



Policy on Admissions, Discipline & Exclusions

November 2018

ADMISSION TO RIVERSIDE SCHOOL

A. Registration Procedures

- Students presently enrolled, and who have no outstanding fees, are automatically registered for the following year.
- Registrations for new students are accepted on a first-come, first-serve basis.

B. Registration Priorities

Category 1 - Children of teaching staff with no payments or resources outstanding.

Category 2 - Students on the wait list who have siblings presently enrolled and no payments or resources are outstanding.

Category 3 - All others.

C. Admissions Criteria and Procedure

1. Attend a preadmission interview with the Admissions Officer and School Principal.
2. Complete and sign the application form, including the medical release.
3. Submit reports or transcripts from the last school.
4. Each registration (application form for new students) must be accompanied by an enrolment fee of 8,000 CZK. This sum covers administrative costs, assessment and pre-admission interviews.
5. To ensure a place for your son or daughter and to enable our forward planning to progress with some degree of certainty, a 12,000 CZK deposit is also required with the application. This deposit will be returned when the student leaves Riverside, providing one full term's notice has been given and no payments or resources are outstanding, or in the event that a place is not available for your child.
6. Pay the first term's tuition fee by July 1st.
7. Give or send the completed admission package to the school office.

Riverside may decline enrolment for a student where the school does not have adequate resources or properly trained staff to provide a viable educational programme for the student.

Students shall be admitted to a grade/year level only if they provide documentation of satisfactory completion of the previous grade.

The number of students admitted each year will depend on availability of space as determined by Senior Management.

D. Wait List

- A wait list will be maintained for individuals who have registered and Riverside was unable to enroll due to space availability.

Reduced Tuition Scholarships

Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Director of Riverside School.

Method of Payment

Enrolment and Deposit Fees are denominated in Czech Crowns and may be paid in Czech crowns, GB Pounds, Euros or US Dollars. If tuition is paid in Pounds, Euros or Dollars, the amount will be determined by the Pound exchange rate reported by Czech National Bank on the first day of month.

All tuition payments are required by the first day of each school term (see School Fees for details regarding Tuition payments).

Method of Payment

Tuition is denominated in Czech Crowns and may be paid in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, the amount will be determined by the Czech Crown exchange rate reported by Czech National Bank on the first day of the calendar month in which the payment is received.

All tuition payments are required by the first day of each school term.

Direct Bank Transfers may be made to:

Československá Obchodní Banka a.s.
Na Poříčí 24
110 00 Praha 1

Account name: Riverside o.p.s.

Czech Crown A/c. No.:	576 542 363 / 0300	IBAN:	CZ55 0300 0000 0005 7654 2363
GB Pound A/c. No.:	576 542 443 / 0300	IBAN:	CZ29 0300 0000 0005 7654 2443
Euro A/c. No.:	183 151 257 / 0300	IBAN:	CZ68 0300 0000 0001 8315 1257
US Dollar A/c. No.:	179 301 347 / 0300	IBAN:	CZ13 0300 0000 0001 7930 1347

SWIFT: CEKO CZ PP

The IBAN is the International Bank Account Number now used within EU.

Refunds and Deposits

Refunds of tuition and the return of the deposit will be granted only to those students refused admission or who give a full term's notice. Partial terms tuition cannot be refunded.

Payment of School Fees

School fees may be paid annually or three times each year, before the commencement of each term. Fees which are paid on an annual basis and before the commencement of the school year are subject to a 5% discount. Tuition fees which are paid annually are refundable on a pro-rated basis, based on the number of full terms left in the school year.

During the summer when places are in demand the school may request the fee for the full year. This is non-refundable.

Invoices will be sent out in the second week of August and during the last week of the Autumn and Winter Terms. Payment of the fee is on receipt of invoice and at the latest before the commencement of the school year or the term.

All payments received after the second full week of the school term will be surcharged at a rate of 2.0% per month, 24.0% per annum. Payments not received by the mid term break will result in the suspension of the student until the fee is paid. Parents should make known to school administration any difficulty they may have in making a prompt payment of the tuition fee.

Late Admissions and Early Withdrawals

A student may be admitted to the School at any time during the school year (if places are available).

Tuition fees for Autumn or Winter enrolment will be calculated as follows:

- *Start of term – Half term = Full term's fees*
- *Half term – End of term = Half term's fees.*

Tuition fees for Spring enrolment will be calculated as follows:

- *Full term's fees*

Leaving the School before the end of any term requires written notice, at least one term in advance, to avoid the payment of fees and withholding of the deposit.

STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

Student Rights and Responsibilities

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth.

In so doing, he or she is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Student Conduct

Each student, parent, staff member and member of the Board in our school community has the right to be treated with respect, courtesy and consideration by all other students, parents, staff, and Board members.

The School aims to develop an attitude of individual responsibility towards the quality of life in the School community.

The Code of Conduct supports the values and standards that are promoted within school.

STUDENT DISCIPLINE

Corporal Punishment

Corporal punishment, which is defined as the inflicting of physical pain, is prohibited under all circumstances.

However, teachers do have the right to physically restrain a student from doing harm to other people, to himself, or to the property of the School. All such incidents will be immediately reported to the Director.

Student Detention

Requiring a student to remain at school after regular school hours as a result of misconduct can only be authorised by the Principal or senior staff. Because student detention after school hours is considered an exceptional punishment, parents will be notified at least one day in advance.

Students on Report

Being on Student Report is defined as a period during which a student's behaviour must meet specified standards. Student Report may only be authorised by the Principal after contact with the parents of the student. Both the student and his or her parents are informed in writing of precisely what behaviour is expected, the duration of the Report and the consequences of failing to meet the required standards.

Suspension and Expulsion of Students

Suspension is defined as the temporary recorded exclusion of the student from school. As it entails an interruption of the student's learning programme, this method of punishment is rare. However, in cases of serious misconduct, or where circumstances are such that it is thought necessary for a student to return home, the Director is authorised to suspend students after contact with the parents of the student.

In extreme cases of violation of acceptable social behaviour, the Director may expel a student from the School.

Parents will be contacted prior to the final decision. The Board is informed of all potential expulsions. In the case of expulsion from the School, prepaid school fees are not refunded. Parents have the right to appeal a suspension or exclusion through the school's appeal procedure.

Monitoring, evaluation and review

The Senior Management Team will review this policy annually to assess its implementation and effectiveness.

Next Review

This policy is to be reviewed in November 2019