



# WHGGS Student Terms & Conditions

Student Name:

Annual Fees	Annual payments reduce administration overheads for the school Fee by online banking are due on the first day of each term; Essential materials (worksheets and reading books) to be paid for as and when required. The cost will vary according to the materials.
Refunds	Fees (either annual or termly) are not refundable. This does not affect your statutory rights
Data Privacy	The school will retain the information (including personal data) supplied on a paper or electronic database for the purpose of administering and managing the educational programme and all other services provided by the school. The information will be kept securely, and will be kept no longer than necessary. It may be shared with Watford Hindu Group and used for the purposes of advertising future courses and events and promoting the school on Facebook. It is the responsibility of the parents to update the school on any change in circumstances, particularly mobile numbers.
Code of Conduct	The SCHOOL WILL NOT Tolerate: <ul style="list-style-type: none"><li>• Insolence to teachers, volunteers or other students in the school</li><li>• Inappropriate noise during class/assembly, bullying and harassment, fighting and other aggressive behavior, hurtful name calling, stealing and swearing</li><li>• Posting political opinions, advertisements or other material un-related to school business</li><li>• Sharing Personal Information of any members of the WHG or WHGGS community to any external party</li><li>• Unauthorised recording of any Zoom sessions</li></ul> There will be a zero tolerance approach to non-compliance with the code of conduct.
School Rules	Observing the school rules are important to promote learning and community <ol style="list-style-type: none"><li>1. Students must be punctual for class and submit homework on time, no later than Wednesday to their class teacher</li><li>2. Telegram is the school's communication platform and should be checked regularly for notices, particularly on the day of school</li><li>3. For child students, parents must remain within earshot of online class</li><li>4. Whilst the school has a "no uniform" policy, pupils are advised to dress to the common standard of decency. Caps should not be worn during class and assembly.</li><li>5. Pupils should remain seated during class, unless dismissed by their teacher</li><li>6. Electronic/mobile devices used during school must be for the express purpose of learning e.g. completing quizzes</li></ol>
Complaints	Complaints should be made directly to the school mailbox, Chair or Curriculum lead

I ..... accept the Terms and Conditions at Watford Hindu Group Gujarati School.  
Signed ..... Date.....