



Birralee International School Trondheim

Reception Class & Year 1

1. Introduction¹

We are very pleased that you have decided to send your child to Birralee International School Trondheim. We look forward to working with you and your child. We are aiming to provide a caring, safe and stimulating environment in which your child's academic potential and social needs can be met. The following information is intended to help you gain a clear understanding of the ways in which our kindergarten works. This document is part of the contract we make with you.

Further information is provided in the Parents Handbook that will be given to you when your child has started at Birralee. This handbook includes our Behaviour and Anti-bullying policies.

2. Education provided by the Birralee International School Trondheim

2.1 Curriculum

We use a curriculum and teaching strategies designed to bring the best out of each child. The curriculum is outlined in the Parents Handbook. However, the curriculum is not part of the agreement between Birralee and the parents. We reserve the right to make changes to the curriculum if the teaching staff consider these necessary. We will give parents notice of any major changes.

2.2 Religion

Birralee International School does not actively promote any religion. The main Christian festivals are celebrated along with other religious festivals. The key features about the main world religions are taught. We welcome children of any faith.

2.3 Expectations of parents

We like to work closely with parents to ensure we can help to fulfil each child's potential and to meet his/her needs. Therefore, we expect parents to:-

- Meet regularly with teaching staff by attending parent conferences and meetings arranged by Birralee, your child's main teacher and/or class parent representatives.
- Participate in our reading programme
- Take the advice of teaching staff regarding your child's progress at Birralee, including any recommendations to test for learning difficulties, ascertain special educational needs or invite the involvement of external agencies.

Our home – kindergarten cooperation is described in more detail in the Parents Handbook.

2.4 Special educational needs

Birralee will do its best to cater for the individual needs of the children. Children may receive help from Trondheim City Council if they have special educational needs. Birralee, the parents and any outside agencies will work together to create the best possibilities for the child.

3. General conduct

3.1 School dress and equipment

Birralee provides exercise books, textbooks, reading books, workbooks, paper, craft materials and access to pens, pencils and other basic equipment.

Parents are expected to send their children to kindergarten neatly and appropriately dressed with appropriate clothing for outdoor play and indoor gym. The Parents Handbook gives further details.

¹ The headings and sub-headings used in this document do not form part of the terms and conditions. They serve only as indicators as to content.

3.2 Electronic equipment on Birralee premises

Mobile phones are not to be used in school/kindergarten, either for calls or text messages. If you need to contact your child during the day, please do this through the School Office. Children may use the school telephone to make contact with a parent.

Other electronic equipment such as CD players, electronic toys, radios and hand-held or lap-top computers may not be brought into the premises. We recognise that circumstances may require children to use lap-top or hand-held computers. These will be agreed by the teacher as necessary.

4. Behaviour

4.1 Environment

We make every effort to ensure that the environment at Birralee lives up to the meaning of the its name, which is "a safe place for children". We work hard to encourage children to take care of each other and to work together in positive and socially responsible ways. However, in any community difficulties may occur from time to time. We therefore ask you to inform us immediately of any concerns you have about the safety, care, discipline or progress of your child and in particular of any instances of bullying. We will do our best to investigate these and to resolve issues as they arise.

4.2 Behaviour policy

We seek to create a positive and caring atmosphere within Birralee and to work actively with parents to ensure good behaviour in our children. Our Behaviour Policy is provided in the Parents Handbook. We expect that all children will abide by the rules that have been agreed by the Board, the teaching staff and the students. These will be addressed with the children at the start of each school year. We expect parents to:-

- support Birralee's implementation of the behaviour policy;
- ensure their child attends kindergarten punctually and is collected promptly
- inform us of circumstances such as serious illness, accidents, death, separation or divorce that may affect the child's behaviour at Birralee;
- inform us of behaviour difficulties you may be experiencing with your child at home;
- inform us promptly about your child's health and any absences arising from this;
- agree to reasonable physical contact with their child to restrain or comfort him/her.

4.3 Removal and exclusion of a child

A child may be excluded from Birralee following a discussion with the parents if the school considers that the removal is in the best interest of your child, Birralee and/or other children. This will be done in accordance with Norwegian Law.

4.4 Drugs and Alcohol

Children may not bring alcoholic drinks, tobacco products or any other drugs to Birralee or on a Birralee-supervised activity.

5 Long-term absence

5.1 Holidays in term time

We encourage families to not take holidays during term time. This can be very disruptive to a child's education. We undertake to publish holiday dates and other dates when the school is closed well in advance so that holidays can be planned. Our kindergarten follows the school calendar. If you wish to remove your child during term time you must:-

- inform the Principal in writing as far in advance as possible (for a leave shorter than 2 weeks)
- apply to the Principal in writing as far in advance as possible (for a leave longer than 2 weeks)
- understand that fees must be paid while the child is absent;
- note that the Principal reserves the right to refuse the application (for a leave longer than 2 weeks)

5.2 Absence for other reasons

Sometimes children need to be absent for reasons other than holidays. In this case you must:-

- inform the Principal in writing as far in advance as possible (for a leave shorter than 2 weeks)
- apply to the Principal in writing as far in advance as possible (for a leave longer than 2 weeks)
- understand that fees must be paid while the child is absent;
- note that the Principal reserves the right to refuse the application (for a leave longer than 2 weeks)

6 Consent

We seek your consent for your child's occasional participation in events occurring in the wider community around Birralee. You agree to the following without further consent being sought:-

- your child taking part in trips in Trondheim and the locality for outdoor activities, research and to attend arts events such as exhibitions, concerts, the cinema and the theatre;
- distribution of a class list including the child's name, his/her parents / guardians names, home address, work and home telephone numbers to everyone in the class;
- photographs including children² taken at Birralee or on a Birralee-supervised activity appearing on the Birralee International School website or in other publicity.

If you do not consent to one or more of these, please indicate this in writing to the Principal with your registration.

7 Welfare, confidentiality and insurance

7.1 Urgent medical care

If your child requires urgent medical attention while at Birralee, every effort will be made to contact you. If we are unable to contact you, a decision will be made on your behalf should consent be required for urgent treatment recommended by a doctor. You must state on the child's health information form if your child has a medical condition which may require such treatment. The School Office must receive this form before the child starts at Birralee International School Trondheim.

Please inform us of any new telephone numbers or changes to your work and home addresses. This is important to keep our files up to date in case of emergency.

7.2 Court orders

The Principal must be notified immediately in writing of any court order relating to your child. It may be necessary in exceptional circumstances for the Principal to advise a parent that he/she may not be present on Birralee premises if this is in a child's or Birralee's best interests.

7.3 Other agencies

Please inform the Principal in writing if your child is under the care of external agencies, for example, social workers (barnevern) and educational psychologists (PPT).

7.4 The child's welfare off Birralee premises

We do not have any responsibility for your child's welfare off the kindergarten/school premises when not taking part in a Birralee activity. Also, we do not have any responsibility for your child's welfare after the end of the school day.

7.5 Insurance

Birralee has insurance for all children while at Birralee or on Birralee-supervised activities. However, this does not extend to cover personal property. Birralee does not have any liability for loss or damage to personal property while at Birralee or on Birralee-supervised activities. We advise parents to insure their child's personal property.

² Children will not be identified by name.

7.6 Confidentiality and references

We will regard any information provided by you about your child and your family's circumstances as confidential. Children's records will be kept secure. You consent to us providing a reference and information about your child's progress to any other educational establishment on their request. We will do our best to ensure that the information we provide is an accurate and fair reflection of his/her work while at Birralee International School Trondheim. You agree to inform us of any applications made to other educational establishments.

8 Finances

8.1 Deposit

We ask you to pay 3000 Nkr as a deposit. This will be refunded in full when your child leaves Birralee provided that:-

- two calendar month's notice of his/her withdrawal is given;
- there are no outstanding invoices relating to your child;
- all items such as books and other equipment have been returned;
- no school property has been damaged.

8.2 Withdrawal

Two month's notice of withdrawal of a child from Birralee International School Trondheim must be given in writing to the Principal. Failure to give this will result in forfeiture of any deposit paid, or one month's fees being charged in lieu.

8.3 Kindergarten fees

Kindergarten fees are payable monthly in advance. A table showing the current fees is available on the website or from the School Office. Giros are prepared for each child and these are given out twice yearly in August and January.

8.5 Unpaid fees

If a monthly fee remains outstanding, a reminder is sent. If the fee is still outstanding, a second reminder is sent before the debt is transferred to Lindorff Inkasso, a debt collecting agency. Ultimately non-payment of fees will result in your child losing his/her place. We reserve the right to charge interest on outstanding fees in accordance with the late payment interest act.

9 Other points

9.1 Proper Law and Forum

Your child's stay at Birralee is governed by Norwegian Law. The contract formed between Birralee International School and parents (of which this terms and conditions document forms a part) is governed by Norwegian Law.

9.2 Transfer to Year 1 and Year 2

Children in our Reception Class will automatically be transferred to our Year 1 in August. Parents of children in Year 1 – the last year of Kindergarten/Barnehage in the Norwegian system – will have to apply for a place in our Year 2 class before April 1st. In the case of over subscription the school admittance criteria are followed.

9.3 Variations

The terms and conditions may be varied by the School. If changes are made, notice will be given.