



Coventry Chinese School

Terms & Conditions for Parents for academic year 2021/22

Section 1: 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:

1.1 The UK government no longer requires masks indoor, however, for the safety of our parents, pupils and staff, we strongly recommend that everyone wears a mask in crowded indoor area. This includes the entrance area, corridors, toilet/hand wash waiting area and dining hall.

1.2 Once pupils have settled down in the classroom, they no longer need to wear a mask. If parents wish to wait in the dining hall, once they have sat down they no longer need to wear a mask either. The school will provide face masks or face shields for staff members on demand.

1.3 Parents are required to adhere to the Drop-off and pick-up time as follows: Drop-off between 12.50 – 1pm and pick up at 2.50pm. All pupils are picked up from the dining room.

1.4 For pupils in Year 1, Year 2 and Year 3, we would ask that parents drop off their children in the dining hall in the designated area for the class where their teacher will be waiting. Parents can then either leave the hall using the one-way system or wait in the dining hall.

1.5 For pupils in Year 4 or above, once arrived in the dining hall they may go straight to the 2nd floor where their classrooms are. Pupils must not enter the classroom until the teacher has arrived. If a pupil is unsure where their classroom is, they may ask a staff in the dining hall. Once dropped off the pupil, parents can either leave the hall using the one-way system or wait in the dining hall.

1.6 On entry to the classroom, pupils will be asked to sanitise their hands and we will provide the hand sanitiser. Sanitiser will be available in the dining hall for staff and parents.

1.7 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.

1.8 During break time, all pupils must remain in the classroom. If they need to use the toilets in an emergency during break time, they should go individually or in small groups of no more than 2-3 at a time to avoid overcrowding in the toilet waiting area.

1.9 We will allow bottled water only during the session but no food or other drink will be allowed.

Pupils that are unwell

1.10 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.

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

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

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

Section 2 Online Lessons

We are not planning to deliver lessons online however, it may become inevitable if the government requires a lockdown. In exceptional circumstances, online lessons may be conducted if both teacher and parents agree as a temporary measure. 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:

2.1 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.

2.2 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.

2.3 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.

2.4 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.

2.5 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..

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

2.7 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 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 are adopting a cashless payment system this year to avoid overcrowding and we will accept online payment only from this academic year. 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 Once payment is received, we will either inform you by email, or write a receipt and pass to the pupil to pass to the parents. If you are unsure how much you should pay for Term 1, please contact the school treasurer at treasurer@coventry-chinese.co.uk.

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.

This terms and conditions take effect from 12 September 2021.