

Brighton & Hove Montessori School (the School) is a provider of education for children aged 2 ½ -12. The School charges fees and accepts government funding where applicable.

Staff

The School ensures that all staff are correctly trained to their employment level and certified to provide safe and high-quality AMI Montessori education. Staff are appraised and receive appropriate feedback regularly to maintain our high standards. The School will ensure the correct ratios of teachers to children. Visitors are accompanied throughout and the details of the visit recorded. After school and holiday care supervisors and playworkers are always qualified and assessed to provide safe and competent supervision and childcare.

Facilities

The School operates during the academic year for children aged 2 ½ -12 and provides after School and some holiday childcare for children aged 3-12. The School provides safe and clean facilities for education and care through the School day both inside and in the garden. We use local parks and facilities, in addition to the school premises. Children in the Elementary group go on school trips further offsite. While we cannot take responsibility for environments outside the school premises and our control, we ensure proper risk assessments and safety procedures are in place for all travel and offsite activity.

Policies & Procedures

Policies and procedures are available on request, including updated GDPR compliant data protection policy. The School is legally responsible for reporting safeguarding issues to the relevant safeguarding team.

Fees

Fees are charged by invoice termly in advance and are not refundable once a term has begun. A full terms notice must be given in writing prior to withdrawing your child to receive the deposit refund.

The School announces the fees annually but may update the fees where necessary with appropriate notice to all current parents.

All fees must be paid by the invoice due date. Late payment will result in a £50 administration charge for each payment reminder. Our debt collection policy is as follows; We require payment to terms. Payment must be made on time, in full, and without any deduction, set off or counterclaim. In the event that an account is outstanding, we will refer the matter to our debt collection agents, which will incur further costs. Any costs incurred to collect the debt will be added to the debt. You agree that you will be legally liable to pay us that surcharge, and that payment of the same can be enforced against you in court.

I am willing to co-operate fully with staff for the welfare of all the children and adults in the School.

If you have cause for concern as to a matter of safety, care, discipline or progress of your child we ask that you contact the School without undue delay. Complaints should be made in accordance with the Complaints Procedure.

Brighton & Hove Montessori School encourages close links with parents and the community. We expect parents and other visitors to behave in a reasonable way towards members of staff. We do not tolerate threatening behaviour or physical or verbal abuse towards any members of the school community.

I understand that the School will keep records on my child, according to the data protection policy, which are accessible to me at any time.

The School agrees to uphold these terms and conditions to provide education and childcare in a safe and respectful setting.

Agreement (please tick and cross out where applicable)

- I am the parent of a child currently attending and agree to the above terms.
 OR
 I wish to register my child for a place at the Brighton & Hove Montessori School and agree to the terms above.

I enclose a registration fee of £60, which is non-refundable. When a place is confirmed for the named child I will pay a deposit of £500. This deposit is refundable upon leaving the School, if all fees are paid and a term's written notice is given. I understand that once my child commences a term with the School I am not entitled to a refund of that terms fees, or part thereof.

- I consent to being contacted by the school by email/telephone/post as I have provided on the registration form, and will keep the school updated on any contact detail changes.

Parent name:	
Parent signature:	
Child's name:	
Date:	