



## **TERMS AND CONDITIONS OF ENROLMENT**

*Le Petit Club Français d'Oxfordshire* is a Registered Charity (No. 1168468) whose aim is to encourage and strengthen the use of 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 Drama Clubs in French every other Saturday morning at the Littlemore Club.

## **DEFINITIONS**

'Course' means a series of classes, described above, taught by *Le 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 '*Le 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 before the first class of term, unless the child starts a club during the term.

## **DATES AND TIME**

The classes will run Tuesdays and/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 (Littlemore and Jericho), or 1.5 hours (North Oxford Clubs). These timings and dates may be subject to change if required.

## **PARENTS' RESPONSIBILITY**

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 therefore temporarily unable to teach their class. However, a replacement will be provided whenever possible.

If their Child is unwell/unable to attend their Class, the parent should warn the specific teacher via email in advance.

## **APPLICATIONS**

Applications will be processed on a first come first served basis.

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

## **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.

## **CHANGES IN CIRCUMSTANCES**

It is the parents' responsibility to advise the *Petit Club Français* by email (info@petitcluboxford.org) about any significant changes in the child's life (i.e new contact details, new address, new family arrangement, new school...)

## **REFUNDS AND CANCELLATION**

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

Classes and term dates can be checked on the updated calendar on the Club website.

Failing to do so, the parent/guardian will be invoiced for the full Term, with the exception of valid medical reasons.

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

Although the *Petit Club* will always try and accommodate every child's needs and personality, encouraging extensive communication between the teachers and the parents, we reserve the right to withdraw a child from their specific Club group and cancel their registration, should their attendance be disruptive to the rest of the pupils and community.

In this case, parents/guardians will be refunded for the remaining sessions of the term that have been pre-paid, but will be liable to pay for all lessons attended.

## **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.

## **DATA PROTECTION**

Upon registration, the *Petit Club* will ask agreement from the Parent to receive via email our monthly newsletter "*Le P'tit Bulletin*". This newsletter includes news about our upcoming French cultural events, information on our various Clubs and other French language-related information in Oxford. Very occasionally, special newsletters and group emails or reminders might be sent in addition to the monthly newsletter.

The Parents' contact details (email address and emergency telephone number) are only disclosed within the Club to the Headmistress and to their Child's specific teacher, in order to be able to communicate to them directly about homework, parents meetings, or any other matter linked to the classes, in addition to emergency.

Our Trustee Board reviews data policies regularly.

You are invited to review our separate Privacy Notice which is available on our website.

**IMAGE REPRODUCTION RIGHTS**

Upon registration, the *Petit Club* will ask agreement from the Parents to publish photos on which their Child might be appearing for communication and marketing purposes (Newsletter illustrations, etc.)

However, the *Petit Club* endeavours to publish only unidentifiable photos, sometimes digitally removing details.

**COMPLAINTS PROCEDURE**

To raise a formal complaint, please contact the Trustee Secretary, Dorothee Tonnerre (dorothee.tonnerre@yahoo.co.uk)