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# LES CROCODILES 2022 - 2023

## WELCOME! - BIENVENUE!

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### THE SCHOOL

Les Crocodiles is a charity providing French tuition on Saturdays between 9.30am and 1.15pm for children aged 6 months to 14 years. We also provide French lessons to parents as well as a GCSE French preparation class.

### LOCATION

The school is located at St Monica Primary School - 43 Hoxton St, Hoxton, London N1 6QN - <https://goo.gl/maps/moATdBcSe8zhBkGBA>. The closest station is Old Street or Hoxton Overground. Nearby bus stops are Shoreditch Town Hall (bus 55, 243), Waterson Street (bus 149, 242, 243) and Shoreditch Church (bus 26, 48).

### MAIN CONTACTS

Les Crocodiles primary email address is: [info@les-crocodiles.org](mailto:info@les-crocodiles.org)

#### *Your main contacts are:*

- Sophia Chibane: **Admin**
- Kavita Gujadhur: **Teaching**
- Lucie Dehon: **Library**
- Your **class teacher** can be contacted via the ClassDojo app (see ClassDojo document).

#### *Members of the Board:*

- Camille Blateau - *Chair*
- Nick Ryan - *Treasurer*
- Martina Gmure – *Secretary*
- Olivier Somsay - *Trustee*

We will always do our utmost to answer emails timely. Nonetheless, we would like to emphasize the fact that we are a charitable organisation operating on Saturdays only. Charity members dedicate their time beyond their full-time work on a voluntary basis. We usually answer emails within a week. If you have any complaints, please do not hesitate to talk to any of our Board Members, who are usually present during Saturday classes.



## SAFETY AT SCHOOL

Safety rules are in place to ensure we keep children in a safe environment while at school. Children should wear our bracelets, parents/carers should wear lanyards & badges at all times when on school premises. Both bracelets and lanyards are compulsory to wear when at school. They will be distributed on the first day of school.

Please note that parents of children aged 6 or less must stay within the school premises while the child is in class. Parents of children aged 6 or more can leave their children at school as they are under the school's responsibility during lessons. Children not participating in lessons but staying on school premises must always be under their parent's supervision.

Any child under 11 years old must be accompanied to and from school. If you wish to give us consent for a younger child to return unaccompanied, please complete and sign our Parent or Carer agreement. We will not let any child leave the school unaccompanied without this signed agreement.

## SEVERE ALLERGIES & ASTHMA

### Severe allergies

Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. The primary treatment of anaphylaxis is the use of an adrenaline auto-injector (main brands used in the UK are Emerade, EpiPen and Jext). If your child or you have been prescribed an adrenaline auto-injector, you or your child must carry 2 adrenaline auto-injectors at any time while at Les Crocodiles and you must ensure that they have not expired. Please indicate that your child carries an Adrenaline auto-injector in the Health & Safety form and talk to us to ensure we take all necessary steps to ensure your child remains safe with us.

### Asthma

Asthma is a condition in which airways narrow and swell, triggering coughing, wheezing and shortness of breath. Please let us know if your child has been prescribed an asthma inhaler and ensure your child carry the asthma inhaler while at Les Crocodiles.



## THE LIBRARY

Les Crocodiles has a library with more than 2,000 books and magazines for parents and children to borrow. The library is on-site on Saturdays. The library is usually open from 09:45 to 12:30. Up to 3 books at a time can be borrowed for up to 3 weeks.

The library is mainly run voluntarily by a handful of parents. The small team will endeavour to open the library at regular times and every Saturday during school terms but please be mindful this may change due to personal circumstances.

## THE TUCKSHOP

Every Saturday, we set up a tuckshop in the Main Hall of the school. You will find a selection of coffees, teas, snacks and hot bagels on sale.

We are conscious of the environment! We use biodegradable cups and recycle coffee pods as much as possible. We also encourage you to use your own cup on Saturdays.

### **Food allergies**

While completing the Health & Safety form, please inform us of any food allergies you or your child may have. This is vital information to ensure everyone remains safe at school. We will do our best to avoid products at the tuckshop for which severe allergies have been notified. We may not be able to accommodate all allergies though. Please ensure your child does not buy any products at the tuckshop which the child is allergic to.

Please also note that children attending our school may have allergies you are unaware of. For this reason, we ask parents to refrain from bringing food containing known allergens such as sesame seeds, nuts, peanuts, celery and lupin.

## CLASSDOJO

ClassDojo is the main means of communication used by the school to communicate with you. Unexpected closures, teachers' absences, homework, school events, priority booking for the next academic year and other useful information are solely announced via the mobile application. Please make sure you have installed the app (refer to the document Les Crocodiles ClassDojo)



## HELPING US

Les Crocodiles is also YOUR charity and would not exist without parents' support. We need occasional help and support for the following:

- **Tuckshop:** We organise rotas to help out with the Tuckshop. We ask parents to register at least once a year to a rota to ensure smooth running of the Tuckshop. If every parent register just once a year, the whole year can be covered! Please let us know at [info@les-crocodiles.org](mailto:info@les-crocodiles.org) if you can help. Thanks very much!
- **Library:** The French library is a vital asset for students to make progress in French. We are looking for parents wishing to help on a longer term. Please contact [biblio@les-crocodiles.org](mailto:biblio@les-crocodiles.org).

If you have time to give us a hand with organising the Christmas party or the Summer party or if you wish to get more involved with the Charity, please do not hesitate to contact us at [info@les-crocodiles.org](mailto:info@les-crocodiles.org).

## SCHOOL TERMS

Details are available here:

<https://www.les-crocodiles.org/infos-et-tarifs>

<https://www.les-crocodiles.org/info-and-fees-en>

## SCHOOL CALENDAR

The school calendar is available here:

<http://www.les-crocodiles.org/s/Les-Crocodiles-Calendar-2023-2024.pdf>

## DURATION AND PRICES

Details are available here:

<https://www.les-crocodiles.org/infos-et-tarifs>

<https://www.les-crocodiles.org/info-and-fees-en>



## TIMETABLE

The school timetable is available here:

<https://www.les-crocodiles.org/s/Les-Crocodiles-Timetable-2023-2024.pdf>

## REGISTRATION - MAIN STEPS

- Registration form filled in
- Payment of £25 membership invoice
- Payment of the tuition fee for the 1<sup>st</sup> term
- Health & safety and Emergency contacts form filled in\*
- ClassDojo app set up

\* You will be invited to fill out the **form** and/or update your details. Please make sure the information we hold about you and your child are up to date to ensure your child remains safe while at Les Crocodiles.

## PAYMENT METHOD & PROCESS

Tuition fee shall be made per **term in advance direct debit**.

- **Membership invoice:** a first invoice of £25 per child is sent to you for the membership fee. Student place is confirmed once payment has been made.
- **Tuition fees:** an email invites you to set up a Direct Debit (via GoCardless). School fees are collected each term in advance. There will be one Direct Debit request PER STUDENT. Therefore, you may receive more than one request for a Direct Debit.

**Note that a payment can be called only against an invoice and for which a payment is due.**

In practice, Les Crocodiles can call for payment only against the amount specified in an invoice. If you decide to pay an invoice by other means (for example via PayPal), we will not be allowed to call for a payment via Direct Debit even if a Direct Debit is in place. You will never pay the same invoice twice.

Amounts will be collected in the second last week of the previous school term.

**IMPORTANT:** while the payment is called at the above dates, a Direct Debit can take up to 10 days to clear and be credited to Les Crocodiles accounts. Please also note that Les Crocodiles pays for fees related to the usage of GoCardless and PayPal services.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or interval of your Direct Debit GoCardless will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GoCardless to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by GoCardless or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when GoCardless asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

<https://gocardless.com/direct-debit/guarantee>