

# AZBUKA Russian-English Nursery/School Agreement (Nursery/School copy) 2019-2020



Our Nursery/School (AZBUKA Nursery/School) runs and offers child education and care as outlined in the prospectus, web-site, Policies and Procedures and at open days. However, parents are the first and most important educators of their young children. The work of the group cannot be fully effective unless pre-school and parents work together in the child's interests.

Please read and sign the statement below as an expression and agreement of this shared commitment.

## **AZBUKA Nursery/School**

I understand the goal, aims and curriculum of the AZBUKA Nursery/School as outlined in the prospectus, web-site, Policies and Procedures and at AZBUKA open days/presentations.

## **Policies/Safeguarding policy and Procedures**

I am aware about the policies and procedures of AZBUKA Nursery/School and accept that the Nursery and School will be run in accordance with these. Safeguarding Policy and Procedures are of paramount importance.

## **Shared-use of premises**

We intend to keep good relationship with both the landlord and the local community. In doing so AZBUKA has been bound by joint agreements and current lease, which I (as parent/guardian named & signed below) intend to follow and respect. This will include the joint Green Travel Plan.

## **Parent participation and shared record-keeping**

I will join in the life of the pre-school for as long as our child attends. I will contribute to the record of the child's development working with the staff to identify and meet the child's educational personal and social needs.

I will keep the Nursery/School informed immediately of any changes to contact details or medical details so that the school can update its records on the schools registration form and medical form.

## **First Aid/Emergency Treatment**

In the event of an accident or emergency during the Nursery/School day, every attempt will be made by staff to contact a parent or guardian. Should this prove impossible, any immediate treatment which may be required will be given by a member of staff, doctor or local hospital, whichever is the most appropriate.

I give permission to AZBUKA Nursery/School staff to administer first aid if I/we cannot be contacted on our emergency numbers.

I give permission to AZBUKA Nursery/School staff to administer Calpol, for treatment of high temperature, if I/we cannot be contacted on our emergency numbers.

## **Fees and deposit**

I will pay fees in the amounts and at the time specified by the Nursery/School Fees are paid termly before the term starts and not refundable.

*If you decide to leave the Nursery/School you must give a minimum **one term notice** in writing. The deposit will be then returned to you on request.*

## **Punctuality and Attendance**

I will try not to be late in dropping off my child(ren) at the beginning of the session and collecting my child(ren) at the end of the session. Attendance is taken very seriously at AZBUKA School and nursery. All School absences must be reported and authorised by the School.

## **Safeguarding, Child Protection and use of photographs and video**

Taking of photographs or video (e.g. by camera or phone) while at School during the day are prohibited with the exception of those taken by Azbuka staff using Azbuka camera.

Photograph taking and video by the parents are allowed only at general Club events of Azbuka, solely for individual family use. Photographs taken by Azbuka will only be used for sharing among the parents of School and on the websites of Azbuka (including Azbuka FB page and school Instagram), archives and NOT used for other marketing purposes (articles, other sites etc) without permission of the parents.

**Data Protection and General Data Protection Regulations (GDPR)**

We use the e-mail addresses and other personal data ONLY for school operations and information on the latest news, events and fundraising of the AZBUKA Foundation and NEVER share or sell personal data to any third party. All data is stored securely and follows the Azbuka Foundation and Azbuka School Data Protection and GDPR Policies.

*I confirm I am happy for my address, telephone numbers and emails provided to be used by the Azbuka to contact me about Nursery/school operations and school life, newsletters and the AZBUKA Foundation news, events and fundraising.*

*I confirm I am happy for my address, telephone numbers and emails to be given to our child's teachers, year/class representative, chair of the parent's committee for circulation to parents and used by the representative to contact me about class/year/school/Azbuka matters.*

*Friends of the AZBUKA Foundation*

*I confirm I am happy for my address, telephone numbers and emails to be passed on to the AZBUKA Foundation Committee (AF main database) for information about events and fundraising.*

*I understand that personal data provided is kept secularly*

*I understand that I can withdraw consent at any time.*

NAME (PRINT AND SIGN) (parent/guardian) .....

Date:



## AZBUKA Russian-English Nursery/School Agreement (Parent copy) 2019-2020

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Please read and sign the statement below as an expression and agreement of this shared commitment.

### **AZBUKA Nursery/School**

I understand the goal, aims and curriculum of the AZBUKA Nursery/School as outlined in the prospectus, web-site, Policies and Procedures and at AZBUKA open days/presentations.

### **Policies/Safeguarding policy and Procedures**

I am aware about the policies and procedures of AZBUKA Nursery/School and accept that the Nursery and School will be run in accordance with these. Safeguarding Policy and Procedures are of paramount importance.

### **Shared-use of premises**

We intend to keep good relationship with both the landlord and the local community. In doing so AZBUKA has been bound by joint agreements and current lease, which I (as parent/guardian named & signed below) intend to follow and respect. This will include the joint Green Travel Plan.

### **Parent participation and shared record-keeping**

I will join in the life of the pre-school for as long as our child attends. I will contribute to the record of the child's development working with the staff to identify and meet the child's educational personal and social needs.

I will keep the Nursery/School informed immediately of any changes to contact details or medical details so that the school can update its records on the schools registration form and medical form.

### **First Aid/Emergency Treatment**

In the event of an accident or emergency during the Nursery/School day, every attempt will be made by staff to contact a parent or guardian. Should this prove impossible, any immediate treatment which may be required will be given by a member of staff, doctor or local hospital, whichever is the most appropriate.

I give permission to AZBUKA Nursery/School staff to administer first aid if I/we cannot be contacted on our emergency numbers.

I give permission to AZBUKA Nursery/School staff to administer Calpol, for treatment of high temperature, if I/we cannot be contacted on our emergency numbers.

### **Fees and deposit**

I will pay fees in the amounts and at the time specified by the Nursery/School Fees are paid termly before the term starts and not refundable.

*If you decide to leave the Nursery/School you must give a minimum **one term notice** in writing. The deposit will be returned to you on request.*

### **Punctuality and Attendance**

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*I confirm I am happy for my address, telephone numbers and emails to be given to our child' s teachers, year/class representative, chair of the parent's committee for circulation to parents and used by the representative to contact me about class/year/school/Azbuka matters.*

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*I confirm I am happy for my address, telephone numbers and emails to be passed on to the AZBUKA Foundation Committee (AF main database) for information about events and fundraising.*

*I understand that I can withdraw consent at any time.*

NAME (PRINT AND SIGN) (parent/guardian) .....

Date: