

## Terms & Conditions 2021/2022

### Part 1 – Membership and fees

#### PART 1



#### Membership

There is an annual joining fee of £45 per family. This is renewable, every year and it is **non-refundable**.

Payment is due **before** the child(ren) can be admitted.

The school can claim Gift Aid on the joining fees. If you are a taxpayer, please tick the box on your online registration form. The Gift Aid does not cost you anything but enables us to claim 25% of your membership fee to HMRC.



#### Minimum payment and notice

The minimum payment is 1 month plus 1-month notice.

We do not charge per session therefore the **month fee is due in full** even if your child has started during the month.

We require the 1-month notice in writing, by email to [bonjour@pekmaidstone.org.uk](mailto:bonjour@pekmaidstone.org.uk). Alternatively, you can hand in your notice on Saturdays, to a member of the Committee.



#### General Data Protection Regulation Compliance

Petite Ecole Kentoise de Maidstone will store your contact details and use them for the processing of membership and payments only and we will never share the data with any external organisation. The data can only be viewed by the Petite Ecole Kentoise de Maidstone Trustees and each member can verify, change, remove or delete their own data. The data is stored on <https://membermojo.co.uk>. 'Membermojo' provides tools and controls which include:

- servers and backups in secure UK facilities;
- controlled access;
- control over data retention;



- ability to add mandatory 'accept terms' to gain consent for storing member details;
- ability to remove member's data if requested.



### **Playgroup – starting in January 2022, depending on Covid restrictions**

**No joining fee** is due for Playgroup sessions. No notice is required, but please let us know if you do not intend to attend.

Playgroup is for children aged 0 to 3, who are exposed **or not** to French language at home. A parent or guardian must remain with the child for the whole session. Maximum 2 children per adult

#### **Playgroup Prices:**

Pay as you go: £7 per session

Term Bébé – £45 - payable in advance, non-refundable. Valid for one term

Annuelle Bébé - £130 - payable in advance, non-refundable. Valid for the academic year of purchase



### **Saturday's school Tutions and other activities - Prices**

Tutions cover classes from nursery to GCSE preparation, **exclusively** for children who are exposed to French language at home or are returning from a French speaking county.

Minimum age is 3 years old and potty trained. Maximum age is 16.

Young children (aged 3 to 5) will be assessed at the end of each academic year. If their level of understanding is not sufficient, they will not be able to continue with the bilingual classes and will not be moved to the next level. Parent's support is essential at this stage as children need to be regularly exposed to French. Teachers are available for advice and will be able to suggest activities to be conducted with the children.



### **Post GCSE – A Level**

These classes are for pupils aged 16 or less if they have passed their GCSE in French in advance. Non bilingual children might be assessed prior to admission.



Tuition fees apply for children attending the 3 to 16 classes and A level classes:

- There is an **annual joining fee** of £45 per family.
- There is **1-month notice**
- Monthly payments are from **September to July** (11 months)

<b>Prices</b>	<b>Annual joining fee</b>	<b>Annual fee *</b>	<b>Monthly fee</b>
1 Child	£45	£300	£29.00
2 Children	£45	£570	£53.50
3 Children or more	£45	£690	£64.50

- If you are joining after September, the annual fee will be reduced on a pro rata basis.



### **Terms of Payment:**

New members: Joining fee is added to the annual payment or 1st monthly payment.

Renewals: Joining fee is payable in August

Annual payment is due 7 days before the starting date by BACS. No cheques or cash accepted.

Monthly payments: 1st payment is due 7 days before the starting date. Monthly payments are exclusively by GoCardless direct debit. You must accept the direct debit 7 days before the starting date, for the school to approve your membership.

### **Our bank details:**

Barclays Bank plc - Sort code: 20 02 62 Account: 50329878



## Part 2 – Calendar and lessons

### PART 2

The classes take place every **Saturday** (term time only) from **9.55am to 12.35pm** at **St Francis School, Queens Road, Maidstone ME16 0LB**. Usually there are no classes on Saturdays preceding Bank Holidays, Half Terms and Holidays. **Playgroup: from 10.15am to 11.15am TBC**

### Our calendar

Academic Year 2021/2022																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
September																																3	No school
October																																3	
November																																4	Saturday school on
December																																1	
January																																4	St Francis Fayre TBC
February																																2	
March																																4	Holidays
April																																1	Bank holidays
May																																3	
June																																3	
July																																2	

**Due to Covid 19 restrictions, please refer to our Step by Step guide on page 7**

Children under the age of 12 are not authorised to arrive or leave the school without an authorised adult. For older children, please tick declaration on the online form.

### Taster session days

Taster session dates 2021/2022																																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
September																																	
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June																																	
July																																	

Taster session cost: free of charge. To be booked by email to [bonjour@pekmaidstone.org.uk](mailto:bonjour@pekmaidstone.org.uk).

There will be a short and friendly comprehension assessment before children are taken to the classrooms.



## Part 3 – Enrolment and invoicing

### PART 3

Enrolment is **online** only through our software Membermojo.

Go to [www.pekmaidstone.org.uk](http://www.pekmaidstone.org.uk) click Join us/Register or Renew or on the contact page, click on the yellow box “Existing Member”. You will be taken to the home page of Membermojo. Click on Join us/Renew and follow the instructions.

You will not need a password to access the software.

Invoicing is exclusively **by email**. Please always check your spam/junk folders as our invoices are sent directly by our software Clearbooks.

If you are paying monthly, the direct debit form is also in a digital format. Please always check your spam/junk folders as direct debit forms are sent directly by our provider GoCardless.

## Part 4 – Covid 19, the New Normal

### PART 4

#### What we have done...

- Adhered to government guidelines and conditions from St Francis
- Implemented staggered start times, break times and finished times
- Allocated different toilets to each class
- Ordered workbooks and stationery for all children. These will stay with the teacher in a locked box
- Implemented an isolation and contact plan should one of the children or teaching staff become unwell during class
- Stopped the boutique for the foreseeable future
- Stopped the Playgroup for the foreseeable future



### **General Pointers...**

- Class will start, break up and finish at different times. See details in the step-by-step guide below
- Parents, guardians, and students over 11 years old must wear a mask for sign in. Students over 11 years of age must wear their mask at all times. As you know the entrance area is quite narrow; we feel this is the best way to keep everyone safe
- Parents or guardians are not allowed inside the school at all
- The children will stay with their class for the duration of the session
- The children will be given a named workbook, pen or pencil, eraser, and pencil sharpener
- They will also be given a named plastic folder to store their school belongings. The folder will stay in a locked box, with the teacher, during the week.
- Classes will take staggered break times in the field outside
- Toilets are available for the children and teachers only. We have allocated one toilet per class

### **Parent's responsibilities...**

- If your child is unwell, stay at home and observe government guidelines for testing and isolation
- Arrive on time to drop off and sign in your child with the teacher at the entrance door. And the same for pick up
- Contact time at the entrance must be kept to a minimum, any discussion about class, payments or general enquiries must be made by e-mail at [bonjour@pekmaidstone.org](mailto:bonjour@pekmaidstone.org)
- Provide a snack and a drink for break time
- Parents or guardians can wait in their cars during the lesson time if they wish
- Always maintain social distancing of two metres

### **Children responsibilities...**

- Always listen to the teacher and follow instructions
- Maintain social distancing during the lessons and do not touch anything unnecessarily
- Go straight out after the lessons. No stopping to talk to friends

## Step by step guide – Covid 19

### Arrival

- Arrive on time for your allocated sign in/drop off time
  - Renards : 9.55 sign in
  - Marmottes : 10.00 sign in
  - Grenouilles : 10.05 sign in
  - Hérissons : 10.10 sign in
- Take your child to sign in/drop at the entrance
- Students over 12 years old must wear a mask until they are in the class

### Lesson

- The lessons will be taught in the classroom by a teacher and an assistant
  - Hérissons : Christophe & TBC
  - Grenouilles : TBC
  - Marmottes : Béatrice & Nellie
  - Renards : François-Yves
- The Hérissons and Grenouilles will take a supervised break time outside, in the back field
  - Hérissons : 11.10
  - Grenouilles : 11.30
- The Marmottes and Renards might take their break time inside their classroom

### At the end of the lesson

- The teacher will collect the children/students' workbook and stationery and store them safely until the following week
- Arrive back on time for pick up
  - Hérissons : 12.20 pick up
  - Grenouilles : 12.25 pick up
  - Marmottes : 12.30 pick up
  - Renards : 12.35 pick up
- Teachers will disinfect all materials and equipment used

**Please note: Part 4 - Covid might change according to government guidance and St Francis's rules, not known at the time of printing – 15.06.2021**