



# Coventry Chinese School

## Terms & Conditions for Parents for 2023/24 academic year

### Section 1: Classroom based lessons

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

#### **1.1 Personal health & safety guidance:**

Should pupils or parents be feeling unwell before lesson, we would urge them to remain at home to rest and report absence to the headteacher. If the illness is not serious, they may attend school but we would advise them to wear a mask when in school. Please keep a good level of personal hygiene and remember to wash hands immediately after using the toilet.

#### **1.2 Pupil drop-off and pick-up time:**

Parents are required to adhere to the drop-off and pick-up time so that the caretakers can lock up and leave the premises on time. Drop-off time for lessons is between 12.50pm – 1:00pm and pick-up time after lesson at 2.50pm. All pupils are to be dropped-off and collected from the dining hall. Pupils must not enter the classroom before the teacher arrives. Parents are urged to take extra care when driving in the school grounds and park considerately.

#### **1.3 Break time:**

During break time, all pupils are to remain in the classroom under the supervision of the class teacher. They may use the toilet facilities during break time. Pupils are allowed bottled water only at school, no food or other drinks will be allowed during lesson or break time.

#### **1.4 Toilet facilities:**

There are toilet facilities on each floor, however, these are unisex cubicles and all pupils, parents and teachers must make sure that facilities are used in the proper manner. Toilets must be flushed after use, any mess to be cleaned up and remember to wash hands afterward.

#### **1.5 Classroom and dining hall tidiness:**

Pupils must refrain from littering in and outside the classroom and are expected to assist their class teacher in tidying up the classroom at the end of each lesson. Pupils must not tamper with any materials in the classroom that does not belong to our School. Parents using the dining hall as a waiting area during lesson time, must also keep this area in a tidy state and avoid leaving any mess. It is their responsibility to dispose of any litter in the bins provided and push chairs in under the tables after use. Our management staff and the caretakers on site are not responsible for cleaning the school premises after class. Therefore, we need everyone's help in keeping the school premises in a clean and tidy state so that Ernesford Grange Community Academy can run their classes without disruption after our use.

#### **1.6 Pupil absence:**

Please report pupil absence to the class teacher or by text to school mobile on 07762 728220 stating pupil's name and class.

### **1.7 Emergency situation:**

Should any pupils become unwell, be injured or have any behaviour issues during sessions, the affected pupil will be supervised by the management staff and parents will be contacted immediately to attend the situation.

### **1.8 Homework:**

Pupils are set with some homework to complete after class. We would ask parents / legal guardians to encourage and ensure that all homework tasks are completed prior to the next lesson.

### **1.9 Parents waiting at school must adhere to the “No Smoking Anywhere” policy:**

After dropping off the pupil, parents are free to leave the school until pickup time. However, parents are welcome to stay within school premises as well either to wait either in the dining hall or outside of the building. Please note the ‘no smoking anywhere’ policy and ensure you do not smoke either indoor or outdoor whilst within the school premises.

### **1.10 Use of Mobile phones during lesson time:**

We do not encourage pupils to bring mobile phones to school, however, we understand that for older children, parents may wish for them to carry a mobile phone in case there is any delay in picking them up. Please note that the use of Mobile Phone during lesson time is strictly prohibited. If a pupil is found to use their mobile phone during lessons without the teacher’s permission, or, if use of mobile phone becomes a concern, teachers may either ask all pupils to hand over their phones at the start of the lesson, or, confiscate their phone until the end of the lesson. If a pupil refuses to hand over their mobile phone to the teacher when asked to do so, the pupil will be excluded and handed to the management team and parents will be contacted to collect them from the school immediately.

## **Section 2: Online Lessons**

We are not planning to deliver lessons online, however, in the event of unplanned school closure due to unexpected circumstances, we may opt to conduct lessons online as a temporary measure on short notice. Full instructions on how to conduct lessons online will be provided by the class teachers. 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 1:00pm on time and so please be set up and ready to go. Teachers will open the waiting room at class start time (1:00pm) or shortly before. There will be a break of between 10-20 minutes to be set by the teacher after the first 40-minute lesson, followed by the second 40-minute lesson.

2.2 You are responsible for your child(ren)’s physical and online safety at all times and throughout the online lesson, and for providing a suitable space (a quiet room with good internet connection and no background noise such as TV) and device (a computer or laptop are 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 youngest child but you must monitor the older child(ren) regularly.

2.4 Lessons will be conducted with pupils' camera on during the lesson so that the teacher can identify all pupils and maintain a good level of interaction in class. During lesson, teachers may 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 child(ren) have their camera on during lesson, you must discuss this with the teacher and agree beforehand. 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 on screen 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 Tuition Fees:

We charge an annual tuition fee of £250 (including book fee) per pupil for Years 1 to 8. A higher annual tuition fee of £290 (including book fee) per pupil for the GCSE and A-Level classes. The fee will cover for all text books, exercise/workbooks and writing books provided to pupils. Pupils must bring their own stationery for use during class.

### 3.2 Fee Payment:

The annual tuition fees are payable in a single payment at start of the academic year. Books will only be handed out to pupils on receipt of fee payment. Fees paid are not refundable for any unattended lessons during the academic year due to pupil's absence. Partial fee refund can be arranged on request should the pupil withdraw midway through the academic year with prior notice to the Headteacher from their parent. The amount of fee to be refunded will be calculated by the Headteacher and an admin fee of £10 will be deducted from the amount refunded. Parents will need to provide bank details to the Headteacher for refund on unused lessons by BACS. Text books and other teaching materials handed out to pupils are non-refundable.

### 3.3 Payment method:

We are adopting a cashless payment system and we will only accept online payment by bank transfer only to the following account:

Bank Name: Barclays Bank  
Account Name: Coventry Chinese School  
Bank Sort Code: 20-23-55  
Account Number: 63218856  
Payment reference: Pupil's name - Class (for example: S Wang – 1MA)

### **3.4 Payment confirmation:**

We will not send payment confirmation to parents individually. Payment acknowledgements will be sent by the respective class teacher as a group message to parents by text once all payments have been received.

### **3.5 Late payment:**

The School Treasurer may send reminders to parents individually for any outstanding fee payments. We reserve the right to charge a penalty of £10 for late fee payments of more than 4 weeks.

## **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 [secretary@coventry-chinese.co.uk](mailto:secretary@coventry-chinese.co.uk).

4.2 During the academic year, if any of the pupil's personal information or the parent / guardian's contact details are subject to change, they must inform the school secretary at [secretary@coventry-chinese.co.uk](mailto:secretary@coventry-chinese.co.uk) to amend the information and update the class register.

4.3 We would ask that any required communication for academic related issues such as feedback or issues relating to progress, be discussed with the class teacher in the first instance. For example, you may wish to speak with the class teacher at the end of a lesson when picking up your child. Teachers may telephone or email parents directly as well if they wish to discuss any issue in relation to pupils' progress or concerns about conduct.

4.4 If you wish to make a complaint, or, escalate an issue, please contact the Head Teacher via email to [headteacher@coventry-chinese.co.uk](mailto:headteacher@coventry-chinese.co.uk) so that we have a written record on file.

## **Section 5: Abuse of staff**

### **5.1 Zero-Tolerance policy**

Coventry Chinese School operates a zero-tolerance policy in regards to abuse or threatening behaviour towards our staff. Such behaviour from pupils or parents/guardians is not conducive to the learning environment we wish to foster, and is a risk to the wellbeing of pupils, teachers and other parents/guardians.

5.2 We reserve the right to refuse enrolment to any pupil where there has been abuse from either pupils or parents/guardians towards staff members.

5.3 We also reserve the right to exclude pupils where there has been abusive behaviour from pupils or their parents/guardians. For any tuition fees already paid in this situation, refer to the Financial Policy for any refund request.