

Terms and Conditions
From 19 November 2024

These Terms and Conditions are under review and may be modified by the School to reflect recent and/or forthcoming changes in taxation laws applicable to independent schools following the presentation of the Autumn Budget to the UK Parliament on 30 October 2024.

These **Terms and Conditions**, as amended from time to time, together with the letter of offer, the acceptance form, the annual fees notified to Parents each year and the School Rules, form the basis of a legal contract for education services (the "**Contract**") between the Collège Français Bilingue de Londres (the "**School**" or "**CFBL**") and Parents.

1. Introduction

1.1 Collège Français Bilingue de Londres Ltd is a company limited by guarantee registered in England and Wales under the number 2804123 and a registered charity number 1027932. The charity trustees (or governors) are appointed from time to time under the terms of its governing instrument. The trustees have overall responsibility for the governance of the School. Together, the trustees are known as the "**Governing Body**" or the "**Board**".

1.2 CFBL is a private independent school. In partnership with the French government agency *Agence pour l'Enseignement Français à l'Étranger* ("**AEFE**"), it undertakes to teach the French *Education Nationale* curriculum to its pupils. It belongs to the network of French schools managed by the AEFE.

1.3 The **Headteacher** is appointed by the Governing Body. He is responsible for the delivery of the curriculum and the day-to-day running of the School.

1.4 The "**Parents**" or "**You**" means each person who has signed the acceptance form as a holder of parental responsibility for the child. The Parents are legally responsible, jointly and severally, for complying with their obligations under these Terms and Conditions. Parents or persons responsible for a child are expected to communicate with each other and reach an agreement about their child. The School will be entitled to accept instructions from either Parent without reference to the other (special dispositions can be put in place in the case of Parents who are separated).

1.5 **Equality:** The School is a day school for French-speaking pupils from 3 to 16 years old. The School welcomes staff and pupils from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. The School expects all members of the School (whether adults or children) to come to school in a safe and welcoming environment where they are able to achieve success irrespective of their nationality or ethnic background.

2. School Rules (also known and referred to as Pupils' Code of Conduct) ("Règlements intérieurs**")**

2.1 A School Council (*Conseil d'Établissement*) presided by the Headteacher and comprising staff representatives, pupils' and Parents' representatives meets on a termly basis. It approves the School Rules (aka Pupils' Code of Conduct - *règlements intérieurs*) and votes on certain matters generally relating to school life (timetables, school holidays, school projects). The decisions of the School Council are submitted to the ratification of the board of trustees of Collège Français Bilingue de Londres Ltd before becoming enforceable.

2.2 The School Rules as may be amended from time to time are provided to pupils and Parents each year and are available on the School's website.

2.3 It is a condition of remaining at the School that You and your child comply with the School Rules. In addition, you must ensure that your child attends School in accordance with our Attendance & Absence policy, attends punctually

and that your child conforms to any rules of appearance, dress and behaviour we may issue .

3.4 The School reserves the right, subject to applicable data protection legislation, to monitor your child's email communication (at their @cfbl email address) and internet use for the purpose of ensuring compliance with the School Rules and for safeguarding purposes (please refer to CFBL's E-Safety Policy available on the School's website).

3. School's website and School policies

3.1 The School's website contains a number of policies (the "**School Policies**") which are available to Parents, including the School's Complaints Policy. The purpose of the School's website and the policies therein is to clarify the School's organisation and rules and inform Parents. Although this information is correct at the time of publication, there could be changes affecting any of the matters dealt with in the website.

3.2 We consider that every member of the School should feel valued and respected, and that each person should be treated fairly and well. Bullying, harassment, victimisation, intimidation and discrimination will not be tolerated. The School's anti bullying policy forms part of these Terms and Conditions. The School applies the Equality Act 2010 and expects the same of the School community.

4. Charter relating to the movement of pupils between French "homologuées" schools in London

4.1 An agreement (the "**Charte**") between French schools in London which are accredited by the *Education Nationale* ("**Homologuées** Schools") regulates the transfer of pupils between such schools. It guarantees pupils the possibility to continue their French education in London until the end of their school studies (end of *Terminale*). This means that CFBL must give priority to pupils who transfer from a London *Homologuée* School at the end of the schooling offered by the transferring school (subject to our admissions criteria and availability of places) over other pupils.

4.2 However, it also means that, while Parents are free to choose the first school which their child will attend, for the duration of the schooling offer of the first school, Parents cannot transfer their child from one *Homologuée* School to another without the consent of the headteachers and/or board members of both schools concerned.

5. Application for places and admissions

5.1 If you apply for a place, the School's admissions office will direct you to the School's website to complete an electronic application form. The calendar of the applications for places for entry the following September is published on the School's website. Applications will be considered in accordance with CFBL's Admissions Policy.

5.2 Your child will be considered as a candidate for admission and entry to the School when you have completed the electronic application form online **and** when you have paid the **non-refundable** application fee (currently £150, VAT excluded) (the "**Application Fee**"). Admission will be subject to the availability of a place and the pupil and Parents satisfying the admission requirements at the relevant time.

5.3 The admissions process will be explained to You if and when CFBL offers a place to your child. If the School wishes to offer a place to your child, it will issue an acceptance form (subject to the provisions of the paragraph below). An offer of a place is accepted by You submitting the duly completed and signed acceptance form and requested support documentation and paying the non-refundable Registration Fee and non-refundable advance on fees (explained in 5.7 below), by the date set out in the offer. The acceptance form must be signed by all (and only) those with parental responsibility for the child. In the majority of cases, this means the parents, whether together or separated.

The School reserves the right to require candidates who were not previously attending a French school or another school of the AEFÉ network, to satisfactorily undertake a test of their aptitude in French before being issued an offer. In such case, You will be informed by email that your child is temporarily reserved a place and must satisfactorily take a test of aptitude in French as a condition to an offer. The School will organise the test as soon as possible. If the results of the test are satisfactory to the School, the School will issue an acceptance form and the acceptance process set out in the paragraph above will apply. In the event that, based on the results of the test, the School decides that it is not in the best interest of the child to join the School, the School will not issue an acceptance form and any conditional offer will lapse. If the results of the test are not satisfactory to the School, the School may also recommend that your child enters another year group and, subject to availability, may offer a place in the revised year group.

5.4 **Admission** occurs when the Parents accept the offer for a place and satisfy all the admission requirements (or conditions) which are set out in the offer letter.

Entry occurs when the pupil attends the School for the first time under these Terms and Conditions.

5.5 The School may request confirmation from the pupil's previous school that all sums due and owing to such school have been paid, before the child can be admitted to CFBL. In the case of pupils transferring from a school member of the AEFÉ network, CFBL will need to have received an exit certificate or *exeat* issued by the said school before the child can be admitted to CFBL. In addition, the School must be provided with the child's last two school reports of the previous school (showing the progression to the next year group) as soon as practicable and in any case before the entry of the child at the CFBL.

5.6 In the case of parents applying for an entry with priority under the School's Admissions Policy, the School will make enquiries with a previous school or with the parents' employer to confirm the admissions priority which may apply to them.

5.7 Applications for enrolment the next September:

You must pay the non-refundable registration fee ("**Registration Fee**") when sending the acceptance form to the School in respect of your child's admission to the School for the next school year. The Registration Fee is currently £1,500 (VAT excluded) per child. The Registration Fee for the admission of a child in *troisième* (only) is currently £650 (VAT excluded).

In addition, you will be required to pay a non-refundable advance on the School Fees (as defined in Clause 7.1) for the first term and satisfy all other requirements or condition(s) set out in the offer for a place. The advance on the School Fees is currently set at £1,000 (VAT excluded) per child and is due upon sending the acceptance form. The balance of fees due for the 1st term, including canteen fees, will be payable when invoiced by the School.

If you wish to cancel the place at any time after you accepted the place, all the fees payable on registration including the advance on School Fees will not be reimbursed, whatever the reason for the cancellation.

Deferred entry in *petite section de maternelle* (PSM): In accordance with the School's admissions policy, a child must have his or her 3rd birthday during the calendar year of entry into PSM and be three years old before being allowed entry into PSM. Entry in PSM of a child born between 1 September and 31 December will be deferred to the first day of school following their third birthday. Education Fees will remain due for the whole 1st term and You will be charged for the balance of fees due for the first term as set out above (i.e. the fees for the first term minus the advance on fees already paid), but not the canteen fees which will be invoiced on a prorata basis.

5.8 Admission and entry in the course of a school year:

If your child is admitted for entry during a school year rather than at the start of a school year, you will be asked to pay the Registration Fee and Education Fees for the whole current term, on acceptance of a place. Admission of your child will be complete when the Registration Fee and Education Fees for the relevant term are paid and other admission requirements are satisfied (for example *exeat* from current school). Canteen fees will be invoiced on a prorata basis.

In some cases, if the School offers You a place after the start of a term, we will invoice You for the term's School Fees on a pro rata basis rather than the full term's School Fees which would normally be due. This exceptional tariff will not be available when it is the family who selects to register their child in the course of a school term, in which case fees for the whole term will be payable.

5.9 Year group allocation

The allocation of a place in a year group will take into consideration the child's age and/or school records and, for pupils transferring from a school accredited by the *Education Nationale*, the advice of the *conseil de classe* or de *cycle*. With the prior approval of the DfE, the entry level will be determined in accordance with French custom (the age of child in the calendar year) rather than English custom (the age of the child in the school year).

5.10 Returning pupils:

If your child attended CFBL at any time in the last 2 school years preceding the year of entry applied for, the School will not require you to pay the Registration Fee.

6. Re-enrolment

6.1 Parents whose children are registered with the School will be requested to confirm whether they wish for their child to remain at the school for the next school year. Re-enrolment of your child will take place each year through a web link supplied by the School **and** by paying an advance on the School Fees (currently £1,000, VAT excluded) (see 6.3 below).

The School may accept re-enrolment from one Parent only (and, in confirming such re-enrolment, both Parents will be deemed to have provided their consent to the re-enrolment).

6.2 By re-enrolling your child, you confirm that you have read and accepted these terms and conditions (as updated from time to time) and the School Fees published by the School on its website for the relevant school year (and sent to Parents).

6.3 Re-enrolment will require the payment of the advance of £1,000 (VAT excluded) of the first term fees of the next school year payable as invoiced by the School. The School reserves the right to make re-enrolment for the next school year conditional on discharge of all arrears of School Fees owing at the end of the third term. The School further reserves the right to apply the said advance to discharge of arrears of School Fees owing at the end of the third term.

6.4 Parents of existing French pupils who have applied for a bursary for the next school year will not be required to pay the advance on the first term fees. However, should the French Consulate notify the School that a pupil will not be entitled to a bursary the next school year, the Parents will then be required to pay the advance on the first term fees to re-enrol their child for the next school year.

6.5 Failure to confirm or pay the advance on the first term fees due when required will result in the termination of this Contract and the child being removed from the School's admissions register and leaving the School at the end of the school year.

6.6 The advance on the first term fees will not be reimbursed in case your child does not attend the School the following year, for whatever reason.

6.7 The "*conseil de cycle*" for the primary section or class council or "*conseil de classe*" for the secondary section will confirm the transfer to the next year group after consultation with Parents.

7. School Fees and other charges

7.1 "School Fees" are composed of:

- the fees charged for the provision of educational services (the "Education Fees"), and
- canteen fees.

Current School Fees are published on the School's website and are sent to Parents.

School Fees do not include the following fees and charges which will be charged as supplemental charges, i.e. in addition to School Fees:

- the Application Fee (Clause 5.2 above),
- the Registration Fee (Clause 5.7 above), and
- other supplemental charges incurred by the School, for example, without limitations: public examination fees, charges for extra-curricular activities (Clubs, Klubhouse, wraparound care, residential trips, music lessons ...), supplies/books in Collège and additional charges incurred by the School in providing for the special educational needs of your child.

7.2 School Fees, Application Fees and Registration Fees will be reviewed annually and may be increased by such

amount as the board of trustees considers reasonable. We shall endeavour to give reasonable notice of any increase in annual fees. This will allow You time to consider the increase and, if You wish to withdraw your child from the School before the proposed increase is due to take effect, then you will have sufficient time to provide the required term's notice of withdrawal to the School under Clause 23 below.

7.3 VAT and applicable taxes.

7.3.1 Some of the fees (such as, without limitations, the Education Fees, the Application Fee and the Registration Fee) and some supplemental charges charged to You under these Terms and Conditions will be subject to VAT. When applicable, VAT will be added to the invoices sent to You by the School.

7.3.2 You may be required to reimburse the School for any costs or expenses we incur on your or on your child's behalf. If this happens, You must also reimburse the School for any VAT applicable on such costs or expenses, unless we are entitled to a credit or repayment from HMRC in respect of that VAT.

7.3.3 If the School at any time assesses (or HMRC at any time determines) that the fees payable for a supply by the School of any services under this contract are subject to VAT, and the School has not already charged You VAT on the applicable fees for those services, the School will promptly notify You and confirm the amount of VAT payable in respect of the relevant fees and You will pay an amount equal to that VAT within fourteen (14) days of the School notifying you.

7.3.4 If You are required to pay the School any VAT under this clause 7.3 and You do not make payment to us within fourteen (14) days of the School requesting payment, if HMRC imposes any interest or penalty on the School in respect of that VAT payment You will be responsible for paying to the School an amount equal to that interest or penalty, except where that interest or penalty is caused by the School's failure to pay over any VAT to HMRC promptly following receipt from You.

8. Payment of School Fees and Supplemental Charges

8.1 Parents are invoiced on a termly basis. School Fees and supplemental charges are due and payable by the due date for payment stated in the invoice. Invoices are made available on the parent portal of the first Parent listed as responsible but, for the avoidance of doubt, Parents remain jointly and severally liable for School Fees and supplemental charges. This means that the School can seek payment of the full amount outstanding from either Parent.

Court orders (for example, where parents are separated or divorced) and other arrangements between parents or third parties relating to fees do not normally bind or apply to the School, and do not extinguish either parent's liability for the fees and other charges due under this Contract.

We use a standard invoicing system and are unable to provide invoices bespoke to the requirements of individual parents and/or payers.

8.2 The school year is divided into 3 accounting terms: 45% of the annual School Fees are due on 15 September, 27.5% of the annual School Fees are due on 15 January and the remaining 27.5% are due on 15 April.

School Fees are due for the whole term, even if your child attends only part of a term. This means, for example, that fees will not be reduced, refunded or waived: if the pupil is absent through illness (including long illness) or temporarily or permanently expelled from the School; if a term is shortened or vacation extended; if the School is temporarily closed due to adverse weather conditions; or if your child is being required to study from home as a result of us providing educational services remotely for whatever reason. (See also force majeure clause 24). An unauthorised absence at the start of a term will entitle the School to keep the fees for the whole term.

All supplemental charges for each term will be invoiced separately and must be paid by the due date indicated in the invoice.

8.3 Parents who have difficulties in paying the full-term fees in one payment may apply to pay the school year fees by 10 instalments payable in the form of monthly standing orders, from September to June. Agreeing to a payment plan is at the School's discretion and is concessionary. It will cease automatically in the event of default for thirty days or more. In such case, the full amount of School Fees then due will be payable forthwith and a late payment fee of £50 shall apply.

8.4 The AEFÉ, through the French Consulate in London, grants means-tested bursaries to French pupils subject to conditions. The French Consulate will pay the amount of bursary awarded directly to the School on behalf of the Parents.

If your child has been awarded a bursary (*bourse scolaire*) by the AEFÉ, you will be liable for the balance of School Fees and other supplemental charges due after taking into account the amount of bursary or help allocated to your child, as per due date. You will be invoiced on a termly basis. Should the AEFÉ decide to withdraw or reduce the amount of bursary allocated to your child, you will be liable to pay the amount of fees or other amounts invoiced by the School not covered by the bursary (regardless of whether you have appealed to the AEFÉ for a review of its decision).

Financial help is also available from the French Scholarship Foundation (FSF), subject to conditions.

8.5 It is not possible to pay School Fees or supplemental charges with childcare vouchers.

8.6 The amount of School Fees and supplemental charges owed on due date must be paid in full by online payment (i.e. ESEND) or bank transfer (bank charges are at your cost). The School does not accept cash or cheques.

8.7 The School reserves the right not to allow your child to attend School on three (3) days written notice while any amount remains unpaid for more than eight (8) days after the School contacted you under Clause 9.1 below. This home release notice will not be noted in the pupil's disciplinary record. The pupil will continue to have Internet access to *Pronote* but the School will not be obliged to provide any distance lessons or tuition.

If the pupil is home released due to unpaid School Fees or other amounts for a period of twenty eight (28) days, he will be deemed to have been withdrawn from the School by his or her Parents.

In case of non-payment of supplemental charges, the School reserves the right to refuse to allow your child to participate in the relevant extra-curricular activity, or sit the relevant public examination(s), while the applicable supplemental charge for that activity or examination(s) remains unpaid.

8.8 The School may withhold any information, character reference or property while the School Fees remain unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil.

8.9 Information on your identity and the source of funds. From time to time we may ask You to provide us with information that we can properly and accurately verify to our satisfaction:

- your identity;
- your child's identity;
- that you are not subject to, or within the purview of, any national or international financial, economic, trade, travel or other similar sanctions imposed by any competent authority;
- your child's right to enter, live and study in the United Kingdom; and
- the legitimate source of funds you are using to pay the fees.

You must provide the School with the information and documentation we ask for.

8.11 Allocation of payments to your fees account. Except where expressly agreed with You otherwise, the School shall be entitled to allocate payments from You to your account as it sees fit. For example, the School shall be entitled to allocate a payment made in respect of one child to the unpaid account of any other child of yours at the School.

9. Unpaid fees

9.1 CFBL's accounting department will contact You if you have not paid the School Fees or supplemental charge within one (1) month from the due date indicated on the invoice.

CFBL reserves the right to apply a £50 administrative charge for a late payment of more than thirty (30) days from the due date. In case of part payment without the School's consent, this late payment charge will apply to the unpaid balance of fees.

9.2 A payment plan can be proposed, at the School's discretion, to parents who have financial difficulties during the current school year (see Clause 8.3). The School does not offer credit facilities.

9.3 Interests for late payment. If any payment to the School remains outstanding forty five (45) days after the due date, CFBL may charge interest to you on the overdue amount at the rate of three (3) per cent a year above the base rate from time to time of the School's bank. This interest will accrue on a daily basis from the due date until the date of actual payment of the overdue amount.

9.4 Costs for recovering late or non-payments: You will be responsible for paying the costs incurred by CFBL in recovering, or attempting to recover, any unpaid fees or supplemental charges from You (including reasonable legal costs).

CFBL reserves the right to hire the services of a debt collection agency.

9.5 CFBL may inform any other school or educational establishment to which You propose to send your child of any outstanding fees or supplemental charges.

10. Your obligations

10.1 In addition to the obligations included elsewhere in these Terms and Conditions, You undertake to cooperate with the School and School staff in good faith, and including in particular by:

- maintaining a constructive relationship with School staff (including in instances where the School is exercising its rights and performing its obligations under this contract), acting reasonably, and ensuring the tone, content, volume and/or nature of your communications with the School are reasonable and appropriate;
- refraining from any discriminatory, bullying or harassing conduct or behaviour towards staff including where this has the purpose or effect of violating the dignity of a staff member or creates an intimidating, hostile, degrading, humiliating or offensive working environment for them (for example, conduct or behaviour which constitutes sexual harassment);
- encouraging your child in his or her studies, and giving appropriate support at home;
- ensuring that your child attends School punctually in accordance with our Attendance and Absence policy (available from our website) and that your child conforms to any rules of appearance, dress and behaviour as we may issue (if not already included within the School Rules);
- keeping the School up-to-date and informed of matters which affect (or may affect) your child (including circumstances which arise at any time that affect (or may affect) your ability to pay the fees and supplemental charges, any change to their immigration status and information relating to your child's health or special educational needs or medical conditions);
- ensuring that all details (including address and contact details) or other information notified or otherwise disclosed to the School about You and/or your child are accurate, truthful and not misleading and that relevant details and information (which may include information relating to your child's health or special educational needs or medical conditions), or changes to any of them, are not withheld and are shared in a timely and transparent manner;
- engaging with the School in a cooperative and transparent manner and providing assistance to the School so that your child can participate in and benefit from the School's provision of education; and
- attending meetings and otherwise keeping in touch with the School where your child's interests so require.

10.2 You accept responsibility for your child while off the School's premises (unless they are taking part in a school activity under our supervision).

10.3 If You have cause for concern as to a matter of safety, care, discipline or progress of your child You must inform the School without delay. Complaints should be made in accordance with the School's Complaints Procedure (published on the School's website and available upon request).

10.5 You must notify us of any court orders that relate to, or that may impact upon, the provision of education to your child; and provide us with copies of them. You must inform the School if, at any time prior to or during your child's time at the School, a court order is put in place or an undertaking is given to a court in respect of (or relating to) your child's attendance at the School (including its premises) and/or the School's provision of education to your child. These would include any court order or undertaking given to a court which may deal with or impact upon in any way: (i) your

child's living and/or contact arrangements; (ii) your child's education, welfare and/or upbringing; and/or (iii) the payment of fees and/or supplemental charges. In any such circumstances, you shall (whether upon request or otherwise) promptly provide the School with copies of the relevant court order(s) or undertaking(s) (or the relevant parts thereof).

10.6 We are entitled to expect that parents have consulted with each other regarding decisions relating to their child. You (and each of You as the holders of parental responsibility for your child) acknowledge and agree that the School is entitled to assume that You have consulted with each other so far as significant decisions regarding your child are concerned. Accordingly, except under Clause 10.7 below or otherwise according to the circumstances, You (and each of You) accept that the School is entitled to treat:

10.6.1 any instruction, authority, request or prohibition received from one of you as having been given on behalf of both of you; and

10.6.2 any communication from the School to one of you as having been given to both of you.

10.7 We are entitled to require that notices of withdrawal must be signed by both parents. A notice of withdrawal of your child served under this contract must be in writing and signed by each of You as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility have signed such notice).

11. Health and Medical or Other Educational Special Needs

11.1 Parents will be asked to complete a confidential medical information form before the start of the School year (and before registration of their child in case of special needs). A confidential medical information form is part of the registration/re-enrolment pack that will be sent to You via Eduka.

If, during the school year, your child develops any medical condition the School should be made aware of or their medical condition changes, You must inform the School nurse and Deputy Head in writing.

11.2 If your child has special needs, You must discuss it with the Headteacher or Deputy Headteacher before You register your child or as early as You are able to if a need arises later. If the School can accommodate your child, a "*Projet Personnalisé de Scolarisation (PPS)*" (personalised educational support plan) or "*projet d'accueil individualisé (PAI)*" will be agreed with the Headteacher or Deputy Headteacher. The School's Special Educational Needs and Disability Policy is published on its website.

11.3 If You withhold from us or otherwise misrepresent to us information of this nature in particular, please be aware that this may result in us exercising our right to end this contract under Clause 22.1 below.

11.4 Parents authorise the Headteacher and the School nurse to consent on their behalf to the pupil receiving emergency medical treatment including blood transfusion, general anaesthetic or operation by the National Health Service if Parents cannot be contacted in time.

11.5 While the pupil attends the School, the School nurse, who also carries out the role of deputy designated safeguarding officer, and/or the School doctor, and the School's designated safeguarding lead(s) shall have the right to disclose confidential information about a pupil if any of them considers it to be in the pupil's interest or necessary for the protection of other members of the School community. This information will be given confidentially and on a need to know basis. Further information is made available in the School's Child Protection & Safeguarding Policy (published on the School's website).

11.6 Parents may be asked to withdraw a child if, in the professional judgement of the Headteacher and the School's educational psychologist and after consultation with the Parents (and with the pupil, if appropriate), the School is unable to provide adequately for the pupil's special educational needs. The School reserves the right to charge for the provision of additional teaching or support agreed with Parents.

11.7 Circumstances where we may require You to keep your child away from School.

11.7.1. If the School so requires due to a health risk either presented by your child to others or presented to your child by others or by reason of a virus, pandemic, epidemic or other health or safety risk, You may be required to keep your child at home and not permit him/her to return to the School until such time as the health or safety risk has passed. Where it is considered appropriate, we may provide education to your child remotely during such period on an interim basis and to the extent this is reasonable or proportionate (including, for example, by sending You/your child work assignments electronically or by post). For the avoidance of doubt, the School is not a remote-education provider and long-term arrangements in respect of remote provision are unlikely to be considered reasonable or proportionate.

11.7.2 The School reserves the right to require your child to remain away from the School where a potential ground for required removal or exclusion is being investigated by the School and this relates to the conduct of your child or engages your child's or another child's safety or well-being. In such circumstances the requirement to keep your child away from the School would be a neutral act during the investigation procedure. Alternatively, your child may be placed under a special regime if they remain on School premises.

12. Behaviour and discipline

12.1 We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Parents warrant that the pupil will attend each School day (see clause 13), will be punctual, will work hard, will be well-behaved and will comply with the School Rules and the School Policies.

12.2 The Parents accept that the School will be run in accordance with the authorities delegated by the Governing Body to the Headteacher. The Headteacher is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner and with procedural fairness when the status of the pupil is at issue.

12.3 The Parents accept the authority of the Headteacher and of other members of staff on the Headteacher's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of the pupil and the School community as a whole. The School Rules and School's Behaviour and Discipline Policy (published on the School website and available to Parents on request) apply to all pupils when they are on School premises or in the care of the School. The School Rules and Behaviour and Discipline Policy sets out the disciplinary process and sanctions applied by the School.

13. Suspension, Exclusion and Required Removal

13.1 The Headteacher may in his discretion suspend, or in serious or persistent cases involving a secondary pupil, by decision of the Disciplinary Committee (*Conseil de discipline*) expel, your child from the School if the Headteacher (or Conseil de Discipline) reasonably considers that your child's conduct or behaviour (including behaviour or conduct outside School) is unsatisfactory and the suspension or exclusion is in the School's best interests or those of your child or other children.

13.2 The School Rules and Behaviour and Discipline Policy set out examples of offences likely to be punishable by suspension or expulsion. These examples are not exhaustive and the Headteacher/Conseil de Discipline may decide that suspension or exclusion for a lesser offence is justified where there has been previous misbehaviour. All aspects of your child's record at the School may be taken into account.

13.3 You acknowledge that any review of serious disciplinary matters or decisions taken by the School and/or Headteacher under clause 13.1 shall be governed by the School Rules and Behaviour and Discipline Policy.

13.4 In the event that your behaviour or conduct (or the behaviour or conduct of one of You) breaches your undertakings to the School, for instance: your behaviour is unreasonable; and/or adversely affects (or is likely to adversely affect) your child's and/or other children's progress at the School, and/or the well-being of School staff; and/or brings (or is likely to bring) the School into disrepute among the School community or the general public; and/or is not in accordance with your obligations under this Contract, the Headteacher may convene You to a meeting to remind You of your obligations and will inform the Board of trustees accordingly.

If, following this meeting, the Headteacher reasonably decides that You continue to contravene your undertakings under this Contract, the Headteacher may in his discretion terminate this Contract in accordance with

clause 22 and require You to remove your child from the School. Any such decision by the Headteacher shall be notified to You in writing.

13.5 Should the Headteacher exercise his right under 13.1 or 13.4 above You will not be entitled to any refund or remission of fees or supplemental charges due (whether paid or payable).

13.6 Please refer to clause 8.7 in relation to suspension of a pupil's schooling for non-payment of School fees.

13.7 Impact of exclusion or required removal on this contract. This Contract will terminate with immediate effect if your child is excluded or if You are required to remove your child from the School. The School shall not refund any fees paid for the remainder of the term (and if unpaid in part or in full, the fees relating to the whole term will remain due).

13.8 Your right to have decisions to exclude or require the removal of your child reviewed. You are entitled to have any decisions taken by the School and/or Head to exclude or require the removal of your child under this Clause 13 reviewed. Any such review shall be governed by the provisions of the School's Behaviour and Discipline Policy.

14. Pupils' attendance

14.1 The School must be informed in writing of any reason for your child's absence from School.

14.2 Wherever possible the School's prior consent should be sought for absence from the School. Parents whose children are of compulsory school age (5 to 16) are responsible for ensuring that their children attend school regularly. If they fail to do this they may be guilty of an offence and can be given a penalty notice or prosecuted under section 444 of the Education Act 1996.

14.3 As explained in its Attendance and Absence Policy, the School is required in some cases to report unauthorised absences to the London Borough of Camden's Pupil Attendance Service. Parents may be fined by the London Borough of Camden.

14.4 The School is required to report some deletions from the Pupils Admissions Register, in accordance with the School Attendance (Pupil Registration) (England) Regulation 2024, to help identify children who are missing from education and/or otherwise at risk of harm.

14.5 No leave of absence will be granted by the Headteacher in cases where Parents take their child on holiday in term time.

14.6 In case of persistent unauthorised absences, the Headteacher can exercise his right under Clause 13 to permanently expel your child or require their removal from the School.

15. Educational visits

A variety of educational visits will be provided for the pupils. They are in general at no additional cost to the Parents, except residential trips. All educational visits will require Parents' consent. You will receive a consent form via Eduka which You will be requested to complete before the start of the school year.

Overnight residential school trips will be subject to a separate agreement with the School and will be charged in addition to School Fees.

16. Extra-curricular activities and CFBL Clubs

16.1 Extra-curricular activities are optional and at an additional cost. They are managed by CFBL Clubs and invoiced separately by CFBL.

16.2 By registering your child with CFBL Clubs (which covers clubs, *garderie* or Klubhouse), you automatically agree to be bound by CFBL Clubs' terms and conditions which can be found on the School's website.

17. Collection of pupils

All *maternelle* pupils, and all primary pupils not authorised to leave the School alone, who are not collected by 3:40 pm will be automatically registered with CFBL Clubs after school care (*garderie*) and You will be charged the applicable rate as set out in CFBL's Clubs terms and conditions.

18. Pupils' personal property

The School is not responsible for the loss or damage to pupils' personal property. Pupils are responsible for the safe use of the School equipment which is at their disposal (sports equipment, computers, etc).

19. Insurance

19.1 You must make your own insurance arrangements if you require cover for your child's person or property while at School or for the payment of fees due to absence of your child or closure of the School premises.

19.2 Unless proven negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to a pupil or parent or for loss or damage to property.

20. Confidentiality, Data Protection and Intellectual Property

20.1 The School will supply information and a reference in respect of your child to any educational institution which You propose your child may attend which requests a reference. Any reference supplied by us shall be confidential. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on their ability, aptitude for certain courses and character is fair. However, we cannot be liable for any loss You have or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us.

20.2 Subject to the provisions of applicable data protection laws, including the Data Protection Act 2018, You undertake to: (i) confirm (or update, online if necessary), when requested, such information (and/or documentary materials) about (or relating to) You and/or your child that is held by the School; and (ii) in any event, inform the School of any change to You or your child's circumstances or to information about (or relating to) You or your child that has previously been notified to the School, including relevant contact details.

20.3 You acknowledge and agree that those persons who have parental responsibility for your child are entitled to receive relevant information about your child from the School (including school reports, correspondence and other materials relating to their progress, development and/or education generally). The School shall therefore disclose such information as a matter of routine to each such persons unless the School is restricted from doing so by a court order (or similar direction) or by any other legal requirement or obligation (for example, under the Data Protection Act 2018).

20.4 The School will process personal data about You and your child in accordance with the Data Protection Act 2018. You acknowledge that the School's Privacy Notice was drawn to your attention.

20.5 Intellectual Property Rights

(a) Recognition of rights: The School shall recognise any intellectual property rights created, generated or owned by or vested in your child.

(b) Ownership of rights: Intellectual property, including copyright, created solely by your child in the course of their studies or in connection with the School will be owned by your child. Where your child creates a work protected by an intellectual property right in the course of their studies or in connection with the School jointly with an employee of the School, the intellectual property right shall be owned jointly by your child and the School.

(c) Licence of rights: You hereby grant a non-exclusive licence to the School permitting the use by the School of all intellectual property rights created by your child in the course of their studies or in connection with the School, either alone, jointly with another pupil, or jointly with an employee of the School.

21. Communication

The School communicates information to Parents by emails at the address(es) shown in our records. If You do not have an email address, You must contact the Headteacher immediately. Subject to the provisions of the Data Protection Act 2018, You undertake to keep the School up to date on any changes in your personal details, including change in email address(es), by updating your details on our online portal.

22. Termination by the School

22.1 The School shall be entitled to terminate this Contract at any time by reasonable notice in writing without prejudice to its other remedies and without any obligation to return any fees or deposit paid by You if You are in material breach of any of your obligations under this Contract and have not (in the case of a breach which is capable of remedy) remedied the same within fourteen (14) days of a notice from the School requiring it to be remedied.

For the purposes of illustration only (and without limitation), the following circumstances would typify what the School is likely to regard as a material breach entitling it to terminate this Contract:

- Failure to pay any fees to the School when it is due and You still do not make payment within one month of the School reminding you that such payment is due;
- You (as opposed to your child) acting in such a way as to give the Headteacher cause to require You to remove your child from the School pursuant to the provisions of clause 13 of this Contract;
- Any other circumstance where your child is expelled from the School in accordance with the terms of this Contract (including pursuant to the School Rules);
- A serious misrepresentation of facts or circumstances or withholding of information about You and/or your child or that is relevant to the provision of education by the School to your child (such as, without limitations, misrepresenting at any point in time, and whether by act, omission or withholding of information on your part, that You and/or your child is legally entitled to enter, reside and/or study in the United Kingdom when in fact You/they are not);
- You otherwise do not comply with (i.e. You breach) your obligations under this Contract such that CFBL has a legal right to end the Contract because of something You have done wrong or, in the Headteacher's reasonable discretion, the School is not able to provide, or is compromised in providing, the educational services it needs to in satisfaction of its obligations under this Contract;
- You fail or refuse to provide us with information we require to verify to our satisfaction: your identity; your child's identity; your child's right to enter, live and study in the United Kingdom; the legitimate source of funds You are using to pay the fees; that You are not subject to any sanctions; or, in light of the information You do provide (if any), we are not satisfied that it properly and accurately verifies any of the foregoing. Instead of ending this Contract, we may otherwise refuse to allow your child to attend School until the relevant satisfactory information has been provided;
- your child no longer holds an immigration status which confers a right to enter, live and study in the UK and You have been unable to resolve this issue within a reasonable timeframe.

Certain of these breaches will be viewed as being incapable of remedy and, if so, the School shall be entitled to terminate this Contract without providing an opportunity for the breach to be remedied. An example of this might include where your child is expelled from the School or where You behave in such a way which is unreasonable and which brings or is likely to bring the School into disrepute.

22.2 The School may at any time terminate this Contract forthwith by notice in writing (without prejudice to any of its other remedies) if You (or either of You):

- Are unable, following our reasonable request, to demonstrate that You will be able to pay the fees as they fall due under this Contract;
- Are otherwise unable to pay your debts as they fall due;
- Are the subject of a bankruptcy petition or order; or enter into an individual voluntary arrangement.

22.3 In the case of a temporary disciplinary suspension of a child, fees (or part thereof) advanced for the term and other charges paid in advance (including canteen, school trips etc) will not be reimbursed. In the case of a permanent exclusion during the term, there will be no refund of the fees and other charges paid in advance (including canteen, school trips etc) relating to the remainder of the term.

23. Termination by Parents

23.1 Parents may terminate this Contract with effect from the next school year by not re-enrolling their child as provided under Clause 6.

Termination during the course of a School year

23.2 During the course of a School year, the School must be notified in writing before the beginning of the half term holiday preceding the end of term of an intention to withdraw a child the following term. For example, you must notify the School before the beginning of the October half term if you intend to withdraw your child from the second school term.

23.3 If you withdraw your child during the course of a school term, You must notify the School in writing and indicate:

- At what date You plan on taking your child out of CFBL,
- If your child has been registered at a new school (with name, address and email of said school and the date when they will first attend) or if your child will receive home schooling (with details of programme followed),
- Any updates in the parents' postal address, phone number or email address (particularly if moving abroad, and to a new job),
- The next postal address of the child and who will be living with the child at this address.

The School shall not refund any fees or charges paid for the remainder of the term (and if unpaid in part or in full, the fees or charges relating to the whole term will remain due).

23.4 In accordance with Clause 10.7, we are entitled to require that notices of withdrawal must be signed by both parents. A notice of withdrawal of your child served under this Contract must be in writing and signed by each of You as the holders of parental responsibility for your child (and the School shall be entitled not to accept such notice unless and until all holders of parental responsibility for the child have signed such notice).

23.5 If You fail to notify the School that You are withdrawing your child at the end of a school term as required under Clauses 23.2 to 23.4, You will remain liable for the payment of all fees and charges owed for the following term. The pupil's absence will be construed as an unauthorised absence until You have notified the School in writing of your wish to withdraw your child and given the School details of the school or educational establishment which your child will attend.

23.6 You may at any time cancel this Contract forthwith by notice in writing (without prejudice to any of your other remedies) if the School becomes insolvent or goes into liquidation or receivership or administrative receivership or is wound-up for any reason; or if You have a legal right to end the contract because of something we have done wrong.

23.7 Once this contract ends, it will not affect any legal rights or obligations that either You or the School have that may already have arisen. After this Contract ends, You and CFBL will keep any rights they have under general law.

23.8 CFBL may inform any other school or educational establishment to which your child is to be transferred if any amounts owed to CFBL are unpaid. A *certificat de sortie or radiation (exeat)* will only be delivered by CFBL if all fees and charges due to it have been paid. This certificate is required by schools which belong to the AEFÉ network.

24. Events outside of our control or your control

24.1 What we mean by an "event outside of our/your control".

We mean any event beyond either your or our reasonable control including, by way of example and for the avoidance of doubt, act of God, fire, flood, storm, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation, compliance with any law or governmental order, rule, regulation, guidance or direction (including that of a local authority), chemical or biological contamination. In the remainder of this Clause 24 we shall refer to these as an "Event".

24.2 What happens if we are affected by an Event outside of **our** control.

If an Event beyond our control arises which prevents or delays the School's performance of any of its obligations under this Contract, the School shall immediately give You notice in writing specifying the nature and extent of the circumstances giving rise to the event. Provided that the School has acted reasonably and prudently to prevent and/or minimise the effect of the Event, the School will not be responsible for not performing those of our obligations which are prevented or delayed by, and during the continuance of, the Event. To the extent reasonably practicable in the circumstances the School shall try during the continuance of the Event to continue to provide educational services (including by providing appropriate educational services remotely).

If an Event continues for a period greater than 90 days, the School shall notify You of the steps to be taken to ensure performance of its contractual obligations.

If the School is wholly and completely prevented from performing all of its obligations as a result of an Event (and is unable to provide educational services remotely) for a continuous period of more than six (6) months, the School shall notify You of the steps it plans to take to ensure performance of the contract after such period and You shall then, following receipt of such notice, be entitled to end this contract by providing at least three (3) working days' notice in writing to the School.

24.3 What happens if your child is affected by an Event outside of **your** control.

Subject to clause 8.2, if your child is physically wholly and completely unable to participate in the provision of any education at School or remotely due to reasons caused by an Event You shall give the School immediately notice in writing of such circumstances and the following provisions shall apply:

- (i) in consultation and cooperation with the School You shall do everything You reasonably can to minimise the impact of the Event in order to continue to perform your obligations under this Contract in any way that is reasonably practicable in the circumstances; and resume the performance of the obligations as soon as reasonably possible;
- (ii) in circumstances where, following the efforts made and steps taken under (i) above, your child is not able to participate and benefit from any level of provision of education by the School (whether at School or remotely) then You shall not be responsible for failing to perform your obligations (including the obligation to pay fees, prorated accordingly) during the continuance of the Event; and
- (iii) if the Event continues to prevent your child wholly and completely from attending the School or being able to participate and benefit from any level of provision of education by the School (whether at School or remotely) for a total period greater than 120 days You shall discuss with the School a solution by which this Contract may be performed and, following such discussions, each party shall be entitled to terminate the Contract by providing at least three working days' notice in writing to the other party and, in respect of the Parents, without giving a term's notice.

25. General

25.1 Admission of a pupil is conditional on acceptance of this Contract, which, subject to any amendment, will apply throughout the whole period of your child's attendance at the School.

25.2 The School reserves the right to amend, without notice, this Contract as it considers necessary for legal, administrative or educational reasons.

25.3 The scope of our duty to exercise reasonable skill and care for your child's education and welfare.

While your child remains a pupil of the School, we will exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your child is participating in activities organised by the School. **We cannot accept any responsibility for the welfare of your child while off the School premises unless they are taking part in a school activity or are otherwise under the direct supervision of a member of School staff.**

26. Jurisdiction and governing law

This Contract between You and the School is governed by English law and subject to the exclusive jurisdiction of the English Courts.

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