



Petite Ecole Kentoise de Maidstone

Terms and Conditions

September 2025 – July 2026



1. MEMBERSHIP

Membership

Each family pays a yearly membership fee. This fee is non-refundable and must be paid when registering, before children attend their first session.

Membership must be renewed every school year.

Gift Aid

As a not-for-profit organisation, PEKM can claim Gift Aid on the membership fee.

If you're a UK taxpayer, please tick the Gift Aid box on the online registration form. This allows us to claim 25% extra from HMRC — at no extra cost to you.

Minimum Payment and Notice

Tuition fees are paid either:

- Yearly in one payment, or
- Monthly in advance by Direct Debit (GoCardless).

Membership starts on the 1st of the month after registration.

To cancel your child's place, you must give one month's notice in writing.

You can do this by:

- emailing us at bonjour@pekmaidstone.org.uk, or
- handing a written notice to a committee member on a Saturday morning.

2. GENERAL DATA PROTECTION REGULATION [GDPR] COMPLIANCE

PEKM uses a UK-based online membership management system called 'Membermojo' to store members' contact details and personal information entered at the point of registration or renewals.

Only the Directors of Admissions, Finance and the Secretary can access this information for the sole purpose of managing and processing memberships and payments. Your data is never shared with any external organisations.

Each member (family) can verify, change or remove their own data at <https://membermojo.co.uk>

The software provides tools and controls including:

- servers and backups in secure UK facilities
- controlled access



- controlled data retention
- option to add mandatory terms to subscribe to in order to gain consent for storing member details
- option to remove members' data as and when required

3. MEDIA RELEASE PERMISSION FORMS

PEKM has a website and a Facebook page where we sometimes share photos of our activities. We do not post names or personal details alongside these images.

Unless you tell us otherwise on the registration form, we may include pictures of your child for school publicity (e.g. website, social media). If you do not want your child to appear in any photos used for PEKM publicity (website, social media, press releases), please tick the relevant box on the registration / renewal form on membermojo.

4. LESSONS

Saturday Classes and Activities

Saturday classes run from the British equivalent of pre-school to GCSE level (3 to 16 years old). They are aimed primarily at children who:

- Live in a bilingual family setting where French is spoken on a regular basis
- Have moved from a French speaking country to the United Kingdom and wish to maintain their learning of the French language
- Will be moving to a French speaking country and wish to enhance their linguistic competences in speaking, writing and understanding of the French language

All classes are taught fully in French.

Who can join?

Children must:

- Understand basic spoken French – this is essential even for the youngest children to follow the lessons
- Be able to use the toilet on their own, and
- Be ready to stay without their parent/carers for the full session.

Children can join the Hedgehogs class (ages 3–5) from the start of the school year after their 3rd birthday, and can stay until they turn 16.

Progress and Evaluation

Children aged 3–5 are assessed at the end of the year. If they are not ready to progress, they may repeat the year or pause their learning.



For ages 6–11, the focus is on writing, grammar, reading and spelling. Parents' support is essential at this stage as children need to be regularly exposed to the French language and encouraged to practice as much as possible. Teachers will provide regular support to the parents, legal guardians or carers who require guidance on resources to support their children at home.

The Foxes class (ages 12–16) prepares students for the French GCSE and A-Levels. Non-bilingual students may join if they have strong skills and pass the entry assessment.

Classes	British Schooling System Equivalent	Teacher	Teaching Assistant
Hedgehogs/Herissons 3-5 years old	Reception to Year 1	Christophe	Eden
Squirrels/Ecureuils 6-7 years old	Year 2 to Year 3	TBC	TBC
Frogs/Grenouilles 7-8 years old	Year 4 to Year 5	Maryline	Nellie
Marmots/Marmottes 9-11 years old	Year 6 to Year 7	Dot	Nellie
Foxes/Renards 12-16 years old	Year 8 to Year 11	François-Yves	N/A

Taster Sessions

Free taster sessions are available in September and January.

Email bonjour@pekmaidstone.org.uk to register your interest.

Pick Up & Drop Off

Children under 12 must be dropped off and picked up by an authorised adult.

Older children can arrive and leave alone only with written permission (tick the box in the online form).

If someone else is picking up your child, you must inform us in advance. Your child will not be released without your prior consent.

5. FEES & PAYMENT

Tuition Fees and Terms of Payment

In addition to the £57 membership fee, there is a tuition free for children aged 3 to 16.

Tuition fees are spread over 11 months (from 1st September to 1st July)

	Annual Membership Fee	Monthly Tuition Fee	Annual Tuition Fee
1 child	£57	£39	£400
2 children	£57	£67	£710
3+ children	£57	£76	£820

Important information:

- The membership fee is non-refundable and must be paid at time of registration or renewal
- If you pay the full annual fee, it must be paid 7 days before your child start date by BACS
- If you pay monthly, you must set up a Direct Debit with GoCardless at least 7 days before the start date. Payments will be taken on or around the 1st of each month. Please note, we have added an administration fee to cover the go GoCardless service.

Invoicing

Invoices are sent by email through our providers Clearbooks/GoCardless. Please check your spam/junk folder in case you miss a notification.

We only accept payment by BACS (for annual payments) or GoCardless Direct Debit (for monthly payments).

We do not accept payment by cheque or cash.

Cancellation and refunds

Added those:

Membership and tuition fees are non-refundable. In exceptional cases (e.g. relocation, serious illness), families may write to the committee to request a review. Refunds are not guaranteed and will be decided case by case.

6. ENROLMENT

How to enrol

After your child's taster session, if you decide to join PEKM, you must complete your enrolment online using our secure system, Membermojo

Here's how:

1. Go to: www.pekmaidstone.org.uk
2. Click on the hyperlink 'Join'
3. Select 'Inscriptions/Renouvellements' (no password needed)

About us School life **Join** Stories Contact us

4. This will take you to home page of 'Membermojo' <https://membermojo.co.uk>.
5. Click on 'Join us/Renew' and follow the instructions
6. Fill in the form and follow the instructions.

Join Us / Renew

This online form collects all the details we need to process your membership and set up your payments.

7. CALENDAR

Where and when?

PEKM lessons take place on Saturday mornings between 10:00 am and 12:30 pm at:

Palace Wood Primary School

Ash Grove
Maidstone
ME16 0AB

The school car park is accessible for drop off and pick ups

We follow the Kent County Council term dates.

There are 30 sessions per year, during term time only.

The school is closed:

- during half-term breaks and school holidays
- on Saturdays before bank holiday weekends
- sometimes in December and June/July (for the school's Christmas and Summer Fayres — dates will be confirmed in advance)

Please refer to our annual calendar on the website for exact dates: [Le calendrier | Petite École Kentoise de Maidstone](#)



Force majeure

In the event of unforeseen circumstances beyond our control (e.g. severe weather, public health restrictions, last minute venue closure), PEKM reserves the right to cancel or move sessions. No refunds will be given for missed sessions in such cases.

8. CODE OF CONDUCT

PEKM is a community-led school. We expect all members — parents, carers, and children — to act respectfully towards staff, volunteers, and other families. Please read and adhere to our code of conduct available on our website.