



Petite Ecole Kentoise de Maidstone

Codes of Conduct

Updated May 2025



1. GENERAL

Petite Ecole Kentoise de Maidstone is a registered not for profit Saturday French school. Our aim is to provide a safe, friendly and engaging place for francophones and French speaking to learn French.

Every – teaching staff, volunteers, families and pupils – must follow these rules to support this goal.

2. STAFF AND VOLUNTEERS CODE OF CONDUCT

- Use positive, respectful teaching methods
- Follow UK Safeguarding Guidelines.
- Keep the school nut/allergen-free.
- Teach in French, adapting to each child's level.
- Share curriculum information at the start of each term.
- Organise at least one parent-teacher meeting each year.

3. MEMBERS (PARENTS/LEGAL GUARDIANS AND CARERS) CODE OF CONDUCT

- Speak French with their children as much as possible.
- Encourage regular attendance.
- Support learning and respect school feedback.
- Read and follow school communications and calendar.
- Understand and accept the school's rules.

4. PUPILS CODE OF CONDUCT

- Be respectful and kind.
- Listen to adults and follow instructions.
- Do their best.
- Avoid physical contact during play.
- Respect others' needs, abilities, and backgrounds.

Poor behaviour may result in:

- Warnings from teachers.
- Time out or removal from class.
- Parent meetings.



5. ENROLMENT

- One parent/carer must be a native or fluent French speaker.
- Families must complete the online registration form accurately and fully.
- Places are not confirmed until full payment is received and approved.
- Enrolment is reviewed annually. Re-enrolment is not automatic.
- Changes in family or child circumstances (medical, behavioural, educational needs) must be reported immediately.
- One month's notice must be given in writing to withdraw a child. Failure to do so will result in the following month's fees being due.
- The school may revise its admissions policy at any time.
- By registering, families accept all terms, policies and this Code of Conduct.

6. RULES, REGULATIONS AND YOUR LIABILITY

- Parents are responsible for their child's actions while at school.
- All families agree to follow the most up-to-date school policies.
- Any damage or injury caused by a child must be paid for by the family.
- Children can be withdrawn without refund for serious rule-breaking.
- Parents are responsible for safe drop off/collection of the child(ren).

7. TEACHING PRACTICE AND STUDENT PROGRESSION

- Members (parents/carers) may not attend lessons unless invited to do so. Typically, we only allow this to help settle in the younger children.
- Children will move levels based on teacher recommendation. PEKM will organise a Parent-Teacher consultation every year (usually in June) where progression to the next level will be discussed.
- PEKM cannot guarantee progression.

8. LIABILITY DISCLAIMER

- PEKM is not responsible for injuries or losses if rules are not followed whilst on site.
- Delays or changes due to outside events are not our responsibility.
- PEKM may change activities, schedules, staff or premises if required.



9. MEDICAL, FOOD AND BEHAVIOUR

- Health, medical, and behavioural needs must be shared during registration.
- We must be informed of changes in writing.
- First aid will be given when necessary. An incident form will be completed and a copy given to parents/carers.
- Medicines are only allowed in emergencies (e.g. an allergy).
- We are a nut-free school—no food with nuts is allowed.
- Everyone must act respectfully towards others.

10. VALUABLES AND LOST PROPERTY

- Valuables should not be brought to school.
- PEKM will not be responsible for lost items.
- Lost items will need to be claimed from Palace Wood Primary School (unless retrieved by a PEKM teacher or volunteer – in which case unclaimed items will be disposed of within 14 days)

11. CALENDAR AND TIMETABLES

- Term dates will be communicated at time of registration. Term dates will also be kept up to date on the website.
- Children must arrive by 10:00am and be picked up promptly.
- Parents/carers must inform the school of absences or delays in advance by email or WhatsApp.
- No refunds or catch-ups for missed sessions.
- Children must enter via the main building entrance.
- No entry is allowed after 10:30am.

12. CONTACT AND COMMUNICATION

- Families must keep their contact details up to date.
- Official PEKM communications are mainly by email – parents/carers must ensure PEKM is a trusted sender.
- PEKM also has a PEK Communauté WhatsApp Group.
- We follow GDPR and respect your privacy.

13. SCHOOL SUPPLIES

- Materials are provided by the school.



- Borrowed items must be returned in good condition.
- Lost or damaged items must be replaced by members.
- Children are responsible for their own belongings.

14.PAYMENTS AND FEES

- All fees must be paid monthly.
- Direct debit is available via GoCardless, and need to be requested at time of registration.
- PEKM does not accept any cash or cheque payments.
- Payments are in 11 instalments. The first payment is collected from your bank account on the 1st of the month following registration.
- Fees are non-refundable.

15.COMPLAINTS PROCEDURE

- Talk to the teacher first.
- If needed, speak to a Committee member or email your concern.
- We will listen to both sides and try to find a fair solution.
- If no agreement is found, the child may be asked to leave and future sessions refunded.

Thank you for supporting a positive and respectful learning environment.