

Montessori Home School Hub Ltd

Terms and Conditions

General Information

Montessori Home School Hub provides a Montessori educational environment to support home-educated and flexi-schooling children aged 6 – 12 in Language, Maths and Science. The Hub operates on a sessional basis, with sessions held Wednesdays, Thursdays and Fridays from 9:00am - 3:00pm. Children may join us for one, two or three days per week. In accordance with the Department for Education's Elective Home Education Guidance, parents are legally responsible for ensuring their child receives a suitable full-time education as outlined in section 7 of the Education Act 1996. Our sessions are designed to complement your home education efforts and constitute only a portion of your child's overall learning experience, with attendance limited to a maximum of 18 hours per week.

Policies and Procedures

Many of our policies are available to view on our website www.montessorihomeschoolhub.co.uk we ask parents to take the time to inform themselves of these.

For any questions or addition policies please email montessorihomeschoolhub@gmail.com

Enrolment and Fees

A completed registration and medical form must be submitted before a child may attend sessions. Parents will be invoiced before the start of each half term. Fees must be paid via bank transfer, half termly in advance. Non-payment may result in the suspension of a child's place. Fees are non-refundable except in exceptional circumstances, at the discretion of the Hub. Once parents have enrolled their child at the start of each half term, we require a commitment for the full half term. If a Parent wishes to withdraw their child, a minimum notice period of four weeks during term time must be given in writing.

Late Payment

Invoices must be paid in full by the due date stated. A late payment charge of 5% will be applied to any invoice not paid within 7 days of the due date. Please contact us in advance if you anticipate difficulty with payment so we can discuss options.

Attendance and Absences

Regular attendance is encouraged to support the child's learning and consistency. If a child is unable to attend a session, Parents should inform Ben as soon as possible via email or text message. No refunds or make-up sessions will be offered for absences or holidays taken during term time.

Sessions start at 9:00am. Please respect the schedules of activities by arriving on time so we can settle the group appropriately. Lateness can cause a disruption to the rhythm of the morning and can impact the whole group. In the case of persistent lateness, we would hold a conversation with parents to see how the issue can be resolved but please be aware that the place for the child may no longer be available. Please collect your child promptly at the end of the session at 3:00pm.

We respect our neighbours and request that cars are parked legally, not double parked or on double yellow lines. Children and families are politely asked to leave the setting quietly and respectfully and depart swiftly and respectfully so as not to disturb our neighbours.

Emergency closure and Staff Illness

We will always strive to keep sessions running, however in certain unforeseen circumstances, such as extreme weather, venue issues or if the main tutor is unwell, we reserve the right to cancel sessions,

and the fees for those sessions will be refunded or credited to the next half term. In the event of a national lockdown, we will follow government advice. If sessions are not able to run as a result, fees will be refunded.

Health and Safety

Parents must disclose any medical conditions, allergies, or additional needs their child has. If a child becomes unwell during a session, Parents will be contacted and must collect their child promptly. Parents must ensure their contact details are kept up to date. Montessori Home School Hub follows appropriate health and safety policies to ensure the well-being of all children.

If your child is unwell, please follow our Health and Safety policy which outlines when a child should remain at home and any required wait time before returning.

Behaviour and Conduct

Montessori Home School Hub is a respectful and inclusive learning environment. Children are expected to follow basic behavioural guidelines in line with Montessori principles. We support children in developing independence by encouraging them to take responsibility for themselves and their surroundings. Age appropriate tasks include tidying up after activities, organising their belongings, and assisting with group responsibilities.

If conflicts arise, we guide children in resolving them with respect and understanding. We may have a group discussion to help children express their emotions constructively in a supportive, non-judgemental space. With gentle guidance from the teacher, children learn to listen, reflect and work towards peaceful resolutions.

If a child's behaviour repeatedly disrupts sessions or poses a risk to others, Parents will be invited in to discuss this with us further. If a child's behaviour does not improve after discussions Montessori Home School Hub reserves the right to review their place. Parents are responsible for discussing positive behaviour expectations with their child.

Lone Working Consent

Parents acknowledge that Ben will be working alone with the children during sessions and give their permission for this arrangement. There will be periodic check ins with Philippa available on standby if needed. All staff members hold enhanced DBS checks, and undertake regular safeguarding training, risks assessments are in place and regularly reviewed.

Liability and Insurance

While reasonable care is taken to ensure the safety of all children, Montessori Home School Hub is not liable for any injuries, accidents, or loss of personal belongings during sessions. Appropriate insurance is in place for activities.

Parental Responsibilities

Parents must ensure that their child is appropriately dressed for sessions and brings any required items (healthy snack, packed lunch, water bottle and slippers). Parents are responsible for drop-off and collection at the designated times. Any concerns or queries should be raised promptly with the Hub.

Photography and Media Consent

The Hub may take photographs or videos for promotional or educational purposes. Parents must indicate on the photography permission form whether they consent to their child being included in such media. We will not include children's faces in any images shared on social media, our website or promotional material, unless we have a Parents express permission.

Going Out

The group visit local parks for a break during the day and may occasionally visit the library or local museums. Montessori Home School Hub will always conduct thorough risk assessments for any outings and children will be appropriately supervised. By signing this form, you agree for your child to be taken offsite on short trips and outings to local venues.

Confidentiality and Data Protection

Personal information collected from Parents and children will be handled in accordance with data protection regulations. Data will only be used for the purpose of providing educational services and will not be shared with third parties without consent.

Termination of Agreement

Montessori Home School Hub reserves the right to terminate a child's place if the Terms and Conditions are not met. If a Parent wishes to withdraw their child, they must provide four weeks' written notice during term time.

These Terms and Conditions may be updated periodically, and Parents will be informed of any changes.

These Terms and Conditions outline the agreement between Montessori Home School Hub and Parents/carers enrolling their child(ren). By signing below, you confirm that you have read, understood, and agree to abide by these Terms and Conditions.

Parent/Guardian Name: _____

Signature: _____

Date: _____