



## **TERMS AND CONDITIONS OF ENROLMENT**

*Le Petit Club Français d'Oxfordshire* is a Registered Charity (No. 1168468) whose aim is to encourage and enhance the use of the French language for French-speaking children.

On enrolment by payment of the fee, the club will provide French language classes during term time. The classes will focus on the development of basic French reading, writing and speaking skills through learning activities including role play, songs and rhymes, and/or arts and crafts. The activities will be led by an experienced teacher accompanied in some clubs by an assistant teacher. Furthermore *Le Petit Club Français d'Oxfordshire* offers from September 2017 onwards theatre clubs in French with a professional comedian.

## **DEFINITIONS**

'Course' means a series of classes, described above, taught by the 'Petit Club Français d'Oxfordshire'.

'Term' is an academic period of approximately 11 weeks and will take place during term time as defined by the Oxfordshire County Council .

'Child' means the child whose details are provided on the enrolment form.

'Parent' means parent or guardian of the child attending the classes, who is responsible for the fees and who is the contracting party to this agreement.

'Club' and "we" means 'Petit Club Français d'Oxfordshire'.

## **FEES**

Term fees: the parents will receive an invoice and the fees (for one term) shall be paid by the parent via bank transfer. We accept also payments on a monthly basis by 3 cheques. We cannot guarantee a place in a class if the fees are not paid one month after the beginning of term.

## **DATES AND TIME**

The classes will run Tuesdays or Saturdays term-time. The dates for the term are available on the website [www.petitcluboxford.org](http://www.petitcluboxford.org). The duration of a class is one hour, exception North Oxford 1.5 hours. These time and dates may be subject to change if circumstances required.

## **PARENT'S RESPONSIBILITY**

The parent confirms via email to the teacher in advance that the child will not attend the class if he/she is ill.

The parent agrees that the child will be under the care and direction of the teacher and possibly of a teaching assistant or parent helper during the class and while on the premises.

The parent agrees that there will be no refund if the teacher should be ill or unavailable and temporarily unable to teach the class. A replacement will be provided if possible.

## **APPLICATIONS**

Applications will be processed on a first come basis.

Although the parents' input is valued, the decision to allocate a child to a particular group level is taken by the Club.

## **REFUNDS AND CANCELLATION**

No fees will be charged on cancellation by the parent/guardian if notice is given four weeks before the start of the next term.

**That means: 08.12.2017. [before Term 2] and 09.03.2018 [before Term 3]**

## **MID-TERM ENROLMENT**

If the child enrolls during the course of the term, the fees will be charged only for the remainder of the term.

## **CANCELLATION OF THE COURSE BY THE CLUB**

The course can also be cancelled for whatever reason by the Club in which case parents/guardians will be refunded for the remaining sessions that have been pre-paid.

## **EXCLUSION OF LIABILITY**

Except in the case of fraud, the parent accepts that the teacher, teaching assistant or parent-helper accept no responsibility for any loss, damage or expense during the classes while on the premises suffered by the parent/guardian or child.

July 2017

## **COMPLAINTS PROCEDURE**

For putting in complaints please contact the Trustee Secretary,  
Dorothee Tonnerre: [dorothee.tonnerre@yahoo.co.uk](mailto:dorothee.tonnerre@yahoo.co.uk)