



## **Nadeen School Terms and Conditions**

### **Vision and Mission**

We are a child-centred, inclusive and diverse family with a shared love of learning. Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

### **Values**

Respect  
Unity  
Compassion  
Growth

## **1. Acceptance and Registration**

- Parents are advised to read in full the Admissions process document and the Admissions policy before submitting an application. Parents who submit an application to Nadeen school will be subject to the Terms and Conditions detailed below.
- The parents confirm that all the information presented in support of the application is complete and accurate and that there are no issues of an academic, behavioural or medical nature that have not been disclosed.
- The parents accept that the school reserves the right to require a student to leave if, subsequent to the submission of an application and the signing of The Terms and Conditions of Enrolment, information is discovered or disclosed that would have led to the rejection of that application.

## **2. School Fees and Fee Policy**

### Fee Policy

All parents agree to abide by this policy when they apply for a seat for their child at the school. School tuition fees and any required learning support fees or other fees are subject to approval and regulation by the Ministry of Education and the Directorate of Private Education. Please see the full [School Fee Policy](#) as published on the school website and please note that this School Fee Policy supercedes these Terms and Conditions.

## **3. Notice Requirements**

- Notice of withdrawal from the school must be given in writing to the Admissions department at [admissions@nadeenschool.com](mailto:admissions@nadeenschool.com). Please refer to the required notification dates as set out in the [School Fee Policy](#) to avoid liability for a late notification fee.

## **4. Other Provisions (Attendance, Learning Support, IT)**

- Attendance

A record of attendance is kept for each student. The school reserves the right to withdraw a student's candidature from examinations and withdraw them from the school, if the student's attendance record shows that they have attended fewer than 80% of their scheduled periods. The school reserves the right to suspend or expel such students, without any liability whatsoever to the school. In the event of unforeseen circumstances that prevent the student from attending their classes, the class teacher must be informed immediately.

- Learning Support Provision

Nadeen School offers an outstanding Learning Support provision from within the Inclusion Department. Admission and withdrawal from this in-school programme are dictated by the monitoring of in-class assessments both formative and summative or the initial assessments completed as part of the admissions process. The financial repercussions of this are generated on an individual basis and indicative of the needs of individual children.

In learning support there are four levels of support ranging from level 1 to level 4. 1 being the lowest and equates to 2 additional sessions per week, 4 being the highest equating to 10 additional sessions per week. Level 2 has 5 sessions and Level 3 has 7. Consistent with each level is a financial increment again Level 1 being the lowest and Level 4 the highest.

Parallel to the Learning Support Provision is Shadow Support. This consists of 10 levels; level 1 being the lowest and level 10 the highest with a financial increment attached to each level.

The finite detail of each of these provisions will be discussed on admission to the Inclusion Programme with parents and all relevant stakeholders.

Please note in agreeing to the school Terms and Conditions you are also agreeing to make good any financial requirements that evolve from your child being recommended by school staff to join the Learning Support Programme delivered by the Inclusion Department.

- IT Provision

#### **School Chromebooks:**

Chromebook are set up to allow students access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The device is an educational tool not intended for gaming, social networking, or high-end computing. Each device is enrolled and managed under the school licence to better control devices.

#### **Chromebooks Sign out:**

School is responsible to provide a Chromebook for each student in the first week of joining. The Chromebook will be delivered to the student's class after confirming that the payment has been cleared by the finance department. The password is shared with the student along with the box and the accompanying accessories.

#### **Chromebooks Warranty:**

Chromebooks are under one year warranty covered approximately from the start of the academic year (usually the months from August to July). Optional Extended Warranty options are shared in detail with parents at the beginning of the academic year.

In the case of an issue the school IT team will do the initial diagnosis of the device then the team will advise whether the device needs to be reported to the supplier.

#### **School eSafety**

Nadeen School applies firewall policies to secure the school access to network and Wi-Fi to the maximum possible. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Nadeen School believes that the benefits to students from access to the Internet, in the form of

information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **Publishing to the World Wide Web**

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom website. In general, documents may not include a student's full name or other identifying contact information.

### **5. Disciplinary Problems**

- Please refer to the school's [Behaviour Policy](#) as shared on the school website.

### **6. Parents' Obligations**

- The School operates to a regular timetable and it is a contractual obligation on the part of the parent to ensure that the child attends all school days. The School is unable to refund fees when the student is absent from school due to illness, injury, other emergency, unforeseen event or change in personal circumstances.

### **7. Insurance**

- Objects of value should not be brought to school. The School cannot accept responsibility for lost, damaged or stolen personal property. Parents should make their own insurance arrangements if they require cover for the Student's person or property while at School.

### **8. Termination**

- The School Principal reserves the right to withdraw admission of a student from the School for any cases judged to be in the best interest of the School and the student before the student joins the school.

### **9. Force Majeure**

- In the event that all or part of the school is closed temporarily or permanently due to pandemic, terrorism or for any other reason, the school will not be liable to refund any part of the fees it has received.

### **10. Communications**

- Communication will predominantly be in the form of email.

### **11. Student Audio-visual consent**

- Photographs and images for school use, and those that appear throughout media, are a source of pride for the children, their parents, and the school. Response over recent years from parents has been overwhelmingly

positive with regards to our responsible and mindful use of images of the children in social media, school publications, and the press. However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of images of children. Please read this carefully - Image consent form.pdf. Please sign and return this form if you **DO NOT** give consent to publication of photos.

All notices required to be given under these Terms and Conditions must be given in writing.

The Parents undertake to notify the School of any change of contact details of any person who has signed the Contract. Communications (including notices) will be sent by the School to the email or physical address shown in its records.

**12. Review of Policy**

Written by:	PW
Reviewed by:	JL
Reviewed on:	September 2024
Indicative Review Date:	September 2025

All policies will be reviewed as above or as and when needed.

**13. School Policies Acceptance, Parent Review and Signature**

**Nadeen School Acceptance Form - Contract**

Student			
Surname		First Name	
Date of Birth		Passport/CPR Number	

## Contract

The **adults** named below, jointly and individually:

- Certify that they are the adults responsible for the education of the above-named child (“the Student”).
- Have received, understood and agree to the attached Terms and Conditions, General Code of Conduct policy and Schedule of Fees, which are an integral part of this Contract.
- Understand that the Terms and Conditions may be amended from time to time, in line with the school’s policy of continuous improvement.
- Declare themselves to be in agreement with the School’s Vision, Mission and Values, and policies listed below:

### Policies:

• Admissions policy	• Health and Safety Policy
• Admissions process	• Chromebook Policy
• Behaviour policy	• Online Safety Policy
• Code of Conduct policy	• Computing and ICT Policy
• School Fee Policy	• Attendance and Punctuality Policy

The school:

- Agrees to provide general educational services as described in the Terms and Conditions attached.

Strict adherence to our [School Fee Policy](#) forms part of agreement of these Terms and Conditions



Principal’s Signature:

**1st Parent's Signature:**

Parent's Name (Printed):

Date of Signature:

**2nd Parent's Signature:**

Parent's Name (Printed):

Date of Signature:

For your convenience, signing of this document can be done electronically. Should you wish to sign a hard copy of this document, please visit our Admissions team who will be pleased to assist. Should you have any questions, as always please contact us at one of the following email addresses: [admissions@nadeenschool.com](mailto:admissions@nadeenschool.com) or [fees@nadeenschool.com](mailto:fees@nadeenschool.com).