

PARENT/GUARDIAN AGREEMENT

Your signature on the Form of Acceptance in section D of this agreement indicates that you have read, understood, and accepted the terms of this agreement as a binding contract between you and the school. This agreement is split into four sections:

1. section A covers fees;
2. section B covers day-to-day operations at the school;
3. section C covers students' enrolment at the school and
4. section D is the Form of Acceptance of these terms and conditions for your completion and signature.

In this Agreement:

“you” means any person who has signed the Form of Acceptance;

“school” or “we” or “us” means Queen's Qatar by Artemis Education, Queen's International Education, the company which operates Queen's Qatar;

“student” means the child named on the Form of Acceptance;

“term” means a school term, the first of which runs from late August to mid-December, the second of which runs from early January to late March, and the third of which runs from mid-April to the end of June; and

“Experience” refers to the combination of co-curricular and extra-curricular activities offered by the school during and outside normal school hours.

This agreement is governed by and shall be construed in accordance with the laws of QATAR, and the parties submit to the exclusive jurisdiction of the courts of QATAR as regards any claim, dispute or matter (whether contractual or non-contractual) arising out of or in connection with this agreement.

SECTION A

SCHOOL FEES

If you need clarification about any aspect of this section A, please get in touch with the finance team at queensfees@queensqatar.school

Our fees are as follows:

Assessment fee: A one-time administration fee of QAR 300 per child is required upon completion of an assessment. This fee is non-refundable and cannot be transferred to

another student, whether within the same family.

Registration fee: A one-time registration fee of QAR 500 per child is required prior to starting at Queen's Qatar. This fee is payable once we confirm that a place is available. It is non-refundable and cannot be transferred to another student, whether within the same family.

Annual tuition fees: These will be invoiced in three equal instalments at least 30 days before the first day of each term. Students who join during a term will pay pro-rated fees. If a student joins the school before the half term, the full term's fees will be due. Only half-term fees will be due if a student joins after the half term. The school reserves the right to exclude students (either temporarily or permanently) from the school if tuition fees are not paid by the due date.

Book fees: An annual book fee of QAR 2,500 per student covers the costs of learning resources.

Lunch fees: Queen's Qatar is a healthy eating school. Lunch is regarded as a key part of the school day and is compulsory for all age groups. There may be an additional fee per term to cover the costs of school lunches.

Seat reservation fee: We will ask for QAR2,000, payable by the end of February, to guarantee a place for your child for the following school year. This will be deducted from the fees for Term 1 of the following school year.

Fees are reviewed annually and may be subject to increase in the following school year. If you receive notice from us of a fee increase, you may terminate your agreement with the school by giving notice within 21 days of receipt of notice of the fee increase. If you choose to terminate, your agreement with the school will terminate at (and fees will be payable until) the end of the current school year.

All payments must be made to the Finance Office, who can be contacted at: queensfees@queensqatar.school. Details of payment methods are below, and the school's bank account details are also included on our invoices. The school does not accept payment of fees in cash.

An agreement with a third party to pay the fees does not release you from liability if the third party fails to pay.

We draw your attention, in particular, to the rules relating to non-payment of fees and to your right to withdraw from your agreement with the school in case of a fee increase.

Queen's Qatar is a family-focused school, and we consider you and your children to be our

school family. If you have any challenges paying any of your fees, please contact the school immediately. While the school is a private, for-profit educational business where we must protect it for the benefit of all students, we hope to be as supportive as possible.

Tuition Fees

You agree to pay the tuition fees annually in three instalments directly to the school. The school will email a fee invoice three times a year. Payment is expected before the due date of the invoice.

Our fees include, among other things:

- use of tablet computers within Early Years and primary;
- learning resources such as laboratory equipment and materials for classes
- a selection of after-school activities as part of the Experience; and
- any transport requirements during a school day for curricular areas or fixtures.

Our fees do not include:

- individual electronic devices for Secondary School. The school will provide details of the preferred devices and approved suppliers from which to purchase devices as required;
- uniforms, including PE and team sports kit; These are supplied by a third party under the direction and control of the PTA
- lunch and snacks. Queen's Qatar is a healthy eating school. Lunch is regarded as a key part of the school day and is compulsory for all age groups.
- certain after-school activities as part of the Experience which require external facilities (e.g. riding) and/or specialist instructors;
- certain individual learning support and/or EAL (English as an additional language) lessons. Parents will be informed of these where appropriate or
- transport between home and the school.

Mode of Payment:

All payments are to be made via the Finance Office. School fees can be paid via:

- Credit / Debit card – Visa and Mastercard are accepted.
- Cheque—The school will accept post-dated cheques if their due dates fall within the school's determined payment dates for each installment. Post-dated cheques will be deposited in the bank on their due date.

Although the school will accept cheques from employers, it remains the parent's responsibility to ensure school fees are paid before the due date of each instalment or

before a child starts at the school.

- Bank Transfer – (a copy of the bank transfer confirmation should be submitted to the school).
- Direct Bank Deposit (a copy of the deposit slip should be submitted to the school).

Bank Account Details:

Account Number : 4010 074017 002

Account Name : Queen's International School

IBAN Number : QA22CBQA 0000 0000 4010 0740 1700 2

SWIFT code : CBQAQAQA

Refunds

Fees will be refunded if:

- The Admissions Manager is notified in writing of a student's withdrawal who has not attended any school days (in whole or in part) within the first 30 days of the academic year. The refund will be the full amount of the fees paid.
- the student is permanently excluded or expelled. The refund will be prorated based on the student's enrollment period.

Fees will not be refunded, reduced or waived if:

- the student is absent through illness;
- the term is shortened, or a holiday is extended;
- the school is temporarily closed due to adverse weather conditions;
- the student is released for study leave before, during or after public examinations or otherwise before the normal term ends;
- the student is absent from school for a temporary period or
- the school is closed due to a force majeure event, provided there is no significant gap in the provision of services.

Withdrawals

If you wish to terminate this agreement for any reason and withdraw your child from the school, families are required to provide a half-term's notice to the school.

Late or non-payment of fees

If fees are overdue:

- the school reserves the right to exclude the student, either temporarily or permanently. If fees are overdue for 15 days, the student may be excluded, and if fees remain overdue for a further 15 days, they will no longer be entitled to attend the school without any requirement

on us to serve further notice;

- the student's transcripts and reports will not be issued until all overdue amounts are paid;
- the student's seat reservation for the next school year will not be confirmed until all overdue amounts are paid;
- the student's internal and external assessment results will not be shared with any third party until all overdue amounts are paid and
- Ministry of Education registration will be blocked for transfers to other schools in Qatar.

SECTION B

DAY-TO-DAY OPERATIONS AT THE SCHOOL

School Rules

The School Code of Conduct is set out in a separate document. Please read this with your child so that our families fully understand what is expected of our students before starting school. In summary, the Code of Conduct discusses:

Behaviour

Students have the right to education in an environment conducive to learning. Students are expected to:

- attend school regularly and engage positively in their learning;
- behave in a kind, inclusive and considerate manner towards all members of the school and local community;
- adhere to the school uniform guidelines;
- learn without disrupting others;
- refrain from causing emotional or physical harm;
- foster a respect for the rights and property of others; and
- abide by the school's policies and procedures.

Attendance and Absences

- A student's absence from school is considered excused for personal illness, scheduled doctor/dental appointments, and certain significant family events.
- If a student does not attend school during the first two weeks after the first official day of the school year, and parents have not informed the school that there will be a delay in attendance, the school will have the right to cancel their registration and refund the registration fee. It is the responsibility of the parents to inform the school of any late attendance after the first day of the term.

Health and Safety

- We reserve the right for the school nurse to administer basic first aid and treatment for any student when necessary. The parents will be informed of any accident that affects their child and follow the acknowledged procedure.
- In the unlikely event of more serious accidents involving hospital treatment, the school will make all attempts to contact the parents. Failing to reach the parents, we are hereby authorised to act on their behalf and approve necessary treatment in coordination with the school nurse and emergency services.
- The school nurse may administer prescribed medicines for a child upon the parents' request. The medicine must be clearly labelled with the student's name and the prescription attached. The parents must give the first dose of medicine. At the start of the course of treatment, the parents must hand the prescribed medicine to the school nurse. The parents can collect their child's medicine(s) from the school at the end of each day or keep it with the nurse until the end of the course of treatment. A health plan will be drawn up for students who require regular/daily medication to manage this.
- Parents must not bring their child to school if their child is unwell. We may require parents to withdraw their child from school in the event that their child requires special medical care/attention that is not available at school or in any other event where we consider that the child is not fit to attend school. This includes whether their child may be suffering from a contagious infection.
- Parents are requested to inform the school of any food, medicine, activity, or other circumstances that may cause their child to have an allergic reaction. Parents must provide details, in writing, of the severity of the reaction/allergy and must continue to inform the school of any changes/progress in their child's condition(s).
- The school is "nut-aware", and parents should ensure that their children do not bring items containing nuts to the school. The school does not permit nuts to be kept or consumed but cannot guarantee that the school is nut-free.

Transportation

- Free transportation is provided for curricular trips during the school day
- If anyone other than the parents will be picking up their child from the school, the parents must introduce this person to us and submit a copy of this person's identity card. This will be checked prior to the student's handover.
- Parents should follow traffic directions and abide by the school's plans and procedures for drop-off and pick-up.

Field trips and Experience activities

- Special arrangements will be made for Experience activities held outside of these times, which will be communicated to parents.
- School staff or school-appointed providers and coaches are responsible for students during activities.

School Uniforms

Students are expected to follow Queen's Qatar School Uniform Policy, published on our website.

Learning support

- The school makes reasonable provision for students that we agree require learning support.
- Students receiving learning support are identified through the evaluation process and typically documented in an Individual Education Plan (IEP).
- It is the parent's responsibility to inform the school of any perceived or diagnosed learning support needs for their child of which they are aware.
- For learning support students, copies of assessment reports (e.g., Educational Psychologist reports, and Speech and Language Therapy reports) are required.

SECTION C

GENERAL PROVISIONS RELATING TO ENROLMENT

Entrance assessments

Entrance assessments are usually a requirement for admissions, and to aid us in determining a child's best placement, we may use different entrance assessments to determine each child's baseline stage of development or attainment before entry. These include development checklists, observations, conversations, reading and number assessments, standardised CAT tests and free writing samples. We will also refer to previous school reports.

The principal's decision regarding admission is final.

Learning Support and Special Educational Needs

The school is inclusive and will accept pupils who have learning difficulties if it can cater to the child's specific needs.

Assessments will be modified to support pupils with learning difficulties or special

educational needs.

Entrance assessment information will be used to plan learning support if required under the supervision of the Learning Support Teacher.

Parents are requested to provide as much information as possible about prospective pupils' learning support and English language needs.

However, it can happen that the full extent of a child's needs is not identified until the child is at school, and thus, the further need for additional support may be communicated to parents at that point.

In some cases, including after acceptance, it may be decided that the school cannot provide an appropriate education for the child.

Interviews

The school may interview a pupil as part of the enrolment process. This will be decided on a case-by-case basis.

Admissions Decisions

After all the admissions procedures have been followed, the principal will consider, revise, and sign the application. The parents will be informed of the decision as soon as possible. The principal's decision regarding admission is final.

Admission documentation

Newly enrolled, past and re-admitted pupils in all year levels are required to provide the following documents:

- Filled and signed Application Form
- Filled and signed Medical Form (included in the application form) and the child's health record (from Year 1 to Year 13 provided by the Ministry of Health)
- A copy of the child's immunization card
- A copy of the child's passport (a valid residency permit)
- A copy of the child's identification document
- A copy of the father's /mother's passport (a valid residency permit)
- A copy of the father's / mother's identification documents
- A copy of the child's birth certificate
- Four (4) recent passport-size photographs of the applicant
- Two (2) passport-size photographs of either a family member or guardian/driver who will be collecting the child from school
- A copy of the child's health card, if applicable.

- Pupil's transcripts for the past two years. This includes reports, transcripts, results of standardized tests and any other reports issued by a counsellor or therapist.
- For Special Education Needs (SEN) pupils, a copy of assessment reports (e.g., Educational Psychologist reports, Speech and Language Therapy) are needed
- Clearance or transfer letter from the previous school
- Good behaviour letter from the previous school (stamped and signed by the Principal)
- Signed HR form if the parent is a school staff member.
- For FS1 and FS2 children: We request that all pupils be toilet trained before entering school. Children who are not trained will be asked to stay home until they are fully trained.

Parents' obligations

The school sees your child's education as a partnership that will form a supportive backdrop to allow your child to flourish during their school days. To this end, we require parents' support to fulfil our obligations at the school. We hope that the relationship will always be constructive and that parents will support the school by encouraging their children in their studies and participating in the Experience events.

Please keep the school up-to-date and informed on all matters that may affect your child during their time at the school, including all medical conditions. We would also seek your support in our health policy so that if your child presents a health risk to others, you will keep your child away from the school until that risk has passed.

You must inform us of any special arrangements or court orders that relate to or will impact your child's education.

If you are absent from Qatar for any length of time, please nominate a responsible adult who will act as your child's guardian, inform the school of this, and provide full contact details in the event of an emergency.

Suspension, exclusion and required removal

The school reserves the right to require a student's removal (permanent) or suspension (temporary, the number of days being decided on a case-by-case basis) at any time. The school will examine the case and decide whether it is necessary in the interests of either the school, the other students or the student in question to be removed from school. No refund of fees will be granted for the remainder of the term during which the student has been removed or suspended.

The school also reserves the right to exclude a student if some fees remain unpaid.

Insurance

You must make arrangements should you require cover for your child or their property while at school or on school trips. Your child is included in the school personal accident scheme, the charge for which is included in the fees.

Personal information, privacy and data protection

We may supply information to another educational institution to which you propose to move your child or to a prospective employer where appropriate. This information will be confidential, but we will take care to ensure that all the information we supply is accurate and fair.

We will need to use information relating to your child for certain purposes connected with the running of the school. This might include school records, photographs, and any recordings of lessons. This might include promoting the school and publicising the school's activities.

We will process personal data about you and your child in accordance with data protection law. This is set out in Queen's Qatar's Privacy Policy, published on our website.

Bursaries

Once awarded, Queen's Qatar reserves the right to ask the bursary provider to withdraw a bursary if we feel that the terms of that bursary are not upheld, for example, if there is a consistent breach of the school code of conduct.

Intellectual property rights

We will recognise any intellectual property rights created, generated, owned by, or connected with your child.

Communications between you and the school

It is vital that you notify the school of any change of address or any other contact details. Any notices related to these terms and conditions must be in writing and sent to the school via email or hand delivery to the school office.

By signing this Form of Acceptance, you confirm that:

- all holders of parental responsibility for the below-named student have signed this acceptance form and that no-one else holds parental responsibility for him/her;
- you live at the address(es) shown below and will notify the school of any change of

address;

- you will pay on time school fees and any other charges owing to the student's account;
- you will inform the school of any relevant court orders that are in place in respect of care or living arrangements for the student;
- you have notified the school of all information and circumstances relating to the student's education and will ensure that you will inform the school of any changes to this;
- you agree to provide the required documents as outlined in the offer letter
- the student has the right to enter, live and study in Qatar
- you have read Queen's Qatar Parent/Guardian Agreement and agree to the terms and conditions of the agreement and
- you understand that if you subsequently change your mind and choose not to take up the place at Queen's Qatar, your registration fee is not refundable.

Parent Acknowledgement

I, signing below as Parent/Guardian, accept the above rules and agree to comply with them along with all other School rules and regulations for the period my child/children is/are enrolled at the school.