

Terms & Conditions

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 tax payer, please tick the box on your online registration form.

No joining fee is due for Playgroup sessions.



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. Alternatively you can hand in your notice on Saturdays, to a member of the Committee.

No notice is required for Playgroup sessions.



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

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: £5 per session (minimum 4 sessions paid in advance)

Fidélité Bébé – 10 sessions: £40 payable in advance, non-refundable. Valid for the academic year of purchase

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



Saturdays 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 the 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.

For all 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 payment are from **September to July** (11 months)

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



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. 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: 50329876



Part 2 – Calendar and lessons

PART 2

The classes take place every **Saturday** (term time only) from **10am to 12.30pm** at **St Francis School, Queens Road, Maidstone ME16 0LB**.

Usually there are no classes on Saturdays preceding Bank Holidays, Half Terms and Holidays.

Our calendar for the Academic year 2018/2019

	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																																			
October																																			
November																																			
December																																			
January																																			
February																																			
March																																			
April																																			
May																																			
June																																			
July																																			

Parents should arrive at 9.55 am at the latest and remain with their children at all time, until children are called in by their teacher or assistant.

Children should be collected promptly at 12.30pm.

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

	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																																			
October																																			
November																																			
December																																			
January																																			
February																																			
March																																			
April																																			
May																																			
June																																			
July																																			

Taster session cost: £10 per child. To be booked by email to bonjour@pekmaidstone.org.uk. Payment might not be required, check our offers!



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 **on line** only through our software Membermojo.

Go to www.pekmaidstone.org.uk click on Inscriptions/Join us. 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 you 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 you spam/junk folders as direct debit forms are sent directly by our provider GoCardless.