



Dear Parents/Carers,

Thank you for wishing to invest in your child's Italian education at Scuola di Sofia Italian Saturday School for Primary School children (from Reception to Yr 6 – based in Raynes Park SW20 9NA).

We look forward to working with your family and we are very excited to meet your child soon.

To complete the registration process, please follow all the steps illustrated below:

1. **Read carefully our ISS School Policy included in this letter.**
2. **Fill in in the online application form with your child's and family's information, using the following link – then click submit. If you are registering more than one child, make sure you complete and submit one application for each child.**

<https://forms.gle/Xf8CChxFv4de9sfg7>

3. **Pay £65 - yearly registration fee – using the following link. If you are registering more than one child, make sure you pay £65 for each child you are registering (you can use the same link multiple times). Please note we use Direct Debit for this one off payment and for future payments (e.g. school's monthly fees).**

<https://pay.gocardless.com/BRT0004HP1G1Z4C>

Once we receive your application and payment, we will get in touch with you to confirm that your child has been registered at ISS. In busy months, this can take up to 2 weeks as we need time to review each application. If necessary, for instance if we are uncertain of your child's language level, or for some in-year applications, we might contact you to book your child in for a 20 mins video call assessment.

Do not hesitate to contact us if you have any questions.

Thank you for trusting Scuola di Sofia ISS with your child's Italian education.

Kind regards,

A handwritten signature in blue ink, appearing to read 'S Gardini'.

Ms S Gardini  
Headteacher  
Scuola di Sofia Italian School

## SCUOLA DI SOFIA ISS POLICY ITALIAN SATURDAY SCHOOL (SW20 9NA) BILINGUAL AND BEGINNER SECTIONS

- The school commits in delivering high quality Italian language and culture classes to all pupils.
- We will open the school gate at 9.15am (2pm for afternoon sessions) for check in and at 12.45pm (4.15pm for afternoon sessions) for children's check out.
- Families are to make sure that the children come to school on time (9.10am / 1.55pm at the gate) and bring their book bags complete with all the provided learning material. Parents are not allowed on the school grounds, children are to be dropped off at the gate.
- For security reasons, the gate will be shut straight after the children come in. If you arrive late, you will need to email [ISSsegreteria@scuoladisofia.co.uk](mailto:ISSsegreteria@scuoladisofia.co.uk) or text (do not ring) 07856452920 and someone will come and open the gate. Please understand that late arrivals are disruptive for the others, so we encourage everyone to be on time.
- If you need to collect your child before check out time, you will need to let us know in advance in a written form (at [ISSsegreteria@scuoladisofia.co.uk](mailto:ISSsegreteria@scuoladisofia.co.uk)) and then text the above number to let us know that you are outside waiting for your child to be collected.
- Scuola di Sofia ISS has no uniform but children are to attend with clothes of a certain decorum (no football t-shirts, wellies, caps, make-up, sunglasses...). Children must wear closed shoes (no crocs, flip-flops).
- Attendance is very important. Families commit to bring their children at Italian school every Saturday term time (37 weeks a year, according to calendar, available on the school's website) unless in case of sickness.
- If a child is sick, families will need to inform the school at their earliest convenience. Missed classes will affect your child's education. There are a number of live online classes available if your child misses a lesson at school, do let us know and we will provide a link to connect to a make-up group class. If you have special circumstances, kindly speak to the headteacher.
- Homework will be uploaded on Google Classroom on a weekly basis. Children must complete the tasks and parents will need to upload the homework on Google Classroom in a photo format via App by the provided deadline. Teachers will then correct the homework and will return it to the pupils with their feedback through Google Classroom.
- Teachers will upload to Google Classroom the results of spelling tests and assessments, where applicable.
- Learning material is provided by the school and is included in the tuition fee.
- School bag is mandatory and can be purchased at school for the cost of £15.
- Some courses require the purchase of Scuola di Sofia Dispensa (Homework Booklets especially formulated for ISS pupils and based on our curriculums). The cost of each booklet is £30 and can be purchased at school.
- There is a £65 registration fee per child to book for his/her place at school and to cover for the admin work for each child and the equipment they need (fully equipped pencil-case, workbook, folders, etc.). If lost or damaged, additional material will need to be purchased separately by the family.
- The £65 registration is a one-fee per academic year. Each year, normally during the month of May, we take the registration fee for the following year. Registration fees are not refundable.
- Families will need to make sure that the workbook is complete, and all material is tidily ordered.
- The school commits in informing the families regarding the children's progress and we will give them details of missed classwork. Communications will be given either by email or text messages. The school will organise one parents/Headteacher meeting a year in the form of a video-call appointment (normally before Easter holiday).
- The school will provide the families with two written reports of their child's progress (one before Christmas holidays and one before Summer holidays). If you feel you need to talk about your child's progress, you will be able to book a phone appointment with the headteacher anytime.
- Families are to act on the teacher's reports and homework feedback in order to ensure continuous progress.
- Payments will be taken via Direct Debit at the beginning of each month of the year (12 months), anticipated. The Direct Debit will stay in place as long as the child attends ISS and will renew automatically each academic year.
- The monthly fee for ISS Bilinguals is £126 for the first child and £110 for each sibling. The monthly fee for ISS Beginners is £85 for the first child and £80 for each sibling.
- Should payments via direct debit fail, families will be charged £3 for each failed transaction and this will be added to their next direct debit payment. If payments are not received by the deadline, the school reserves the right to exclude a child from any further tutoring until the payments are brought up to date.

- Two full months' notice are required if you wish to withdraw your child from school (you must give notice before the last day of each month). For instance, if you give a notice on 2<sup>nd</sup> March, you'll still need to pay April and May in full.
- Once you give us the withdrawal notice, the school will issue one last payment for the notice period and will cancel the child's membership. Please note, if the family cancels the direct debit mandate before the school had the chance to issue the last notice payments, they will incur in a £10 penalty for each cancelled mandate.
- The school does not accept children's withdrawals between the months of June-August.
- Parents are required to provide two full calendar months' notice to withdraw a child from the school. As withdrawals are not processed during June, July and August, if the required notice period overlaps with any of these months, the child's place will remain chargeable until August included.
- If you need to move your child from school-based classes to online classes, you will still need to pay two months' notice, after which you will be charged the monthly online rate.
- School will only be able to administer medication to the pupils when these are accompanied by a General Practitioner's prescription stating their name. If children need antibiotics, please bring your own cool box with it.
- If a pupil is sick during class, we will inform the families by phone call (make sure your details and emergency numbers are up to date) and they may need to come and collect the child.
- If a pupil has an accident at school, we will inform you (at the end of the day or immediately by phone if necessary) and you may be asked to sign an "accident report" when you pick your child up.
- Families need to provide a light snack and water bottle for their children to have during the break. All items must be clearly labelled with the child's name. We are a NUT FREE school because we have children with severe nuts allergy. Do not give your child snacks containing nuts as they will be immediately disposed of.
- It is very important that families inform the headteacher if your child has food allergies or other health issues.
- Families need to pick up children on time. Late pick-ups (where parent is over 20 min late in picking up the child) will incur in a extra £10 childcare fee.
- The School reserves the right to change the terms of policy if new circumstances arise.