.
- Parking is forbidden on site . Off road **parking** is available in the vicinity of Hilden Grange. Specific parking arrangements will be notified should other venues be used.
- When renting premises, the EdC is allocated the use of specific areas of the buildings. The EdC ensures all members and children are informed of the zones in which they are allowed / not allowed to be present in. Please ensure you respect the premises by dropping your child off in the agreed area and collecting from the agreed area and not using the outside space for personal use as we are not authorised to do so.
- Each session has a 20 minutes **break time**. No child attending EdC classes is to remain unsupervised during break time, nor stay inside the buildings without adult supervision.

CODE OF CONDUCT

EdC promotes a fun and safe learning environment.

Pupils are expected to:

- Be respectful of their teachers and their peers.
- Listen to adults and follow their instructions.
- Produce homework requested by the teacher where applicable.
- Go out during break time, or, in case of bad weather, remain in areas supervised by an adult in charge.
- Stay within the authorised areas of the premises rented by EdC.
- Follow the rules of the premises where EdC operates, and not damage any of the buildings or equipment.
- Use only permitted equipment, and only where permitted.
- Put back in place any item used and behave safely and responsibly on the school premises.
- Keep their **mobile phones** in their bags and switched off between 9.45 and 12.15, including break time, and ask permission from the adult in charge should they need to contact a parent.
- Seek to practice and improve their French outside of the school environment.

Teachers, assistants and educational contractors are committed to

- Provide regular and structured lessons.
- Ensure that lessons are punctual.
- Help and encourage the use of French.
- Facilitate progress.
- Promote reading in French.
- Suggest homework tasks as appropriate.
- Supervise the pupils during break time.

Parents are expected to:

- Inform the Administrator (and, when possible, the teacher via their EdC gmail address) at contact@coledescopains.com in case of a planned **absence** of their child
- Ensure the teacher sees them when dropping off and picking up their child (primary age).
- Ensure the child attends regularly and on time.
- Drop off on time around 9.40 for a prompt 9.45 start; pick-up is at 12.15.
- Send their child to the school with all the necessary equipment.

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- Support learning and assist with homework tasks when appropriate.
- Check if their child has borrowed items from the school's library, and make sure they use them and return them the following week.
- Encourage the use of and exposure to French in all forms whenever possible.
- Cooperate with their child's teacher / the Committee should there be behaviour issues by reminding their children of the code of conduct (as above) and talking things over.

DISPUTE RESOLUTION

Any dispute between the EdC or a teacher and a member should be notified to the Administrator at contact@ecoledescopains.com. The Administrator will refer the issue to the Committee who will endeavour to provide its decision within 6 weeks of the dispute first being notified. The Committee will aim to find a reasonable solution and members are expected to cooperate with The Committee to try to resolve any dispute amicably and swiftly. This contract is governed by the Laws of England and Wales and subject to the exclusive jurisdiction of the English courts.