

Admissions, Discipline, Exclusions Policy

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 waitlist 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 the online Student Application Form through OpenApply. This will include the:
 - Medical Release Form;
 - Data Protection Consent Form (GDPR);
 - Submission of reports or transcripts from the last school.
3. Pay the enrolment fee of 10 000 CZK and the deposit of 12 000 CZK.
 - A non-refundable enrolment fee of 10 000 CZK should be submitted with the application. This sum covers the administration of a new student.
 - 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.
 - Enrolment Fees and Deposits are not refundable in the case of application withdrawal.
4. Pay the first term's tuition fee by 30th June (or before the start date if entering the school after the academic year has begun).

D. Admission into the IB Diploma Programme

- Students will be expected to have earned good grades in all subjects and to have shown active engagement in the learning process that marks the successful IB Diploma candidate.
- Non-native English speakers will need to show sufficient mastery of the English language to be admitted to IB studies.
- Appreciating the diversity of educational backgrounds and personal circumstances that may affect a student's achievement in the years leading up to the Diploma Programme, the school uses the following guide:
 - Students in the 16-19 age range that have completed the International General Certificate of Secondary Education (IGCSE) or an equivalent qualification and attained a minimum academic standard of 5 "C" grades or equivalent may apply to join the IB DP at Riverside.
 - Students who have not met this criterion are welcome to apply and other entry requirements are discussed with the applicant on a case by case basis.

E. Wait List

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

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.

Payment of School Fees

School fees may be paid annually or Termly (three times each year), before the commencement of each term. A discount applies to those fees which are paid on an annual basis before 30th June. Tuition fees for mid-year enrolment will be calculated based on the number of weeks remaining in the term. Partial weeks will be counted as full weeks.

Riverside Administration assumes that students are committed for an entire school year unless an alternate arrangement has been previously agreed. To confirm this commitment, Riverside may, at times request an annual, non-refundable, payment of school fees.

Invoices will be sent out in June, December, and March. Payment of the fee is due by the date stated on the invoice.

All payments received after the second full week of the school term will be surcharged at a rate of 1.0% per month, 12.0% per annum. Payments not received by the midterm break will result in the suspension of the student and the withholding of school records 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.

Reduced Tuition Scholarships

Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Co-Director of Riverside School. Applications for scholarships must be submitted each year.

Sibling discounts do not apply to those students granted alternative financial assistance.

Refunds and Deposits

Refunds of tuition and the return of the deposit will be granted if all accounts have been settled in full, all school property returned, and required notice one full term prior to departure has been given (for example: notice must be received by the last day of Term 2 if the student is not returning the following September). Refunds are also granted to those students refused admission.

Requests for the return of funds should be made in writing to the Business Office (finance@riversideschool.cz).

Enrolment Fees and Deposits are not refundable in the case of application withdrawal.

Partial term's tuition cannot be refunded. 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.

Method of Payment

Tuition is denominated in Czech Crowns and may be paid by bank transfer in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, please contact the Business Office for the exchange rate which 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.

Payments may also be made by credit card directly to the school office.

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.

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|-----------------------|--------------------|-------|-------------------------------|
| 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.

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 Co-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 Co-Director is authorised to suspend students after contact with the parents of the student.

In extreme cases of violation of acceptable social behaviour, the Co-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.

Review Process:

Date of Review: September 2022

Date of Next Review: September 2023