



## TERMS AND CONDITIONS

**Signature of an *Application for Enrolment or Re-enrolment Form* confirms that these terms have been read and accepted by the parent or guardian.**

### FINANCIAL TERMS AND CONDITIONS

Up-to-date fees are published on our website : [www.britishschoolgeneva.ch](http://www.britishschoolgeneva.ch). Financial terms are outlined in the document titled **Fees and Payment Terms 2019-2020**.

The principal fees are as follows :

Capital Development Fee – one-time fee on entry to the school	3'000.- CHF
Enrolment/ Re-enrolment fee – charged annually	900.- CHF
Annual tuition fees	See website

The annual tuition fee is normally divided into 4 installments in order to spread the cost for parents.

The first installment of CHF 2'000 is due at the of time enrolment or re-enrolment. The remaining 3 installments are billed before the start of the academic year and are due before 31 August, 31 December and 31 March, respectively. For parents paying privately, a monthly payment plan can also be agreed in advance with the Principal.

Invoices for additional services including lunch, transport, uniforms, extra-curricular activities, learning support, external exams and after-school care, are sent out termly and payable at 30 days' notice.

There are no additional charges for books and materials, nor for lunchtime supervision. Educational visits and trips will be invoiced separately.

We kindly ask parents to ensure that they respect all payment deadlines, which are clearly marked on invoices. In the event of a payment deadline not being met, a reminder notice will be sent. A second reminder, sent after a further 10 days, will incur an additional charge of CHF 200 per unpaid invoice. If tuition invoices remain unpaid for more than a month beyond their deadline, the school reserves the right to immediately suspend the provision of services until such time as all school fees for the year have been paid.

For children arriving during the course of the academic year, the Capital Development Fee and Registration Fee are payable in full, and tuition fees will be charged on a termly basis.

Parents who pay full tuition fees privately (certificate from employer will be requested) may benefit from a monthly payment plan, and a sibling discount for multiple children, upon request. For parents who have 3 or more children attending BSG at the same time, a discount of 5% of tuition fees may be applied, as of the third child, to the lowest fee level(s).

## CALENDAR

The school calendar is published and updated on the BSG website. Parents are requested not to take children out of school during term time for reasons other than illness. In the event of absence from school being a necessity, parents should apply in writing and in advance to the Principal for special dispensation.

## EDUCATIONAL PROGRAMME

- The school undertakes to provide a well-structured programme of education, which follows all levels of the English National Curriculum.
- The school undertakes to employ teachers who are university graduates, where appropriate, with specific subject knowledge and/or a recognised teaching qualification (PGCE or equivalent).
- The school undertakes to provide a physical and cultural environment which is supportive of the students and the programme of education. Teaching will take place in an appropriate and secure environment and a system of pastoral care will supervise the on-going welfare of all students.
- The school undertakes to provide regular feedback concerning the student's progress. This will be done through personal meetings, Parent/Teacher evenings, and regular correspondence and contacts.
- Assuming sufficient success at IGCSE level, the students will be guaranteed the option of a place in the A Level programme.
- The school **does not guarantee**, in any way, the examination results of the student, nor is it liable for any entrance decisions made by individual universities.
- Maximum class sizes are published on the school website. The school reserves the right to exceed this maximum by one student for short periods of time in order to accommodate students who arrive during the academic year.
- The school reserves the right to cancel the enrolment of a student if it is found, subsequent to their admission, that the information provided upon application for enrolment was incorrect.

## LEARNING SUPPORT

- BSG is an inclusive school and, as such, we accept students with mild to moderate special learning needs. We actively encourage parents of children with identified special needs to discuss this during the admission process and to provide us with as much in-depth documentation as possible. Students with identified special needs will be provided appropriate support. This may involve additional costs.
- All students will be assessed in the initial weeks of the academic year or upon their arrival to the school. If the assessment shows that a student needs additional / remedial support, including EAL (English as an Additional Language), parents will be informed and support put in place. This service will be invoiced separately.
- As we believe in a collaborative approach, we also work with external professionals in the field of learning support. Depending on the needs of a student, testing by an educational psychologist may be deemed necessary. Parents may also be asked to have their children followed by a speech therapist, occupational therapist or other therapist.
- Students needing one-to-one support will be considered on a case-by-case basis.

## ATTENDANCE AND BEHAVIOUR

- Students are expected to adhere to our published Behaviour Policies.
- Students are expected to complete all homework that is set on a regular basis. Repeated failure to do so will be reported and may involve sanctions.
- At the higher levels, students are expected to study in a manner that is appropriate for a student on a full-time course of education leading to British national exams. Attendance at pre-term Study Skills sessions is mandatory for all A Level students.

- Parents are required to ensure that students are present on time and are collected on time at the end of the school day. Primary students, who are not collected on time will be placed in after-school care and parents will be billed accordingly.
- Parents are expected to notify the school of all student absences, and are requested to follow the school calendar when planning holidays. In the case of absence for more than three consecutive school days, a medical certificate is required. Students taking external exams will need to have a minimum of 90 % attendance in order to enrol.
- Students are expected to attend class in a manner that is not distracting or threatening to other students. In cases where the student's behaviour is consistently counter-productive, the school reserves the right to exclude or expel the student.
- The school expects parents to treat members of staff and administration, and members of the school community with courtesy and respect. The school reserves the right to cancel the contract of a student if a parent has shown a persistent lack of courtesy to the school community.
- The school assumes responsibility for the welfare of all its students and staff and, for that reason, students who become involved in a criminal action (e.g. theft, assault and drug-related crimes) while at the school will be suspended. If, after investigation, the student was found to have committed a criminal action, they will be expelled from school with financial liability for the entire academic year.

## CANCELLATION OF ENROLMENT

Notification of withdrawal of a student must be made in writing by a parent or legal guardian, indicating the exact date of departure, prior to the end of the previous term or, for the autumn term (Term 1), prior to the end of August. Payment is due in full for a term that is partially attended, or for a term for which a student is enrolled and has not been withdrawn according to the deadline indicated.

## INSURANCE

All students are required to have their own medical and accident insurance, as well as coverage for Third-Party insurance.

## CONFIDENTIALITY

The school will put in place measures and procedures to protect all confidential data relating to its students and, above all, will undertake not to disclose this information to any third parties. The school reserves the right to use cloud-based platforms such as Google Docs for the management of internal documents and information sharing among teachers, staff and parents.

## MARKETING

The school reserves the right to use photos and videos of students (unnamed) and of student work for marketing purposes unless parents have expressed a specific wish to the contrary, in writing to the Principal.