**German Saturday School North London Code of Conduct**

WELCOME to the German Saturday School North London. We are a non-profit Community Interest Company (CIC), which is run by volunteers. The German Saturday School North London is funded entirely through school fees and revenue from our parties we organise at the end of each trimester.

The following principles and practices have been established to ensure the smooth running of our German Saturday School in the interest of all parties involved. They are binding to all members.

1. Please arrive promptly at 10:00 am for the lessons.

2. Parents / guardians take responsibility for their children. At least one parent / guardian has to remain on the school premises at all times to supervise their child / children from the start to the end of the lessons (10 - 12am). Parents / guardians are responsible for the conduct and the safety of their children. They have to ensure that their children do not leave the school premises at any time during the lessons and breaktime. The organisers of the German Saturday School North London cannot be held liable. If parents, due to unforeseen circumstances, have to leave the school premises with their child, please inform the teacher of your child’s class immediately.

3. The break between lessons takes place between 11 and 11.15 am. Please make sure your child / children return to the lesson on time.

4. Parents / guardians must notify the organisers about their child’s/ children medical conditions.

5. Since the school facilities are only booked until 12.15 pm (except at the Saturdays when our Easter, Summer and Christmas parties take place), we ask parents / guardians and children to leave the school premises on time.

6. Chewing gum, sweets, snacks, etc. are not allowed during lessons.

7. Teachers are entitled to ask children who do not participate during lesson and behave in a disruptive manner to leave the classroom. Younger children will be accompanied to the canteen.

8. Please leave toys (i.e. electronic equipment, etc.) at home. In fine weather footballs can be used during breaktime.

9. The German Saturday School North London cannot be held responsible for any damage or loss of property, e.g. toys, books, clothing etc.

10. If your child has damaged school property, the incident must be reported to the organisers immediately / on the same day.

Within three days, a detailed written notification will be necessary. Parents / guardians are responsible for their children. 11. We ask all parents / guardians to pay the school term fees on time. Payments must be made no later than the first day of the term since the rent for the classrooms has to be paid in advance. Late payment charges may apply.

12. Please inform us two months in advance, if your child will no longer be attending our school.

13. At the discretion of the school an annual fee to avoid financial bottlenecks for the school may be charged per family. This was decided at the General Assembly of the Winter trimester 2006.

14. Smoking is not allowed in school buildings.

I sign and thereby agree with the above code of conduct:

Signature of parent:

Date:

Name of Child/DOB:

Next Annual Review due on 22nd January 2020