




LCF Language Clubs provide your child with:

- A carefully structured programme to encourage and enthuse children from the age of 3 to 11. The programme gives your child a solid foundation on which to build and we hope will start a life long love of languages.
- Different topics are taught through language games, fun work-sheets, puppets, role-play, songs and craft to bring the language to life.
- Our "Fun" course simulates the way children learn their native language. First comes the understanding of the language followed by the confidence and ability to speak. Single words will come first, followed by the natural expansion in to phrases and then sentences. The time taken for these various steps will vary from child to child.
- As your child progresses, they are extended and taught more vocabulary, how to build sentences, ask and respond to questions. The focus initially is on the spoken language but as they get into KS2 they are taught to read and write simple phrases.
- Throughout the year, cultural celebrations are marked by special lessons with craft, cooking and games to give your child an awareness of French and Spanish traditions.
- Our course gives your child a head start. Learning from a young age, your child will be able to hear and reproduce the correct pronunciation and will have far fewer inhibitions trying out these foreign sounds.
- Don't leave language learning until secondary school. Joining our clubs when they are young will mean on starting secondary school, French/Spanish will not be just another subject, but something the children will take in their stride and very often they will be eager to study an additional foreign language.
- All teachers are carefully selected and are either native speakers or have an authentic accent so that your child can imitate the correct pronunciation.
- Certificates are presented on completion of each term to encourage your child in their learning journey
- Termly progress reports are sent to parents so that you can encourage your child at home.
- Members receive a CD/Songbook as well as free online membership to our interactive website, Babelzone  This has stories, songs, interactive games and soundbites to enhance your child's learning at home.

TERMS AND CONDITIONS

1. All children are insured by Public and Product Liability insurance whilst under the supervision of the appointed teacher.
2. Your child is welcome to come to the first lesson without having to commit to the full term. If they choose not to continue, no fee will be due. If your child continues, then a full term's fee will be invoiced (to include the first session). It is the parent's responsibility to inform us if your child does not want to continue after the first lesson. This is particularly important for lunchtime clubs where your child will otherwise be called on the club register and you will be invoiced for the full term.
3. All fees in relation to the full term must be received before the 2nd lesson, after which we reserve the right to charge £10 late payment fee for non-payment.
4. If there is a persistent delay in receipt of payment, the pupil will be removed from the class. Upon full payment of fees the pupil may be reinstated into class.
5. All fees are subject to revision before a new academic year.
6. All fees must be made direct to the Licensee and not to the class teacher. Fees can be paid by cheque, bank transfer, credit card or by monthly standing order
7. No remission of fees will be given for absence, except when due to long absence - over four continuous weeks- and supported by a doctor's note, or at the teacher's discretion.
8. Should you decide to withdraw your child from classes before the end of term, the teacher requires **a half-term written notice** please. All pupils will be automatically re-enrolled at the end of any given term **unless the teacher is advised to the contrary in writing.**
9. The teacher reserves the right to exclude your child from activities during the class if he/she has not maintained satisfactory standards of conduct or if their presence in the class is held to be disruptive and undesirable .In this case the teacher will notify you and the Head of your child's school.
10. During bad snowy weather, you are advised to contact the school during the day to check whether the classes are running. Classes cancelled due to the closure of the school are deemed to be outside of the teacher's control and therefore are not subject to rescheduling or refund.
11. The teacher is only responsible for children within the classroom during scheduled class hours, and it is your responsibility to ensure that your child is collected on time. **A financial penalty of £5.00 per 15 minutes of late pick-up will be charged.** Please inform the school office and the French/Spanish teacher if there is any change to the adult authorized to pick up your child/ren.
12. Should your child suffer from a medical condition requiring special care, please inform the teacher at the enrolment stage by listing any issues on the booking form.
13. From time to time, the teacher may introduce French/Spanish food into the classes to demonstrate a French breakfast for example. Please state on the booking form whether your child suffers from any food or drink allergies e.g. nuts, milk, gluten etc., giving full details.
14. The teacher may wish to involve the local press on occasion, when presenting certificates to the children or when holding special events to promote the classes. We require your permission before your child's name and photograph can appear in print. Please let us know on the booking form if you do or do not give consent.