



Exceptions Policy

Version 1.1 – reviewed January 2018

APEB is committed to advancing the education of students at l’Ecole Bilingue.

This Exceptions Policy explains in more detail how we determine any exceptions to be granted to students, in particular, financial exceptions through the waiver of membership fees, insurance fees or After School Clubs (“ASC”) fees.

By visiting www.apeb.org.uk and/or by contacting us in any other way, you are accepting and consenting to the practices described in this Policy.

We do update this Policy from time to time, so please do check regularly. This Policy is effective from 1st March 2018.

1. APPLIED EXCEPTIONS

We may, upon application by a parent or legal guardian to the ASC subcommittee, or in conjunction with l’Ecole Bilingue, Westminster Council, or any other administrative body, waive some or all fees associated with ASC clubs and/or APEB membership.

We will not provide an exhaustive list of scenarios which may result in exceptions being applied, but particular weight will be given to serious financial hardship (of a temporary or permanent nature) and exceptional health considerations.

Each application will be considered on a case by case basis. Any one case does not establish precedent.

Parents/legal guardians who benefit from this Exceptions Policy are expected to inform the ASC subcommittee **as soon as their situation changes**. We reserve the right to charge parents/legal guardians for the full amount of waived fees if parents fail to inform us of a change in their circumstances.

We reserve the right to reject any application and are under no obligation to explain any decision in relation to the application of the Exceptions Policy.

All applications will be kept confidential.

2. HOW TO APPLY

Parents/legal guardians seeking an exception must apply, in writing, to the ASC subcommittee at the start of every academic year when the ASC subcommittee invites parents/legal guardians to register

for ASC activities. Applications must be renewed at the start of every academic year if the situation has not changed.

Parents/legal guardians seeking to apply for an exception must register for the relevant ASC(s) on the APEB website, indicating on the website that they will be making an exception application. They must immediately write to the ASC subcommittee indicating the exact exception they are seeking and the basis for that exception.

The ASC subcommittee will make a decision within 5 days of receiving an application.

Exception applications made during the academic year, must be made in writing to the ASC subcommittee as soon as possible.

3. APPEALS AND COMPLAINTS

If a parent/legal guardian wishes to appeal any decision made under this Exceptions Policy, they must address that appeal, in writing, to APEB's Executive Committee within two weeks of our decision.

All complaints relating to this Exceptions Policy must be addressed, in writing, to the Executive Committee promptly.

4. ACCESS TO INFORMATION

In accordance with the Privacy Policy, you have the right to access any information that we hold relating to you.

5. CONTACTING US

Please do not hesitate to contact us regarding any matter relating to this Exceptions Policy at apebuk@gmail.com or by post to St. Davids Vicarage, St. Marys Terrace, London, W2 1SJ