

## **WALTHAMSTOW MONTESSORI SCHOOL LTD (WMS)**

### **TERMS & CONDITIONS**

This document comprises the Terms and Conditions that apply in respect of all pupils attending WMS including those who access Universal and Working Family Funded Places at WMS. It does not affect your statutory rights as a parent / guardian.

Please read this document carefully to ensure you are aware of and understand the contents.

Please note that:

- WMS operates in accordance with the requirements of the DfE and the Local Authority in relation to 'Free Early Education Entitlement' (FEEE).
- WMS is registered with and inspected by OFSTED / DfE and insured by Dot to Dot Insurance (underwritten by Aviva).
- Early Years providers may choose not to offer Working Family funded places at all, or to restrict the number of funded places and/or to impose or withdraw some attendance patterns.
- WMS currently participates in the Working Families 15 hours and 30 hours Funding Schemes for 2, 3&4 year olds and the 15 hours 3&4 year old Universal Funding Scheme (collectively referred to as "the Schemes") for 38 weeks per year. WMS does not offer what is known as a 'stretched offer' over more weeks per year.
- Should WMS decide to withdraw from the Schemes, we would use our best endeavours to give as much notice to parents / guardians as reasonably practical. Withdrawal would mean parents become solely responsible for payment of fees should they keep their child at the school.
- Holiday School usually operates during some weeks of the Christmas, Easter and Summer Holidays and sometimes during half term holidays. Holiday School is offered entirely subject to demand.
- All WMS policies can be found on the school's website. We are required to have a lot of policies - we strongly recommend that you familiarise yourself with the Safeguarding Policy, Behaviour Policy, Medicines Policy, Complaints Policy, Illness & Infections Policy and the Leavers Policy.

The following terms and conditions apply:

1. The number of funded places available each term is at the discretion of WMS. A child currently accessing a funded place in one term may not automatically be able to participate the following term. Written notice will be provided to the parent if that is the case.
2. WMS currently offers funded places every day on a 38-week per year term-time basis.
3. A maximum of one-fifth of the funded hours available each week can be claimed each day (i.e. 3 hours per day under the 15 hour Schemes and 6 hours per day under the 30 hours Schemes).
4. All funding and fees at WMS are calculated on an equal termly basis, i.e. 38 weeks divided by the three terms of the academic school year ('Autumn', 'Spring' and 'Summer' terms).
5. Sessions attended outside funded hours are charged. All invoices will clearly and transparently show which hours are funded under the Schemes and which hours are charged.
6. Funding is not available during Holiday School. Normal Holiday School fees will be charged if your child attends.
7. We offer payment of fees in instalments, but you agree that fees for each term are due and payable in advance and that we may withdraw the option of payment in instalments at our discretion.
8. You will receive an invoice before the beginning of each term, which must be paid in full by the instalment dates shown on the invoice. A fee of £75.00 per week will be charged for each outstanding week that fees are overdue. Please note that your child will not be able to attend while any instalments or late payment fees are outstanding.

9. If your child does not attend during contracted periods for any reason, including illness or holidays, fees remain payable and are not refundable. Should non-attendance or any other cause result in non-payment of funding by the Local Authority you agree that you shall be liable to make up the shortfall.
10. If you have not received your invoice for the next term, it is your responsibility to bring this to the attention of the school office and to reconfirm your email address so that a replacement can be issued. Late payment charges apply as normal.
11. Should you wish to terminate your child's place at WMS, you must give a full term's notice in writing – this means by the first day of the last term the child will attend (for example by the first day of the April term if your child will not be returning in September). You agree that you will be liable to pay the full cost of your child's place for the next term should your child be withdrawn without the required notice. Any deposit held for your child's place may be used by WMS against sums owing.
12. Funded places are subject to minimum attendance patterns which vary according to age and the applicable Scheme. These and the current fee structure can be viewed on the school's website at <https://walthamstowmontessori.com/admissions/fees/>. Where fees are under review there may be periods of time where fee information is not available on the website.
13. Whilst WMS will try to accommodate short-notice requests for changes to attendance patterns, availability of places is complex due to staff-to-pupil ratios and therefore a term's written notice is required should you need to reduce or increase your attendance pattern.
14. Additional ad-hoc sessions may be booked and are subject to availability of spaces and there being sufficient staff to comply with mandatory staff-to-pupil ratios. These sessions are payable immediately upon booking.
15. If you are eligible for Working Family funding, you will need to set up a Childcare Account on the Government Digital Childcare Service to obtain an eligibility code: <https://www.gov.uk/sign-in-childcare-account> in the term before the funding is required.
16. The WMS application process for Funded Places is as follows:
  - a. Contact WMS in writing to enquire about availability for your preferred attendance pattern;
  - b. Register and obtain confirmation of your child's place;
  - c. When requested to do so, complete, sign and return with proof of your child's name and of your address a consent form which gives WMS consent for your details to be used to check eligibility for Early Years Pupil Premium where applicable and to validate your code for funding. When returning the consent form you will need to:
    - i. Provide proof of your child's name and date of birth using a birth certificate or passport. (Documents seen by WMS must be originals, not copies.);
    - ii. Provide a National Insurance number(s) and date(s) of birth for the applying parent(s) / guardian(s).
  - d. WMS complete and submit to the Local Authority a Parental Declaration Form which is sent to you for checking and signing.
17. Under Government rules, it is the responsibility of all parents/guardians to confirm they are still eligible for a funded place every three months. Without confirmation, WMS is unable to continue to provide a child with a funded place.
18. If your circumstances change and you lose eligibility for a funded place, the Local Authority will honour the funding for a 'grace period' (see [here](#) for more information). At the end of this grace period you will revert to the unfunded cost of the place for your child's attendance should you wish to continue at WMS.

19. You agree that we may ask the Local Authority check to if your child is eligible for additional funding in the form of Early Years Pupil Premium. Where applicable, EYPP will be paid to WMS “to improve the education they provide for eligible two, three and four-year-olds”. Pupil Premium cannot be used to reduce fees.
20. All offered places at WMS are secured upon payment of a deposit. Should your child fail to take up their place, the deposit will be forfeited. Your attention is drawn to paragraphs 11 and 31 of this document.
21. Government funding is intended to deliver funded, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services / activities, which are a private matter between schools and parents.
22. WMS charges an amount per funded session per day to cover:
  - a. Food/snacks
  - b. Consumables and additional services/activitiesThis is shown clearly on termly invoices.
23. Additional Services / Activities: As a Montessori School, WMS provides additional teaching and peripatetic teachers above and beyond core childcare services. Subject to your child’s age and attendance pattern, this includes specialist Montessori teaching as well as forest schooling, Italian lessons, cookery sessions, trips, tennis, educational visitors to the school, art, gym and ballet.

#### Absence from School

24. You are required to notify the school office by the time your child is due to arrive of any absence and the reason for absence. Please note that this applies to children of all ages and please note that WMS registers may be inspected by the Local Authority and that unauthorised absences (which includes holidays during term time) may jeopardise your entitlement to funding.

#### Sickness

25. WMS does not have the facilities or the personnel to accommodate children who are unwell or who become unwell while at school.
  - a. Children should not be brought in to school if unwell - this includes sore throats, raised temperatures, vomiting, diarrhoea, rashes, discharge from eyes, head lice, colds, covid or any suspected infections.
  - b. You agree that WMS may refuse entry to any child who appears unwell and you acknowledge that WMS and you as a parent/carer owe a duty of care to other pupils and to WMS staff to minimise the spread of illness.
  - c. Children must be free from symptoms for a minimum of 24 hours before returning to school.
  - d. Children that have **vomited or had diarrhoea must be free from symptoms for 48 hours before returning to school.**
  - e. If your child becomes ill during a school session, you will be notified promptly and you agree to make arrangements to collect your child as quickly as possible.

#### Emergency Medical Treatment

26. In the event of an accident/injury, you will be asked to sign the WMS accident book and will be informed of the nature and cause of the injury and any treatment received. In the event of an emergency, every effort will be made to contact you as soon as possible. The wellbeing of the children in our care always takes priority and if we feel it is necessary to take/send a child to hospital before you arrive we will do so in accordance with our Illness and Infections Policy.

#### Medication and Allergies

27. We are not permitted to administer any medicines to your child unless you have completed a ‘Parental Agreement for WMS to Administer Medicine Form’ (available on the WMS [website](#)). Please refer to our Medication Policy for more information.
28. You agree to inform the school in writing of any special dietary requirements or allergies. In the case of particular foods being required, you agree to provide these in a clearly marked container; this includes soya or

goat milk and gluten-free foods. All children staying for lunch must bring a suitable **packed lunch** including a drink. **Fizzy drinks, chocolate, sweets, nuts and nut products are not permitted.** All lunchboxes/containers must be labelled with your child's name.

Contact details / Photos / Collection Procedure / GDPR

- 29. You are responsible for completing the WMS Onboarding Form before your child attends for their first day. This includes providing contact details including mobile phone numbers, email addresses and photographs of all parents, carers and others who are authorised to pick up your child. It is essential that you keep these up to date. **Notifying staff of changes at the school entrance is not sufficient;** all changes must be notified to [office@walthamstowmontessori.com](mailto:office@walthamstowmontessori.com). You may be asked to provide an updated copy of the Onboarding Form.
- 30. The WMS Onboarding Form asks you what permissions you give as regards photographs of your child. Aside from what you agree to in the Onboarding Form, you hereby acknowledge that photographs of your child may be taken to support and evidence their learning and you confirm your consent to this. These photographs will not be published or distributed to third parties other than in accordance with the permissions you give in the Onboarding Form.
- 31. Children must be collected promptly at the end of their sessions. It can be distressing for a child to be the last one in the building and will impact WMS staff collecting their own children and upon staffing costs. A charge of £10 per each 10 minutes late will be levied by invoice and may be deducted from any deposit held.
- 32. We reserve the right to keep your child at school should there be any doubt over the identity or authority of an individual who wishes to collect them.
- 33. WMS is required by law to keep, process and share certain information about its pupils and parents. The WMS GDPR Policy is available on the school website. The school may, from time to time, be required to share personal information about its pupils with other organisations, mainly the Local Authority, OFSTED / DfE, other schools, children's services, the police and other third parties.

Jewellery and Valuables

- 34. These are not permitted at the school and responsibility will not be taken for loss or damage under any circumstances.

Clothing

- 35. Your child should be sent to school in clothing which encourages their independence and therefore is easy for them to remove. Please avoid lace-up shoes. All clothing must be marked with your child's name. The school uniform is simple, practical and traditional Montessori clothing - black plimsolls to be worn indoors with a gingham smock. The smock may be purchased directly from WMS along with school bags. A spare set of clothing must be brought to school in a small drawstring shoe bag clearly marked on the outside with your child's name. This should contain nappies or pull-ups where necessary.

School Property

- 36. Should your child bring something belonging to the school home with them (it happens), please return it as soon as possible. Seemingly insignificant objects may well be part of a Montessori set which is very expensive to replace.

I confirm that I have read, understood and agree to these terms and conditions.

Parent / Carer 1

Parent / Carer 2

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name:

Name:

Relationship to child:

Relationship to child: