

NR Education

Saturday School Terms and Conditions 2011-2012

I. Code of Conduct

a. Registration

Parents are required to complete the registration form on line or in person on Saturday at the following address: Room 15 Greenwich West Community Centre, 141 Greenwich High Road, London SE10 8JA.

b. Admissions

Upon receipt of completed registration form and fees, students are enrolled in the school.

c. Oversubscription

Places to classes are allocated on a 'first come, first served' basis.

In case of oversubscription, children will be placed on a waiting list and Parents/Guardians will be informed when a place becomes available.

c. First session

Parents/Guardians are welcome to attend the whole of the first session with their child or part of it if they choose to. For subsequent sessions, Parents/ Guardians are asked to drop and pick up their child at the agreed time.

d. Attendance and Punctuality

NR Education expects all its students to attend all scheduled sessions on time.

e. Absence

Parents/ Guardians must inform the Directors (by phone, email or in person) of their child's absence and the duration of the absence if known, at the latest by the Friday prior to the session.

In the case of a non-agreed prolonged absence or erratic attendance NR Education reserves the right to remove the child from their class lists and Parents/ guardians will be informed of the school's decision.

f. Independent Learning and Homework

Teachers and tutors regularly set homework to their students. Pupils are encouraged to complete the work set to the best of their abilities and submit it on the date set by their teacher and tutor.

II. Health & Safety and Safeguarding

Parents/Guardians must inform NR Education of any changes of circumstances (e.g.: phone details etc).

The Child Protection Policy is the document outlining NR Education's strategies to ensure the protection and safety of children and adults. It can be obtained from the Directors upon written request.

a. Medical

Parents/Guardians are required to record all medical conditions concerning their child upon enrolment (e.g.: Special Educational Needs, allergies, medications etc) and to keep NR Education informed of any changes of medical circumstances.

School Directors:

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Mrs Gladys Delphin 07984752028 gdelphin_nouvellesracines@hotmail.co.uk

Ms Sémikian Konaté 07753440472 semi2kian@gmail.com

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1. Medication

NR Education staff and tutors cannot administer medicine to students. Parents/Guardians are therefore required not to send their child to school with medication.

2. Medical emergencies

In the event of a child being ill during school time, Parents/Guardians will be contacted immediately and will have to pick up their child.

First Aid can be administered by qualified First-Aiders of the West Greenwich Art and Community Centre.

b. Safety within the Building

Students and their Parents/Guardians are liable for any damages they cause to the premises and NR Education's property.

Parents/Guardians are required to look after their child while in the building during out of school hours.

c. Parental lateness

NR Education asks that Parents/Guardians be on time to pick up their child. In case of lateness, Parents/Guardians are to call the Directors.

Should Parents/Guardians fail to pick up their child, NR Education has a duty to contact to Social Services.

III. Fees

a. Fees

A place at the school is secured once school fees have been paid:

1. at the start of the first session AND
2. in advance for the whole month, term or year (see schools' calendar for dates)

Fees are at the responsibility of the Parent/Guardian who signed the registration form.

The fees cover Saturday sessions. Fees cannot be refunded or waived for:

1. expected absences to sessions (due to prior engagement)
2. unexpected absences to sessions (sickness, transport etc)
3. partially attended sessions.

b. Fees review

Fees are reviewed annually and may increase upon review. In such instance, parents will be kept informed of the fee increase.

c. Special circumstances

1. Genuine hardship

Parents/Guardian who are facing exceptional and genuine hardship may apply in writing for special considerations from the Directors and Committee.

2. Serious illness

In the case of a child's serious illness, which impacts on the child's attendance, Parents/Guardians are required to contact the Directors to discuss future attendance.

3. Inclement weather

School Directors:

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Sessions will be cancelled if the weather conditions are such that they cause a health and safety risk for students and staff. In such cases, NR Education will inform all Parents/Guardians by text and/or e-mail the Friday prior to the scheduled sessions.

d. Cancellation and Refunds

Parents/Guardians who wish to de-register their child from the school must inform the Directors of their decision.

Individual sessions cannot be refunded. Parents/Guardians who have paid termly or yearly fees will be refunded on a full-month basis.

Parents/Guardians who wish to de-register their child from our waiting lists, must inform the Directors of their decision.