



Coventry Chinese School

Terms & Conditions for Parents for academic year 2020/21

Section 1 Online Lessons

By taking part in Coventry Chinese School's online live class, you (the parents/ legal guardian of the pupil) are accepting the following terms and conditions:

1.1 Online lessons are held on secure platforms such as Zoom, Microsoft Team or Google Classroom. Lessons are not recorded. We will start lesson at 1pm on time and so please be set up and ready to go. Teachers will open the waiting room at class start time (1pm) or shortly before. There will be a break after the first 40-minute lesson of between 10-20 minutes as decided by the teacher, followed by the second 40-minute lesson.

1.2 You are responsible for their children's physical and online safety at all times and throughout the lesson, and for providing a suitable space (a quiet room with good internet connection and no background noise such as TV) and equipment (a computer or laptop is preferred, however, tablets or mobile phones are acceptable too) for the lessons.

1.3 Children must be supervised at all times during the online lesson. Where there are more than 1 child in your household and they are in different year groups, and you cannot be with both children at the same time, you may accompany the younger one but you must monitor the older ones regularly.

1.4 Lessons will be conducted with pupils' camera on at the start of the lesson so that the teacher can identify the pupil. During lesson, teachers will give clear instruction as to whether pupils should switch on or off their camera. You must not record or take photos of other children on the screen. If you do not wish for your children have their camera on during lesson, you must discuss this with the teacher and agree beforehand. You will still need to switch it on at the beginning of the lesson for identification purposes. Teaching online lesson without seeing the pupil may be less effective and so if you are opting to switch the camera off during the lesson, you must ensure that your children remain focused and are participating during the online lesson, and do not become distracted (for example, by playing on their phone) or leave the screen without teacher's permission.

1.5 We expect pupils to dress and talk appropriately, and follow the instructions given by teachers, for example, if the teacher requires the pupil to stay muted to avoid background noise; to participate in activities, to show their work or to raise their hand to show understanding etc..

1.6 Participation in the online lessons is at your own risk. We cannot accept liability for any injury or damage caused during a lesson.

1.7 Pupils are encouraged to use the chat feature or raise their hand if they have a question during the class. If the teacher can't answer the question straight away, they will do so as soon as they can without interrupting the flow of their teaching.

Section 2: Classroom based lessons

By taking part in Coventry Chinese School's classroom based lessons, you (the parents/legal guardian of the pupil) are accepting the following terms and conditions:

Covid-19 safety guidance:

2.1 Pupils will only be allowed in to the school hall and classrooms if masks are worn and masks must be worn at all times. Any pupil who does not wish to wear a face mask or face covering due to health reasons must carry an exemption card (this can be downloaded on GOV website: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>) and present it on entry. The school will provide face masks or face shields for its admin and teaching staff and they will wear face masks or clear face shields at all times as well.

2.2 Drop-off and pick-time will be staggered for different year groups to minimise traffic to the school and to maintain social distancing. Parents will be informed of the exact arrival time and pick up time by teachers at least 1 week prior to the resumption of classroom based learning and this information will be published on the website too. We ask parents not to drop off or pick up their children more than 2 minutes before or after the designated time.

2.4 For pupils in Year 1, Year 2 and Year 3, we would ask that parents drop off their children in the hall in the designated area for the class where their teacher will be waiting, and leave the hall using the one-way system. We would ask parents not to wait in the hall after dropping off the pupil. Parents can wait in the car park or leave the school premises. For pupils in all other year groups, we would ask that parents drop off their children at the entrance to the hall as they are old enough to find their own classroom. If they are unsure, there will be admin staff on site to guide them.

2.5 Parents must return to the car park no later than the designated pick up time for their year group. Pupils will exit the hall in a staggered time and wait for parents in a designated area for that class. Parents must collect them from the designated area of the car park on the designated time punctually.

2.6 On entry to the classroom, pupils will be asked to sanitise their hands and we will provide the hand sanitiser.

2.7 Anti bacterial wipes will be provided by teachers for pupils to wipe down their working area before and after lessons. Teachers will then wipe down the door handles and their own working area.

2.8 All the desks will be forward-facing and pupils must not stand up or leave their seat during the lesson unless asked by the teacher.

2.9 Pupils will be distanced according to the +1m rule.

- We ask all pupils to use the toilets at home before the lesson, as to minimise the use of the communal toilets in the hall. We will allow use of the toilets in an emergency during break time and ask pupils to sanitise the used area after use.
- Pupils will spend break time in the classroom.
- We will allow bottled water during the session but no food can be allowed.

Pupils that are unwell

2.6 Pupils who do not feel well or seem to have symptoms linked to coronavirus, we ask that they are kept at home. Please inform the teacher about the absence.

2.7 If you are concerned that your child has symptoms of coronavirus, please follow government guidance & have your child tested.

2.8 If anyone at home has symptoms or is identified to have coronavirus, please do not send them to the school.

2.9 Pupil who become unwell during sessions will be isolated & parents called to collect.

Section 3 Payment

3.1 Payment is due on the first day of the term. See our website for a copy of the detailed payment schedule (under 'Parents Info' section: <https://coventry-chinese.co.uk/news-info/>).

3.2 If no payment is received after the first 3 weeks of the term, we reserve the right to charge a late fee as approved by the school governors.

3.3 We accept online payment only. Please arrange for payment by bank transfer as follows:

Bank Name:	Barclays Bank
Account Name:	Coventry Chinese School
Bank Sort Code:	20-23-55
Account Number:	63218856
Payment reference:	Class name-pupil's First name (or first initial) Surname (for example, 1MA-S Wang)

3.4 If you have credit in your account and are unsure how much you should pay for Term 1, please contact the school treasurer at treasurer@coventry-chinese.co.uk.

3.5 If you do not wish to attend the online lessons from week 1 to week 7, please make your class teacher aware. We will hold your child's place in school and inform you to make payment from week 8. A standard fee of £70 will be charged for Term 1 in this case.

3.6 For pupils who arrive without a mask, we will provide a disposable mask if we are able. If we are not able to do so, we will unfortunately have to refuse entry and there will be no refund of the fees.

Section 4: Communication

4.1 When completing the Enrolment Form, we collect pupils and nominated parent/ legal guardian's contact details. We will only discuss matters in relation to the child with the nominated parents/guardians. If you wish to amend/add a second parent/guardian, please contact treasurer@coventry-chinese.co.uk.

4.2 If a pupil is re-enrolling following completion of one school year, at the start of the new term, parents must ensure that if they have changed contact details, that they must inform the school: treasurer@coventry-chinese.co.uk.

4.3 Although we pride ourselves on the face to face feedback with parents, to limit contact, we would ask that any required communication for academic related issues such as feedback or issues relating to progress, be established via phone/online/text message with the class teacher.

Last reviewed: 30 August 2020.