

## **Terms and Conditions**

*November 2009 –*

### **a) Entry to the School**

See the *Admissions* policy

### **b) Fees and Extras**

Fees and extras are published in the prospectus and on the website. They are updated annually, with information about the new, September levels published during the re-registration process at the end of the Spring Term.

### **c) Events requiring Notice in Writing**

Parents are required to give notice in writing of any requested absence of a pupil from the school (where this is known in advance), of whether they wish to re-register a child for the following year, of any medical or psychological development of a child that might impact on performance or behaviour while at school.

The school, in turn, is required to give written notice of ad hoc outings or activities, fee changes, and significant changes to the running and operation of the school.

### **d) Removal or Suspension of a Child**

- The Principal may in his absolute discretion require the removal, suspension or expulsion of a pupil from the school if he considers that the child's attendance, progress or behaviour is unsatisfactory in any way, and in the opinion of the Principal the removal is in the school's best interests or those of the child or other children at the school.
- The Principal may in his absolute discretion require the removal or expel a pupil if his or her behaviour off the school premises and in or out of term time be such that, in his opinion, it brings the school into disrepute or is contrary to the interests of the children at the school. For example, parents would automatically be required to remove their child from the school if the child were convicted of drug abuse.
- The Principal may in his absolute discretion require parents to remove a child from the school if the behaviour of either parent is unreasonable and, in the opinion of the Head, may affect adversely the child's or other children's progress at the school.
- In the event that the Principal requires parents to remove a child from the school, or suspends or expels him/her, no entitlement to any refund or remission of fees would be available. However, fees in lieu of notice would not be charged.
- Examples of offences likely to be punishable by suspension and expulsion: aggressive behaviour (physical or oral), alcohol, bullying, disrupting lessons, drug abuse (automatic expulsion), gender or racial prejudice, rudeness to staff, sexual activity, smoking, theft.
- In the event of an expulsion parents may, within 14 days of notice of the expulsion, appeal in writing to the Chairman of the SrL in accordance with the school's complaints procedures (see above under 'complaints procedure').
- It is a condition of remaining at the school that a child complies with the school rules and customs, as amended from time to time. These undertakings apply equally to pupils over the age of 18.

### **e) The School's Care and Education of your Child**

- You consent to your child receiving such physical contact as may be lawful, appropriate and proper for teaching (for example during PE lessons or at infant level) and to provide comfort in distress or to maintain good order. (Important note: the school totally subscribes to the law against any form of corporal punishment, and no member of staff is allowed to inflict such punishment.)
- If your child requires urgent medical attention while at school, all reasonable efforts will be made to obtain your prior consent. However, should the school be unable to contact you, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment (including anaesthetic or operation) recommended by a doctor.

- You consent to inform the school of any medical or health condition or allergy that your child has or subsequently develops, whether long-term or short-term, including any infections.
- The Principal must be notified in writing immediately of any court orders in relation to your child. A parent may be excluded from school premises if the Head, acting properly, considers such exclusion to be in the interests of a child or the school.
- The Principal must be informed in writing of the reason for any absence from school by your child. Wherever possible, the school's prior consent should be obtained. (Note that your child is defined by the government as a 'truant' in the absence of permission from the Principal).
- If your child leaves the school during the school day, he or she is required to obtain permission prior to leaving. We are not able to prevent a child from leaving the school in breach of school rules. The school cannot accept responsibility for the welfare of your child off the school premises when not taking part in a school activity.
- If you have cause for concern as to the matter of safety, care, discipline or progress of your child then you must inform the Principal without delay. The school cannot be held responsible, if it has not been made aware of a problem. Complaints should be made in accordance with the school complaints procedure (see above).
- It is our policy to educate each child through a broad and balanced curriculum. Although our prospectus describes the broad principles on which the school is presently run and is believed to be correct at the time of printing, it does not form part of an agreement between us. The school reserves the right to make changes to any aspects of the school including the curriculum.
- We shall monitor your child's progress at school and produce regular written reports. We shall advise you if we have any concerns about your child's progress, but we do not undertake to diagnose dyslexia or any other special needs. A formal assessment can be arranged through the school if you so wish, and the school may advise such an assessment if it believes it necessary at your expense. The school reserves the right to ask you to withdraw your child from the school if, in the Principal's view, the school is not in a position to provide adequately for your child's special needs. It may be that the school can provide in one section of the school, but not another.

#### **f) General**

- You must make your own insurance arrangements if you require cover for your child's property while at school: the school takes no responsibility for loss or for theft.
- You consent to our supplying information and a reference in respect of your child to any educational institution that may ask for such a reference.
- We shall recognise any intellectual property rights vested in your child. You agree to allow us to use photographs of your child for publicity and marketing purposes in the media or on the inter-net, unless you prohibit this in writing.
- If any part of these terms and conditions infringe Italian law, they shall be treated as severable and shall be replaced with words which give as near as may be fair the original meaning.
- You undertake to notify the school of any change of address. Communications (including notices shall be sent by the school to your address on our records. You undertake to keep emergency contact numbers up-to-date.
- The contract between you and the school (of which these terms and conditions form part) is governed by Italian Law. You agree to submit all issues to the exclusive jurisdiction of the Italian Courts.
- These terms and conditions constitute an evolving document and may be varied from time to time (and up-dated on the website on an annual basis) by the school.

*This policy will be updated periodically by the Principal.*