



Any parent who has signed the acceptance letter is presumed to have read and accepted the Terms & Conditions notified below. The acceptance letter, the Terms & Conditions and its annexes (the Financial Policy and the School Rules and policies available on the school's website) are the basis of the legal "contract" between La Petite Ecole Bilingue London (LPEBL) - Stewart International School and the Parents.

INTRODUCTION – The parties

→ **"La Petite Ecole Bilingue - Oxford Gardens - Stewart International School"**, private independent bilingual school registered by DFE under the number 207/6001 and OFSTED 138 599.

Or

→ **"La Petite Ecole Bilingue - Kentish Town – Stewart International School"**, private independent bilingual school registered by DFE under the number 202/6002 and OFSTED URN 138 777.

Named "LPEBL" or "The School"

→ Parents/responsible persons who have signed the acceptance letter (cf. article 1), named "the Parents".

ARTICLE 1 - PARENTAL AUTHORITY

If the Parents declare that they have sole legal parental authority, both should sign the acceptance letter.

The Parent/legal responsible adult who has signed the acceptance letter declares that he/she has sole legal parental authority under a court order. (A copy of the court order must be provided.)

The School expects the Parents or responsible persons to communicate with each other and to agree about their child's education. The School will be entitled to accept instructions from either parent without reference to the other. Special dispositions can be put in place in the case of parents who are separated according to any court order provided.

ARTICLE 2 - SCHOOL RULES and POLICIES

Parents undertake to read and sign the School rules provided at the beginning of the school year. Compulsory school Policies are available on the school's website.

The School rules and Policies may be updated during the school year; in this case the updated versions are available on the school's website.

We consider that every member of the School should feel valued and respected, and that each person should be treated fairly and well. Bullying, harassment, victimisation, intimidation and discrimination will not be tolerated. The School's anti bullying policy forms part of these Terms and Conditions. The School applies the Equality Act 2010 and expects the same of the School community.

ARTICLE 3 - PROVISION OF EDUCATION

The School undertakes to educate the child during the school year, excluding the school holiday periods, as specified in the school calendar published at the beginning of each school year. It is the Parents' responsibility to accompany their child to school and also to collect him/ her.

Teaching is provided equally in both languages.

La Petite Ecole Bilingue London – Stewart International School provides a bilingual education based on both the French Education Nationale and the English Curricula (« Language and Numeracy » subjects of each country are fully covered ; the school follows the English curriculum regarding « Sciences » but provides it equally in both languages ; because of time constraint, « History and Geography » curricula of each country are partially provided and are taught equally in both languages).

ARTICLE 4 – APPLICATION PROCESS

4 – 1 FIRST APPLICATION

Stage 1: Preapplication

Families are required to return the completed and signed preapplication form by email only: this form is available on the school's website or upon request by email at education.kt@lpebl.com / education.og@lpebl.com.

Stage 2: Place offer

Application schedules vary according to the child's age of entry but are available on the school's website. The offer of a place requires the previous preapplication by Parents of the child, and abides by the criteria detailed in our Admission Policy (available on the school's website). The offer consists of an Acceptance letter and an Application Form, and is exclusively made by email; Parents are thus requested to return these two documents duly completed and signed by email. The offer of a place is only valid for ten days.

Stage 3: Registration

The application is final when the formalities detailed below have been completed (in due time):

- Administrative formalities
 - Acceptance letter has to be completed, signed and returned (parents are required to read the Terms and Conditions attached to the place offer email)
 - Application form has to be completed, signed and returned
 - Copies of both Parents/ legal responsible adults' passports have to be sent.
 - Copy of the child's passport has to be sent
 - In the case of a divorce/ separation : copy of the court order settling the custody arrangements has to be provided ; a letter co-signed by both parents and detailing their common custody arrangement is required if no court order has been taken
- Financial formalities
 - Payment of the First Application fees of £1200
 - Payment of a £1000 advance on First Term fees (in May preceding the child's intake)

NB: these payments are not refundable even though Parents may cancel the application at any time during the process. Parents consent to the school making enquiries of the pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.

Parents also consent to LPEBL informing any other school to which the pupil is to be transferred if any fees of LPEBL are unpaid. A School registration termination certificate will be issued only if all fees

due have been paid. In addition, parents consent to provide the school with their child school report of the previous school before the intake of their child.

4-2 RE-REGISTRATION

The child's re-registration in our school for the following school year is valid when Parents have followed the two steps below in due time:

- Notification of the child's Re-registration by email (Parents are required to read the Terms and Conditions attached)
- Payment of the £1000 advance on 1st term fees by May 31st each year

NB: if parents fail to complete one or the other step, the child is automatically withdrawn from the school's register. The £1000 advance is not refundable even if Parents may later choose to withdraw their child.

ARTICLE 5 - 1st ENROLMENT FEES

There is a £1200 first enrolment fee; this is not refundable if the Parents later decide to withdraw their child whatever the reason for cancellation.

ARTICLE 6 - SCHOOL FEES

For financial purpose, the school year is divided into three periods called terms, detailed as follows:

Term	Period	To be paid		Deadline
Term 1	September October November December	40% of annual school fees	£1000 advance on the first Term	To be paid in May before back to school <u>(not refundable)</u>
			Balance due on First term fees	To be paid on the 1 st day of the 1 st week of September
Term 2	January February March	30% of annual school fees		To be paid on the 1 st day of the 1 st week of January
Term 3	April May June	30% of annual school fees		To be paid on the 1 st day of the 1 st week of April

Fees are payable at the beginning of each term as stated in the calendar above. The school reserves the right to refuse to admit a child if fees have not been paid, even in the middle of the school year.

Parents are made aware of school fees for the next year in January.

There is a 10% discount from the second child. This discount is applied to school fees only and is not to be applied to any other fees such as after-school care or Wednesday clubs.

Fees for any started term will not be refunded and remain retained by the school.

In the case of a legal decision to change school, the fee for the term currently in process remains due to the school.

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.

Barring serious motives or circumstances beyond control, LPEBL undertakes to honour its commitment with regard to a child's schooling whenever the Parents have correctly regularized the fees, with the exception of a legal decision ordering schooling into a different establishment.

The Financial Policy is fully part of the Terms & Conditions and sets out all the financial dispositions Parents consent to.

ARTICLE 7 – ATTENDANCE

Attendance is compulsory from the age of 5 years old. School truancy is an offence and Parents can be given a penalty notice or prosecuted under section 444 of the Education Act 1996. When Parents fail to follow the school Attendance policy, LPEBL may be required to report unauthorised absences to the London Borough of Camden's Education Welfare Service and parents may be fined.

Parents have to seek LPEBL's consent in writing for any planned absence: the Headteacher will grant the authorisation for absence or not.

No leave of absence will be granted when Parents take their child on holiday in term time.

Fees for a term will not be refunded where the child is absent due to sickness or for any other reasons.

ARTICLE 8 - TERMINATION

Parents have the right to terminate the current contract by sending a registered letter with signed proof of delivery, to arrive at the school ninety days before the start of the following term. When failing to respect the cancellation notice, the next term remains payable to LPEBL.

Parents may terminate this contract with effect from the next school year by not re-registering. LPEBL has to be informed of the contact details of the next school the child will attend.

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 child will attend. The school will invoice the fees for the whole term.

Parents may cancel this contract forthwith by notice in writing if the LPEBL becomes insolvent or goes into liquidation. Parents are entitled of any paid sum not due. Meaningless, these schools are not legal entities

LPEBL may terminate the contract at any time by notice in writing without any obligation to return any fees or deposit paid by parents in the case the pupil or the Parents find themselves in breach of the Terms & Conditions and/or any of the School.

Any withholding or misrepresentation of information or facts about the family or the child is considered as a breach of contract which LPEBL will terminate consequently keeping any paid sum.



ARTICLE 10 - ACTIVITIES DURING THE HOLIDAYS

Aware of the particular difficulties linked to school holidays and organization of same, the School may prepare organized activities during all school holidays, for which a specific convention is formed with Parents. It is understood that corresponding fees are payable in totality, also in advance, and are due to the School, including ulterior renunciation from Parents. However, these fees are totally reimbursed if the education/activities are not performed due to reasons enumerated by School.