

The German Saturday School Croydon – Terms & Conditions

Introduction

The German Saturday School Croydon (the “School” or “GSSC”) is a parent-led initiative which aims to support German language bilingual children and their families in South East London and adjoining counties. The School is a non-profit company limited by guarantee (company number: 7694143).

The Terms & Conditions in this document outline how the School operates and how it aims to cooperate with parents/carers and children to ensure a successful learning environment.

Admissions

Children generally start at GSSC in the year prior to their reception year in the English school system. A later entry, according to age and ability, is possible provided places are available. Admissions are handled by a member of the school management team and all requests for places should initially be made by submitting the relevant form on the website (www.dsscroydon.org). Places are offered on a first-come-first-served basis, however, siblings and/or children of members of staff are given priority over new entries. The offer of a place is at the sole discretion of the school management team. Should demand for places exceed availability, a waiting list will be put in place and children may be able to join the School at a later point in time.

School days/holidays

Lessons take place on 30 Saturdays during the school year with term/holiday times roughly following those advised by Croydon Council. Exact dates for the school year ahead are published on the School’s website at www.dsscroydon.org.

Fees

Termly fees are due towards the end of each term for the following term. In addition, an annual fee per family is due at the beginning of each school year or when a child first joins the School. Current fees can be found on the School’s website at www.dsscroydon.org and will also be advised by email when payment becomes due. On time payment of fees for returning students serves as a reservation of their place for the next term. Equally, if payment is not received on time, the child may lose their place. Fees paid are not refundable, if a student stops attending the School.

Drop off/Arrival times/Attendance

Lessons begin promptly at 10 am and finish at 12 pm. If a child cannot attend on any given Saturday, parents are kindly requested to let their class teacher know as early as possible. The School reserves the right to withdraw a child’s place at GSSC if un-notified absences outnumber attendances.

Children should be dropped off in good time for the beginning of lessons as late arrivals will disturb other children in their learning. Equally it is important that children are collected on time so as not to unsettle them, delay staff or cause issues with our host school. Parents that cannot – on a regular basis - arrive in time for the beginning or end of lessons are requested to make alternative transport arrangements for their children (e.g. by asking another parent/friend/family member to drop off/pick up on their behalf). Continued late arrival for drop off/pick up is not acceptable and may result in the withdrawal of the child’s place at GSSC.

Parents that arrive early must not leave their children unsupervised in any classroom or communal areas. Being left on their own can be unsettling for children and they may get hurt whilst playing or damage school equipment. Children from Klasse 5 and up may be permitted to leave their classroom/school grounds independently after the lesson has finished, provided this has been agreed between the teacher and the parent/carer in advance.

Parent helpers

A system of parent helpers is in place to support teachers in their work and help with supervision of the children during break time. Parents will be sent a rota list at the beginning of each term advising the dates when individual parents/carers are requested to help. Parent helpers should ensure that they arrive on time on the days requested and make themselves known to the teacher. If a parent helper is unable to help on a particular day, they should arrange for a replacement helper in advance and also inform the teacher of the new arrangements. As German is spoken exclusively during lessons, only German speaking parents/carers can be parent helpers. Parent helpers are essential to the successful running of the School. Continued failure to support the School in this way may result in the withdrawal of the child's place at GSSC.

Use of rooms and communal areas

It is the responsibility of all families and staff to treat the premises of our host school with respect and leave all rooms and communal areas in a clean and tidy state. Specifically, all parents and children, along with teachers, should ensure that no arts and crafts materials (bits of paper, glitter etc) are left on the floors/tables/chairs and surfaces are wiped if necessary (e.g. when glue has been used). A vacuum cleaner can be obtained from the host school if necessary. Once lessons are over, all tables and chairs should be returned to their original position. Whiteboards should only be used by members of staff or by the children whilst supervised. IT equipment is for use by members of staff only.

All children are encouraged to spend their morning break in designated areas outside. Children are not permitted to remain inside the buildings during break times unless by prior arrangement and under the supervision of a member of staff or suitable adult. Where children are spending time in the dining hall during their break, it is the responsibility of children, parent helpers and staff to ensure that all areas are left in a clean state, surfaces are wiped where necessary and any rubbish or left-over food is put in the bins provided.

Food/Allergy Policy

Children may bring a small snack (e.g. fruit, small sandwich and/or yogurt) and a drink (preferably water) to enjoy during break time. Nuts or products containing nuts must not form part of any child's snack as some children suffer from severe nut allergies. Parents are requested to remind younger children that they are not to share their food with other children. Food may only be consumed in the dining hall or outside areas - never inside the classrooms.

The School discourages sweets or chocolate as part of the morning snack. If a child wishes to hand out small sweets (e.g. to celebrate their birthday) this should be done at the end of the lesson so that parents can decide if/when a child is allowed to eat them.

Parking

Current members of the School may park on the host school's sports court immediately adjacent to the sports hall during GSSC school hours only. All users should display a GSSC parking permit (issued upon first joining the School) on their dashboard so that host school staff can easily identify vehicles. Users are requested to be considerate and not block any entrances or other vehicles when parking.

Fire drills and fire emergency evacuation plan

The School will request for fire drills to be conducted at regular intervals throughout the school year. The current fire evacuation site is on the sports court behind the main school building, next to the building's main car park. During a fire drill or real emergency children and staff will line up at the top end of the sports court and registers will be checked to confirm that all children have left the buildings. Parents are requested not to remove their children from the evacuation site until all children are accounted for.

Illness - Medical Information

Parents should inform the School of any relevant medical conditions by filling in the School's Health Declaration & Medical Emergency Form which will be sent to parents/carers upon first entering the School or at a later time if applicable. It can also be downloaded from the School's website at www.dsscroydon.org.

Children should only attend school if they are well and able to follow their normal lesson and routines at GSSC. This is to limit the risk of passing on a possible infection to other children in their class, staff, parents or very young/infant siblings who may not yet be protected sufficiently by childhood immunisations.

Children should not attend school for the time period stated below, if they have suffered from any of the following:

- sickness and/or diarrhoea min. 48 hours
- undiagnosed fever min. 24 hours
- infection (confirmed by doctor) min. 48 hours (or as otherwise advised by a doctor)

The above list is not exclusive. Parents/carers who are unsure as to whether or not their child can attend their lesson should speak to a medical professional and/or member of the school management team.

The School will proceed as outlined in the School's Health Declaration & Medical Emergency Form, should a child require medical assistance whilst attending the School.

Parent representatives/School Conferences/Directors

At the beginning of the school year (or when otherwise required) each class is invited to elect one or up to two parent representative(s). A representative has to be a parent/carer whose child attends the class they are representing. Parent representatives are elected for one year but can continue in their role if re-elected at the beginning of a new school year. Parent representatives are first points of contact for the parents of their class for any issues or concerns that parents feel should be addressed with either the teacher or the school management team. Equally, teachers may address any concerns with their parent representative(s) in order to find a quick and acceptable solution for all parties involved. Parent representatives will represent their classes in termly school conferences during which they can present any of their class' concerns to the school management team.

School conferences are held once per term with dates published on the School's website at www.dsscroydon.org and advised by email in advance. Parent and teacher representatives are invited to attend the autumn and winter term conferences whilst the summer term conference is open to all who wish to attend. Parents may also personally raise any concerns in the summer term conferences. Members of the school management team will be present at all conferences. Class concerns can be brought forward by parent representatives.

The School aims to have a minimum of two appointed company directors at all times. Only parents/carers who have at least one child attending the School can be appointed company directors. The appointment/resignation/removal of any company director needs to be confirmed during a school conference. Directors may invite individual parents to join the School's management team to ensure the continued successful running of the School.

Standards of Behaviour

The School aims to ensure that every member of the school community feels valued and respected, and that each person is treated fairly and well. We recognise the right of children and staff to learn and work in a safe and secure environment.

Ongoing disruptive or abusive behaviour by a child will not be tolerated and may lead to the child being excluded from their lesson. Parents/carers may be asked to remain in the classroom on a continued basis if their child's behaviour cannot reasonably be managed by the class teacher/helper. Should disruptive behaviour continue, a School place may be withdrawn.

Staff have the right to a safe and friendly workplace. Abusive language or threatening behaviour by parents/carers and/or their child towards members of staff will not be tolerated and may lead to the exclusion from the School.

Language Standards

The School aims to support children with a German bilingual background and their families. It is essential that children are exposed to German in their home environment on a daily basis to be able to follow instructions during lessons and keep up with their school work as they progress over time.

The School cannot provide tuition for children whose level of German is insufficient or who would be better suited learning German as a foreign language. In such cases, parents will be notified if their child's ability to follow lessons gives cause for concern such that their place at the School may be withdrawn. The withdrawal of a place is at the sole discretion of the School's management team.

Data Protection Policy

The School's Data Protection Policy can be viewed on the School's website at www.dsscroydon.org/links-downloads/. Parents/carers should address any concerns regarding the handling of personal data to a member of the School's management team at kontakt@dsscroydon.org.

Complaints procedure

The School encourages families to address any concerns either in person or in writing. Initially parents/carers may wish to speak directly to their child's class teacher to resolve any smaller issues. They can also raise their

concerns with their class' parent representative(s) who in turn may present them during a school conference or inform the school management team directly. If a parent/carer feels that neither their child's teacher nor their parent representative is able to assist with their complaint/concern, they should either speak or write to a member of the school management team who in turn will make every effort to deal with the concerns raised appropriately and efficiently.

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