



## **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. Teaching is only done in French so it is essential that the children understand French.

*Le Petit Club Français d'Oxfordshire* provides French language classes during term time. The classes focus on the development of basic French reading, writing and speaking skills through learning activities including structured lessons, role play, songs and rhymes, and/or arts and crafts. The activities are led by an experienced teacher accompanied in some classes by an assistant teacher. Furthermore, *Le Petit Club Français d'Oxfordshire* offers Drama classes in French.

## **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(s)/guardian(s)' means parent(s) or guardian(s) 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/guardians will receive an invoice and the fees (for one term) shall be paid by the parents/guardians via bank transfer (from a British bank account). We cannot guarantee a place in a class if the fees are not paid before the deadline stated on the invoice.

## **DATES AND TIME**

The classes will run Tuesdays and/or Saturdays term-time. The duration of a class is 1.5 hours (both Tuesday and Saturday classes). These timings and dates may be subject to change if required.

Classes and term dates can be checked on the updated calendar on the website [www.petitcluboxford.org](http://www.petitcluboxford.org).

The Tuesday classes are held at Cherwell School (OX2 7EE). The Saturday classes and Drama Club are held at Emmanuel Christian School (OX4 4PU). The GCSE, and DELF classes are online. The Club reserve the right to change the location of lessons, if necessary, but will try their best to stay in the same area of Oxford.

## **PARENTS' RESPONSIBILITY**

The parents/guardians agree 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.

Parents/guardians agree that teachers might be replaced at short notice in the event the teacher cannot attend the class. If no replacement can be provided, fee should be refunded for the class cancelled.

Children should arrive on time for the start of the class, with their learning material as requested by the teacher (usually pencil case with pens and pencils, scissors, glue, paper/notebook). If the child is unwell/unable to attend their class, the parents/guardians should warn the specific teacher via email in advance, where possible.

Parents/guardians should advise the teacher if someone else is coming to pick up the child beforehand and confirm their full name ahead of collection. If a child is not collected within 10 minutes after the end of a lesson, the teacher or a trustee on site will contact the parents/guardians of the child, or their emergency contact in exceptional circumstances, as per

our **Health and Safety** and **Child Protection Policy**, to arrange for their prompt collection and ensure their safety.

Parents/guardians will not be permitted to attend lessons or activities unless specifically invited by the teacher.

In the event that your child becomes ill or incapacitated, a trustee or the teacher will contact you to arrange prompt collection. You will also be asked during your child's registration to give your consent for first aid treatment to be administered to your child if required. Only trained first aiders on site are permitted to administer first aid treatment, in agreement with the Club's **Health and Safety Policy** available on the Club's website [www.petitcluboxford.org /documents-importants/](http://www.petitcluboxford.org/documents-importants/).

## **APPLICATIONS**

Applications will be processed on a first come first served basis once the registration form has been fully completed and submitted. Any special medical, education or behavioural need of your child known to you, must be notified to the club on the Registration Form to ensure they are given the right support to access our Club's activities.

By submitting the Registration Form you agree on behalf of yourself and your child/children to be bound by these Terms and Conditions for the duration of your child's attendance.

Although the parents/guardians' input is valued, the decision to allocate a child to a particular group level is taken by *Le Petit Club Français d'Oxfordshire*.

## **MID-TERM ENROLMENT**

New registrations will only be possible until the half-term break at the end of October. 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/guardians' responsibility to advise *Le Petit Club Français d'Oxfordshire* by email ([info@petitcluboxford.org](mailto: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 term fees will be charged on cancellation by the parents/guardians if notice is given at least six weeks before the start of the next term (5 January 2025 and 13 April for academic year 2025-26).

Failing to do so, the parents/guardians will be invoiced for the full term, with the exception of valid medical reasons.

## CANCELLATION OF THE COURSE BY THE CLUB

Although *Le Petit Club Français d'Oxfordshire* 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 class and cancel their registration, should their attendance present a risk of harm to the rest of the pupils and community or they are disrespectful. The Petit Club operates a zero bullying and harassment policy and any related incidents will be raised to the parents/guardians and further measures put into place to manage this as required, including the possible withdrawal of a child from classes if no improvement is observed as per the Club's **Anti-Bullying Policy** available on the website [www.petitcluboxford.org /documents-importants/](http://www.petitcluboxford.org/documents-importants/).

In this case, the 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 parents/guardians accept that the teacher, teaching assistant or parent-helper/trustee accept no responsibility for any loss, damage, or expense during the classes while on the premises suffered by the parents/guardians or child.

## DATA PROTECTION

Upon registration, *Le Petit Club Français d'Oxfordshire* will ask agreement from the parents/guardians to receive via email our newsletter "Le P'tit Bulletin". This newsletter includes news about our upcoming French cultural events, information on our various clubs/classes 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/guardians' contact details (email address and emergency telephone number) are only disclosed within the *Le Petit Club Français d'Oxfordshire* to the trustees and to their child's specific teacher, in order to be able to communicate with 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 [www.petitcluboxford.org](http://www.petitcluboxford.org).

### **IMAGE REPRODUCTION RIGHTS**

Upon registration, *Le Petit Club Français d'Oxfordshire* 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, *Le Petit Club Français d'Oxfordshire* endeavours to publish only unidentifiable photos, sometimes removing details digitally.

### **COMPLAINTS PROCEDURE**

To raise a formal complaint, please see our complaint procedure available on our website [www.petitcluboxford.org /documents-importants/](http://www.petitcluboxford.org/documents-importants/).