

Parent/Guardian Agreement

Your signature on the Form of Acceptance in section D of this agreement indicates that you have read, understood, and accepted the terms of this agreement as a binding contract between you and the school.

This agreement is split into four sections:

1. section A covers fees;
2. section B covers day-to-day operations at the school;
3. section C covers students' enrolment at the school; and
4. section D is the Form of Acceptance of these terms and conditions, for your completion and signature.

In this Agreement:

"you" means any person who has signed the Form of Acceptance;

"school" or **"we"** or **"us"** means SCHOOL by Artemis Education, LOCAL ENTITY, the company which operates SCHOOL;

"student" means the child named on the Form of Acceptance;

"term" means a School term, the first of which runs from early September to mid-December, the second of which runs from early January to late March, and the third of which runs from mid-April to the end of June; and

"Experience" refers to the combination of co-curricular and extra-curricular activities offered by the School during and outside normal School hours.

This agreement is governed by and shall be construed in accordance with the laws of COUNTRY and the parties submit to the exclusive jurisdiction of the courts of COUNTRY as regards any claim, dispute or matter (whether contractual or non-contractual) arising out of or in connection with this agreement.

SECTION A

SCHOOL FEES

If any clarification is required about any aspect of this section A, please contact the finance team at [PERSON SPECIFIC EMAIL](#).

Our fees

Our fees are as follows:

Application fee: a one-time administration fee of [VALUE](#) per child is required on completion of an application form. This fee is non-refundable and cannot be transferred to another student, whether or not within the same family.

Registration fee: a one-time registration fee of [VALUE](#) per child is required prior to starting at [SCHOOL](#). This fee is payable once we confirm that a place is available. This fee is non-refundable and cannot be transferred to another student, whether or not within the same family.

Annual tuition fees: these will be invoiced in three equal instalments on [1 September, 1 January and 1 April](#). Invoices are payable within 30 days of the invoice date. The school reserves the right to exclude students (either temporarily or permanently) from the school if tuition fees are not paid by the due date.

Late joiners: If a student joins the school before the half-term, the full term's fees will be due. If a student joins after the half-term, only half-term fees will be due.

Qatar: We will adhere with the Ministry's guidelines for special cases (e.g., for the first month, fees will be calculated based on the number of days the student has attended the school in Qatar).

Lunch fees: [SCHOOL](#) is a healthy eating school. Lunch is regarded as a key part of the school day and as such is compulsory for all age groups. There is an additional fee of [VALUE](#) per term to cover these costs.

Seat reservation fee: from [YEAR](#) onwards, we will ask for [VALUE](#), payable by the end of [February](#), in order to guarantee a place for your child for the following school year. This will be deducted from the fees for Term 1 of the following school year.

Fees are reviewed annually and may be subject to increase in the following school year. If you receive notice from us of a fee increase, you may terminate your agreement with the school by giving notice within 21 days of receipt of notice of the fee increase. If you choose to terminate, your agreement with the school will terminate at (and fees will be payable until) the end of the current school year.

All payments are to be made to the Finance Office, which can be contacted at: [PERSON SPECIFIC EMAIL](#). Details of payment methods are below and the school's bank account

details are also included on our invoices. The school does not accept payment of fees in cash.

An agreement with a third party to pay the fees does not release you from liability to pay if the third party fails to pay.

We draw your attention in particular to the rules relating to non-payment of fees and to your right to withdraw from your agreement with the school in the event of a fee increase.

SCHOOL is a family-focused school and we consider your children, as well as you, to be our school family. If you have any challenges paying any of your fees, please contact the school immediately. While the school is a private, for-profit, educational business where we must protect the school for the benefit of all students, we hope to be as supportive as possible, and we cannot help if we do not know that there is a problem.

Tuition fees

You agree to pay the tuition fees annually in three instalments directly to the school. The school will issue a fees invoice by email three times a year. Payment is expected within thirty days of the invoice date.

The fees for the school year **202x-202x** are as follows:

YEAR GROUP / GRADE LEVEL	AGE ON XX/XX/XX	ANNUAL FEES
Nursery	??	
Reception	??	
Years 1 – 2	??	
Years 3 – 5	??	
Years 6 – 7	??	
Years 8 – 9	??	
Years 10 – 11	??	
Year 12 – 13	??	

Our fees include, among other things:

- use of tablet computers within the Junior School;
- learning resources such as laboratory equipment, and materials for classes such as metalwork and woodwork;
- a selection of after-school activities as part of the Experience; and

- any transport requirements during a school day.

Our fees do not include:

- individual electronic devices for Secondary School. The school will provide details of the preferred devices and approved suppliers from which to purchase devices as required;
- uniforms, including PE and team sports kit;
- lunch and snacks. SCHOOL is a healthy eating school. Lunch is regarded as a key part of the school day and as such is compulsory for all age groups. There is an additional fee of VALUE per term to cover these costs;
- certain after-school activities as part of the Experience which require external facilities (e.g. riding and surfing) and/or specialist instructors;
- certain individual learning support and/or EAL (English as an additional language) lessons. Parents will be informed of these where appropriate; or
- transport between home and the school. School buses can be provided, at an additional cost, to take students between the school and home in the surrounding area.

Fee discounts (discretionary)

The school is pleased to offer the following discounts.

Family discount:

- a x% sibling discount on the annual tuition fees of the third sibling, being the youngest of three;
- a x% sibling discount on the annual tuition fees of the fourth sibling onwards, being the youngest of four (or more); and
- ***Early payment reduction:*** a x% discount will be applied to the annual fees if paid in full by 30 September.

Mode of Payment:

All payments are to be made via the Finance Office. School fees can be paid via:

- Cheque – post-dated cheques will be accepted by the school if the cheques due dates fall within the school's determined payment dates for each installment. Post-dated cheques will be deposited in the bank on their due date.

Although the school will accept cheques from employers, at all times it remains the parent's responsibility to ensure school fees are paid before the due date of each instalment, or before a child starts at the school.

- Bank Transfer - (a copy of the bank transfer confirmation should be submitted to the school)
- Direct Bank Deposit (a copy of the deposit slip should be submitted to the school)
- Educational Voucher (if applicable). Educational vouchers for eligible pupils should be submitted to the school within one month of the start of the school year.

Bank Account Details:

Account Number : xxx

Account Name : xxx

IBAN Number : xxx

SWIFT code : xxx

Refunds

Fees will be refunded if:

- the Head of Admissions is notified in writing of the withdrawal of a student who has not attended any school days (in whole or in part) within the first 30 days of the academic year. The refund will be the full amount of the fees paid.
- the student is permanently excluded or expelled. The refund will be *pro rated* based on period the student was enrolled at the school.

Fees will not be refunded, reduced or waived if:

- the student is absent through illness;
- the term is shortened or a holiday is extended;
- the school is temporarily closed due to adverse weather conditions;
- the student is released for study leave before, during or after public examinations or otherwise before the normal term end;
- the student is absent from the school for a temporary period; or
- the school is closed due to a force majeure event, provided there is no significant gap in the provision of services.

Withdrawals

If you wish to terminate this agreement for any reason, and withdraw your child from the school, you are required to provide the school with one half-term's notice.

For schools operating on a semester system, the notice period will be 45 days.

Late or non-payment of fees

If fees are overdue:

- the school reserves the right to exclude the student, either temporarily or permanently. If fees are overdue for 15 days, the student may be excluded, and if fees remain overdue for a further 15 days, they will no longer be entitled to attend the school, without any requirement on us to serve further notice;
- the student's transcripts and reports will not be issued until all overdue amounts are paid;
- the student's seat reservation for the next school year will not be confirmed until all overdue amounts are paid; and
- the student's internal and external assessment results will not be shared with any third party until all overdue amounts are paid.

SECTION B

DAY-TO-DAY OPERATIONS AT THE SCHOOL

School Rules

The **School Code of Conduct** is set out in a separate document. Please read this with your child so that our families have a full understanding of what is expected of our students before starting at school. In summary, the Code of Conduct discusses:

Behaviour

Students have the right to education in an environment conducive to learning. Students are expected to:

- attend school regularly and engage positively in their learning;
- behave in a kind, inclusive and considerate manner towards all members of the School and local community;
- adhere to the school uniform guidelines;
- learn without disrupting others;
- refrain from causing emotional or physical harm;
- foster a respect for the rights and property of others; and
- abide by the school's policies and procedures.

Attendance and absences

- A student's absence from school is considered excused for personal illness, scheduled doctor/dental appointments, and certain significant family events.
- If a student accumulates repeated unexcused absences during one school term amounting to a **??%** or below attendance rate, they shall be referred to **INSERT PERSONNEL**.
- If a student does not attend the school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel their registration and refund the registration fee. It is the responsibility of the parents to inform the school of any late attendance after the first day of the term.

Health and safety

- We reserve the right for the school nurse to administer basic first aid and treatment for any student when necessary. The parents will be informed of any accident that affects their child and follow the acknowledged procedure.
- In the unlikely event of accidents of a more serious nature involving hospital treatment, all attempts will be made by the school to contact the parents. Failing to reach the parents, we are hereby authorised to act on their behalf and approve necessary treatment in co-ordination with the school nurse and emergency services.
- The school nurse may administer prescribed medicines for a child upon the parents' request. The medicine must be clearly labelled with the student's name and the prescription attached. The first dose of medicine must be given by the parents. At the start of the course of treatment the prescribed medicine must be handed to the school nurse by the parents. The parents have the option to collect their child's medicine(s) from the school at the end of each day or to keep it with the nurse until the end of the course of treatment. For students who require regular/daily medication, a health plan will be drawn up to manage this.
- Parents must not bring their child to the school if their child is unwell. We may require parents to withdraw their child from the school in the event that their child requires special medical care/attention which is not available at the school, or in any other event where we consider that the child is not fit to attend the school. This includes if their child is, or may be, suffering from a contagious infection.
- Parents are requested to inform the school of any food, medicine, activity, or any other circumstances that may cause their child to have an allergic reaction. Parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the school of any changes/progress in their child's condition(s).
- The school is "nut-aware" and parents should ensure that their children do not bring items containing nuts to the school. The school does not permit nuts to be kept or consumed at the school, but cannot guarantee that the school is nut-free.

Transportation

- Free transportation is provided for trips during the school day and to local Experience venues.
- School buses will also be provided, at an additional cost, to take students between the school and homes in CITY and the surrounding area.

School drop off and pick-up

- Parents are expected to drop off their child at the Junior School between 8.00 am and 8.25 am.

- Secondary school students may travel to school independently and should arrive by 8.25 am.
- Parents are expected to pick-up their child from the school at 3:15 pm for Nursery and Reception, and 3:30 pm for years 1 – 5, unless they are involved in an Experience activity.
- If any person other than the parents will be picking up their child from the school, the parents must introduce this person to us and submit a copy of this person's identity card. This will be checked prior to handover of the student.
- Parents should follow traffic directions and abide by the school's plans and procedures for drop-off and pick-up.

Fieldtrips and Experience activities

- Experience activity sessions will normally take place between 3.40 pm and 4.40 pm for the Junior School and 4.00 pm and 5.00 pm for the Secondary School. Students are expected to attend a minimum of two Experience activities each week.
- Special arrangements will be made for Experience activities which are held outside of these times. These arrangements will be communicated to parents.
- School staff or school-appointed providers and coaches are responsible for students during activities. If parents are collecting their children from activities, they are encouraged to do so from the activity venue. If this is not possible, students will return to the school to be collected.

School uniforms

Students are expected to follow SCHOOL School Uniform Policy, published on our website.

Learning support

- The school makes reasonable provision for students that we agree are in need of learning support.
- Students receiving learning support are identified through the evaluation process and normally documented in an Individual Education Plan (IEP).
- It is the parents' responsibility to inform the school of any perceived or diagnosed learning support needs for their child of which they are aware.
- For learning support students, copies of assessment reports (eg, Educational Psychologist reports, Speech and Language Therapy) are required.

SECTION C

GENERAL PROVISIONS RELATING TO ENROLMENT

Entrance assessments

Entrance assessments are not a requirement for admissions.

For particular cases and to aid us in determining the best placement of a child, we may use different entrance assessments to determine the baseline stage of development or attainment for each child prior to entry.

These include development checklists, observations, conversations, reading and number assessments, standardised ability tests and free writing work.

We may also refer to previous school reports.

The principal's decision regarding admission is final.

Learning support and special Educational Needs

The school will accept pupils who have learning difficulties if the school is able to cater for the specific need of the child.

Assessments will be modified to support pupils with learning difficulties or special educational needs.

Entrance assessment information will be used to plan learning support if required.

Parents are requested to provide as much information as possible about the learning support and English language needs of prospective pupils.

It can happen, however, that the full extent of a child's needs is not identified until the child is at the school, and thus the further need for additional support may be communicated to parents at that point.

The school will make provision for pupils in need of learning support based on language, cognitive, neurodiverse or other special requirements that need to be accommodated. These will be documented in an Individual Education Plan.

In some cases, including after acceptance, it may be decided that the school cannot provide an appropriate education for the child.

Interviews

A pupil may be interviewed by the school as part of the enrolment process. This will be decided on a case-by-case basis.

Decisions on Admission

After all the admissions procedures have been followed, the application will be considered, revised, and signed by the principal. The parents will be informed of the decision as soon as possible.

The principal's decision regarding admission is final.

Admission documentation

Newly enrolled, past and re-admitted pupils in all year levels are required to provide the following documents:

- Filled and signed Application Form
- Filled and signed Medical Form (included in the application form) and the child's health record (from Grade 1 to Grade 12 provided by the Ministry of Health)
- A copy of the child's immunization card
- A copy of the child's passport (a valid residency permit)
- A copy of the child's identification document
- A copy of the father's /mother's passport (a valid residency permit)
- A copy of the father's / mother's identification documents
- A copy of the child's birth certificate
- Four (4) recent passport size photographs for the applicant
- Two (2) passport size photographs of either family member or guardian/driver who will be collecting the child from school
- A copy of the child's health card, if applicable.
- Pupil's transcripts for the past two years. This includes reports, transcripts, results of standardized tests and any other reports issued by a counsellor or therapist.
- For Special Education Needs (SEN) pupils, a copy of assessment reports (e.g., Educational Psychologist reports, Speech and Language Therapy) are needed
- Clearance or transfer letter from the previous school
- Good behaviour letter from the previous school (stamped and signed by the Principal)
- Signed HR form if the parent is a staff member of the school.

- For Pre-KG, KG1 and KG2 children: We request that all pupils are toilet trained before entering school. Children who are not toilet trained will be asked to stay at home until they are fully trained.

Parents' obligations

The school sees the education of your child as a partnership that will form a supportive backdrop in order to allow your child to flourish during their school days. To this end, we require support from parents in order for us to fulfil our obligations at the school. We hope that the relationship will always be constructive and that parents will support the school by encouraging their child in their studies and in participation of the Experience events.

Please keep the school up-to-date and informed on all matters that may affect your child during their time at the school, including all medical conditions. We would also seek your support in our health policy, so that if there is a health risk to others presented by your child, you will keep your child away from the school until that risk has passed.

You must inform us of any special arrangements or court orders that relate to or will impact upon the education of your child.

If you are absent from the **CITY** area for any length of time, please nominate a responsible adult who will act as your child's guardian in your absence, inform the school of this, and provide full contact details in the event of an emergency.

Suspension, exclusion and required removal

The school reserves the right to require the removal (permanent) or suspension (temporary, the number of days being decided on a case-by-case basis) of a student at any time. The school will examine the case and decide whether it is necessary in the interests of either the school, the other students or the student in question to be removed from school. No refund of fees will be granted for the remainder of the term during which the student has been removed or suspended.

The school also reserves the right to exclude a student if fees or part of fees remain unpaid.

Insurance

You must make arrangements should you require cover for your child or their property while at school or on school trips. Your child is included in the school personal accident scheme, the charge for which is included in the fees.

Personal information, privacy and data protection

We may supply information to another educational institution to which you propose to move your child, or to a prospective employer where appropriate. This will be confidential

but we will take care to ensure that all information that is supplied by us is accurate and fair.

We will need to use information relating to your child for certain purposes connected with the running of the school, which might include school records, photographs and any recordings of lessons. This might include promotion of the school and publicising the school's activities.

We will process personal data about you and your child in accordance with data protection law. This is set out in SCHOOL Privacy Policy, published on our website.

Bursaries

Once awarded, YOURNAME reserves the right to ask the bursary provider to withdraw a bursary if we feel that the terms of that bursary are not upheld, for example if there is a consistent breach of the school code of conduct.

Intellectual property rights

We will recognise any intellectual property rights created, generated or owned by or connected with your child.

Communications between you and the school

It is vital that you notify the school of any change of address or any other contact details.

Any notices connected to these terms and conditions must be in writing and delivered to the school via email or delivered by hand to the school office.

SECTION D

FORM OF ACCEPTANCE

You hereby accept the offer of a place at SCHOOL. You understand that the place can only be confirmed upon receipt of all completed forms and the registration fee of VALUE, paid by bank transfer.

By signing this Form of Acceptance you confirm that:

- all holders of parental responsibility for the below-named student have signed this acceptance form and that no-one else holds parental responsibility for him/her;
- you live at the address(es) shown below and will notify the school of any change of address;
- you will pay on time school fees and any other charges owing to the student's account;
- you will inform the school of any relevant court orders that are in place in respect of care or living arrangements for the student;
- you have notified the school of all information and circumstances relating to the student's education and will ensure that you will inform the school of any changes to this;
- the student has the right to enter, live and study in COUNTRY;
- you have read SCHOOL Parent/Guardian Agreement and agree to the terms and conditions of the agreement; and
- you understand that if you subsequently change your mind and choose not to take up the place at SCHOOL, your registration fee is not refundable.

Please complete the information below, sign and date, and email this form to the Head of Admissions:

PERSON SPECIFIC EMAIL

Each person with legal parental responsibility for the student is required to sign this Form of Acceptance.

Student's Name:

Student's Year Group:

SIGNED BY:

.....
(Parent/Guardian Signature)

.....
(Parent/Guardian Signature)

.....
(Print name)

.....
(Print name)

(Date)

(Date)

Relationship to Student:

Relationship to Student:

Address:

Address:

ID /passport no:

ID /passport no:

NIF/QID/Other:

NIF/QID/Other:

Phone:

Phone:

Email:

Email: