



Shrewsbury International School Phnom Penh Enrolment Terms and Conditions

Effective as of May 1st 2024

Aim

The aim of this document is to ensure there is clarity for parents/guardians about various aspects of School operation and to avoid misunderstandings that may occur during the period of enrolment. Standard Terms and Conditions of this nature are normal practice for British International Schools. In accepting a place on roll at Shrewsbury International School Phnom Penh, parents/guardians agree to the following points:

1. Definitions

- A. "School" or "SISPP" means Shrewsbury International School Phnom Penh Co. Ltd.
- B. "Principal" means Principal at SISPP or his/her deputies to whom responsibility has been delegated.
- C. "Parent(s)" refers to the adult who has signed the Parental Declaration and Indemnity via the Application Form. Parents are legally responsible for complying with their obligations under these terms and conditions. Both parents/guardian will receive communication from the School or may be contacted about the child/children unless the School is privy to a court order stating otherwise or there are safeguarding reasons for not contacting one named parent/guardian.

2. Ethos and Practices

- A. I/we accept that SISPP is a school grounded in British & International educational norms, which is 'values based' and seeks the best educational outcomes for each child as an individual;
- B. I/we abide by published policies and procedures (eg. drop-off, pick up) and to acknowledge some aspects of school operation are different to other schools in the country.
- C. I/we accept that the School seeks to maximise positive relationships between members of the community at all times and Restorative Practices are used to address incidents where conduct and/or behaviour of any member of the community falls below the high standards expected of one another. Details of behaviour management are laid out in the Behaviour Policy which can be explained to parents upon request.
- D. I/we accept that the School seeks to give equal opportunities and maximise inclusivity in all areas of operation and provision. Where current limitations exist, the School is committed to adaptations, in so far as is reasonably possible.
- E. I/we give consent to physical contact in order to ensure high levels of welfare and instruction are achieved. Physical contact is never part of disciplinary action and training is given to all staff on classroom management. Details are covered in the Staff Handbook.
- F. We accept that due to the international nature of the school, there will be a calendar that reflects these particular needs. A minimum of 180 instructional (contact) days will be scheduled each academic year. These days may fall on Cambodian public holidays though every effort will be made to preserve key holidays when families celebrate together.

3. Indemnity and Emergencies

- A. I/we will ensure comprehensive insurance is in place for the child (medical & accident).
- B. I/we accept that the school does not accept liability for any injuries or accidents that occur during school activities assuming all stated and reasonable supervision and instruction was in place. The School will seek additional permission for participation in activities beyond the School site and normal curriculum time;
- C. I/we understand and agree that in the event of an emergency, the School will make every effort to contact parent or guardian but if contact is not possible before making a decision as to which institution to visit, a call will be made based on information submitted at induction or one approved by the School.
- D. In such circumstances, I/we understand that the School may pay for emergency medical care for the child and receive reimbursement from parents thereafter (preferred medical services are recorded at time of admission);

4. Sharing of information/media

- A. I/we support the School's safeguarding practice including sharing any information both at the time of application, and thereafter, relevant to the welfare of any child/children enrolled at the School. I/we agree to notify the School if we have concerns about the welfare of any child on roll.
- B. I/we agree to secure and/or share educational / psychological evaluations should it be necessary for the child to continue to benefit from the provision or meet behavioural expectations;
- C. Use of images of/containing children for purposes of marketing (names or addresses will not be published and all images managed in line with the School's e-safety policy).
 - I agree to images being used without any need for specific permission
 - I agree to only selected images being used on a case by case basis
 - I do not wish my child's image to be used in any marketing type material.
- D. The School will provide a formal progress report on each pupil once per term either through written or verbal feedback.

5. Financial aspects

A. I agree to prompt payment of fees and understand the refund policy as per the SISPP Fee and Refund Schedule.

NB. ***Withdrawals from school roll*** I understand that Withdrawal is the process of a child leaving the School voluntarily before graduating in Year 13. The School requires notice in writing to the Principal to confirm a withdrawal. A 'term's notice' is required to avoid financial penalty ie. to withdraw a child at the end of the academic year in July, written confirmation should be given to the Principal by the end of Term 2 as per the published school calendar). Any exceptions will be made at the Principal's discretion.

It is expected that the Parent will engage the School in discussion about any potential withdrawal to allow for interventions to be implemented to support the child better meet the expectations. Parents/guardians are liable for a term's fees after notification of withdrawal whether or not they have paid the following term or not.

NNB. ***Cancellations of Acceptance*** I understand that cancellations of acceptance within 12 weeks of the start of enrolment (first day at school) are subject to a penalty of a term's tuition fees.

6. Enrolment and Progression

A. I understand that there is automatic enrollment until Year 8, when there is an assessment process for progression at SISPP. The Principal also has the right to refuse progression onto the next stage of the School (from Early Years to Primary, Primary to Secondary) if there are clear and documented grounds to show that the child is not benefiting from the educational provision at the School. The Principal will hold this discussion with Parents at the earliest opportunity.

B. In exceptional circumstances, if it is felt that a child's needs cannot be met by the School, that the child's behavior is having a significant negative impact on the smooth operation of the School or the welfare or learning of others, then the Principal has the right to terminate this contract between Parents and School and remove the child from the roll. In such circumstances the Principal will meet with the Parents to discuss any fee refunds and support for the child finding a new school. The Principal's decision is final.

Parent's name

Child's name

Signed

Date

School Use: Pupil Code: