



Dear Parents/Carers,

Thank you for wishing to invest in your child's Italian education at Scuola di Sofia Italian Saturday Preschool for children 2-4 years old, 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.

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 'Sofia Gardini'.

Sofia Gardini
Headteacher
Scuola di Sofia Italian School

SCUOLA DI SOFIA ISS POLICY (ITALIAN SATURDAY PRESCHOOL)

- The school commits in delivering high quality Italian language preschool classes to all pupils.
- Families are to make sure that the children come to school on time and bring their child's preschool bookbags complete with all the provided learning material and workbook. Please arrive at the school gate 5 mins before your class starts and wait there for a member of staff to let you in.
- One parent/carer must stay at preschool class from the beginning to the end of the session. No drop off of children aged 2-3 year old.
- For security reasons, the gate will be shut straight after the children come in. If you arrive late, please use the intercom and someone will open the gate. If no one answers, please email ISSsegreteria@scuoladisofia.co.uk. Please understand that late arrivals are disruptive for the others, so we encourage everyone to be on time.
- Scuola di Sofia ISS has no uniform but children are to attend with clothes of a certain decorum (no football t-shirts, caps, wellies, make-up, sunglasses, masks...). Children must wear closed shoes at all times (no crocs).
- Attendance is very important. Families commit to bring their children at Italian preschool every Saturday term time (35 weeks a year, according to calendar, uploaded on our 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. If you have special circumstances, kindly speak to the headteacher.
- Weekly homework for Preschool children is optional. Parents will receive an invitation to download Google Classroom and download the app on their smartphone, here you will be able to find useful learning resources and games links to support your child's learning.
- Learning material is provided by the school and is included in the tuition fee.
- There is a £65 registration fee per child to book for his/her place at school and to cover for the equipment they will need. Additional workbooks can be purchased at £1 each from the school.
- 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.
- School book bag is mandatory and can be purchased from the school for the cost of £15.
- 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. There are no parents' evenings planned for preschool children but, if you have any concerns, please talk to the teacher at the end of the session. At anytime, you will be able to book a phone appointment with the Headteacher by writing to admin@scuoladisofia.co.uk
- No school reports will be given out to preschool pupils.
- 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. In September after your child turns 4, they will be automatically enrolled in the ISS school, unless you withdraw them. The Direct debit will be amended accordingly.
- The monthly fee for ISS Preschool is £58/month (£53 for siblings in the same class).
- 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.
- Babies under 1 year old can attend for free, as long as they are not disruptive for the lesson. After a younger sibling turn 12 months they will need to be fully registered if you wish them to continue attending the classes.
- One full month's notice is required if you wish to withdraw your child from preschool (you must give notice before the last day of each month). For instance, if you give a notice on 2nd March, you'll still need to pay April in full.
- The school does not accept children's withdrawals between the months of June-August.
- Parents are required to provide one full calendar month's 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.
- 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.
- At ISS preschool, the accompanying parent or carer remains fully responsible for the health and wellbeing of the child attending class with them.
- If a pupil has an accident at school, you may be asked to sign an "accident report".

- A small snack is included in the ISS Preschool Class. All food given out at school is "nut free". Parents or carers are allowed to bring their own snacks, as long as they are "nut free". Please be prompt in informing the preschool teacher if the child has intolerances or allergies.
- The School reserves the right to change the terms of policy if new circumstances arise.