



## **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. Children should be at least 4 years old on 1<sup>st</sup> September 2026 and registered in reception in the English schooling system.

*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 a teaching assistant. 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**

How we work - in brief:

- One term's notice is needed to stop lessons
- We invoice three times a year

- Refunds for missed lessons are not given
- The lesson time or teacher may change for follow-on courses or if classes are too small

Term fees: the parents/guardians will receive an invoice and the fees (for one term) which 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 for the first term and attendance in class will not be permitted for the following term if the invoice for the previous term has not been settled by the date of the invoice and following 2 reminders, within 3 weeks of the passed deadline for payment.

If parents encounter issues with settling invoices in a single instalment, please get in touch with us as soon as possible to discuss possible alternative payment plans.

Invoices may include course materials when appropriate, and state the final date for payment.

Refunds for missed lessons are not given. However, if our teacher is unable to take the lesson for any reason, and we are unable to find cover or to reschedule the lesson, we do refund the lesson, usually by issuing a credit on the next invoice or by providing a refund if this takes place during the third term. In some situations, we may have to take lessons online. Lessons continue at the same time unless otherwise agreed with the teacher. In this case, teachers will send joining links to each class via email. In extreme weather conditions, or other events beyond our control, we will do our best to give the lesson in person or online, but we regret that we cannot refund the lesson fee if a lesson is cancelled for this reason.

## **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 (including pre-GCSE classes) and Drama Club are held at Emmanuel Christian School (OX4 4PU). The GCSE classes are online and one hour long.

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, notebook, textbooks and workbooks). 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 to ensure the optimal conduct of classes according to the children's level of French.

## **MID-TERM ENROLMENT**

New registrations will only be possible during term 1 (September to December) and at the start of term 2 (4<sup>th</sup> January 2027). If the child enrolls during the course of the term, the fees will be charged only for the remainder of the term.

If places are still available, we may accept new pupils during term 2 (after one test session to evaluate their French level). No new pupil will be enrolled in term 3.

## **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 (4<sup>th</sup> January 2027 and 12<sup>th</sup> April for academic year 2026-27). 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 tolerance 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.

### **PRIVATE INDIVIDUAL TUITION AND PRIVATE GROUP TUITION**

Whilst Le Petit Club Français d'Oxfordshire may in exceptional cases facilitate or approve one-to-one private tuition with a current teacher, for medical, or accessibility reasons, parents or guardians must not, during the child's enrolment and for a period of two years after the end of that enrolment, directly or indirectly approach, solicit or engage any current teacher of the Club to provide private group tuition, small-group tuition or any other paid teaching arrangement involving more than one child, outside the Club's approved activities, unless prior written approval has been obtained from the Board of Trustees. Any such request must be disclosed to the Club before any arrangement is made with a teacher.

The Board reserves the right to refuse permission or to impose conditions where it considers this necessary to protect the interests, reputation and educational provision of the Club.

### **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, our Administrator 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/).