



Name and surname of the student: \_\_\_\_\_

Year: \_\_\_\_\_

### **ADMINISTRATIVE AGREEMENTS WITH LA MIRANDA · THE GLOBAL QUALITY SCHOOL**

1. I agree with the payment plan established by the school and I agree to make said payments on the scheduled dates. Payments will be made in advance from the 1st to the 5th of each month from September to June through direct debit. For each rejected direct debit a charged of 15€ will be made.

If I do not comply with the agreement to pay the fees, I understand that La Miranda school reserves the right to pre-register my child for the next school year and the delivery of any official document. After the second unpaid instalment, the student will not be able to continue with schooling at La Miranda.

There is a total of eleven payments, one corresponding to the yearly tuition fee and ten corresponding to monthly fees and meals.

Regarding the yearly tuition fee, it will be paid as follows:

- New students: in full upon completing enrolment (non-refundable).
- Current students: a part of the payment will be made in April as a place reservation; the rest will be made in July (non-refundable once the payment has been charged)

2. I am informed that another measure adopted by the school will be the restriction of the use of the iPad device, both inside and outside school hours and also the use of the other services such as morning/afternoon care service, meals and library services.

3. In the event that my child will no longer continue at La Miranda, three months' notice must be given in writing to the administration department if the pupil is to leave the school permanently. For the avoidance of doubt, parents are required to pay school's fees for during such three months' notice period.

4. Families with outstanding balances will not be able to enrol in extra payment activities until they have paid off the debt (official exams, excursions, camps, extracurricular activities...).

5. I agree to comply with the policies and standards stipulated in the Regulations for Coexistence and in the Educational Commitment, which regulate the academic life of the school and contain the obligations taken on by those who participate in the educational process of the students.

6. I agree to comply and sign the policies and rules established regarding the use of the iPad.

7. I am aware that the school reserves the right to accept or refuse the enrolment of any student in the new school year.

8. The school cannot be held responsible for the loss of student's personal belongings in either the school facilities nor during school trips or other activities managed by the school.

Name and surnames (of the payer): \_\_\_\_\_

Passport number: \_\_\_\_\_

Signature:



## EDUCATIVE COMMITMENT LETTER

Article 20 of the Educative Law defines the Educative Commitment letter as a document expressing the necessary objectives in order to achieve an environment of coexistence and respect for the development of the educational activities and agreement that each family and the school agree to achieve. The educative commitment letter forms the joint-responsibility between the school and the families in order to bring about coherent and coordinated action for the personal, academic and social development of each child and young adult.

The below signatories, Debra Gregory, director of the school of La Miranda · The Global Quality School and \_\_\_\_\_ father, mother or legal guardian of the student \_\_\_\_\_ are aware that the education implies the joint action of the family and the school, we hereby sign this Educative Commitment letter, which implies the following

### COMMITMENTS:

On behalf of the school:

- To facilitate an education that contributes to development of the integral personality of the student.
- To offer an environment based on the respect and coexistence of a reciprocated manner.
- To inform the family of the educative project and the rules of the organisation and the standards of practice of the centre.
- To implicate the children and young adults to take part in the activities with the same amount of enthusiasm for both the learning process and all other aspects related with the school life.
- To give added importance to building a culture of good work ethic, responsibility, social, skills and personal independence.
- To assess the family and make decisions and measures that favor the evolution and development of the student and the school performance through the means of classes.
- To offer attention to the personalised diversity of the students at the necessary moments.
- To maintain regular communication with the family to inform them of the academic evolution and personal evolution of the student.
- To communicate to the families the activities which take place during the school timetable.
- To attend to the parent meeting requests and family communication in a reasonable time period.

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## INSPIRED EDUCATION GROUP PARENT CODE OF CONDUCT

### 1. Commitment to working with parents.

We are proud at Inspired schools to have excellent relationships, based on shared beliefs and common goals, between students, staff and parents – this partnership is key to the success of our schools and ensuring students can continue to flourish in a positive and supportive environment.

We encourage and welcome parents' full participation in the life of our schools, as part of a mutually supportive community that embodies the ethos and values of the school, in the best interests of the students; we are committed to listening to parental feedback to support our schools in being the very best they can be - this code of conduct clarifies our expectations of this relationship.

The school's philosophy and values should be considered as being shared by all members of the community, including parents, and hence parents are expected to uphold these values in all of their interactions with the school and its community.

Every member of our community deserves to be treated with respect, dignity, and tolerance; they are also cornerstones of the Inspired philosophy. We demand it of all our students and expect all adults, including parents, to abide by these standards and set a good example in their own speech and behaviour.

### 2. Communicating with school.

We understand that there will be occasions when parents and guardians wish to raise concerns or complaints – we ask parents to share these with school leadership through the appropriate channels and/or following the school's complaints policy, so these can be quickly resolved for the best interests of our students.

We expect behaviour and communications between parents and school to be always respectful and mindful of the modelling of best behaviours we expect of our students, whether at school events, in person, on the telephone or online.

In the event of disagreements between school staff and parents, these should not be worked through in sight of the parent's children or, indeed, any other students in the school. We believe that when home and school can present a shared opinion or decision to children/students, this is ultimately beneficial as part of the student's learning and development process.

We expect parents to follow and uphold all procedures outlined in the school's published policies.



### 3. Behaviour and communication that is unacceptable.

We will always do all we can to facilitate communication with parents that is consistent with the above principles in resolving the concern or the complaint, but we will not tolerate communication or behaviour we consider disrespectful, abusive or threatening.

Behaviours that we consider to be unacceptable include, but are not limited to:

- Communication or behaviour that is disrespectful, offensive, aggressive, abusive, defamatory, threatening, harassing, bullying or otherwise considered unacceptable, whether this is at school events, in person, on the telephone, by email or on social media.
- Behaviour or communications that breach school policies, safety or procedures.
- Disruptive behaviour including offensive language or displays of anger which interfere or threaten to interfere with the normal, daily operation of the school.
- Inappropriate posting of libellous, defamatory, malicious or threatening messages on emails and on traditional and social media about the school or individuals connected with it, including creating or joining private groups or chats that victimise or harass an individual connected with the school or the school in general, or potentially damage the school's reputation.

### 4. Consequences of breaching parent code of conduct.

Where behaviours are displayed by parents that breach the parent code of conduct, the school will attempt to facilitate more effective lines of communication, investigate, and seek to resolve these issues.

Where that is not possible, the school reserves the right to take any actions to ensure that members of the school community are not subject to abuse. Actions the school can take are, but not limited to include:

- Request for a meeting to resolve the issue.
- Issue a warning regarding the behaviour and how that breaches this code.
- Withdraw the right to be on school premises or at school events.
- Give notice to parents to that the enrolment contract with their child/ren has been rescinded and an alternative school will need to be found

Name and surnames (of the payer): \_\_\_\_\_

Passport number: \_\_\_\_\_

Signature:



## STUDENTS PERSONAL DATA LEGITIMATION FILE

Student's name and surnames: \_\_\_\_\_ School Year \_\_\_\_\_

In accordance with what articles 5 of the LOPD and 13 of the European Regulations for Data Protection establish, the signatory person is informed that:

**La Miranda (MIRAN S.A.U.)** with address in Career Dos de Maig 7, 08960, Sant Just Desvern, Barcelona, is the responsible for data processing of personal information.

The data you provide and that will be handled while you maintain a relationship with the school, will be put into a data base named BDGAM belonging to MIRAN S.A.U. (La Miranda School). The data will be used to manage the information that may be needed in order to provide the services that you ask from us and to keep you informed of the activities the school may be organised, by electronic and other means. To improve the school's internal operations, and for request from the education headquarters, the data can also be used for statistics. We inform you that the information will be kept throughout the whole of the student's education and the student's academics record will be kept after this for legal reasons.

The information of those students who have any special learning needs, will be handled by our Educational psychologists department. In some cases, this information can be given to external professionals, in order to help our staff. The addressees of your information are: the staff responsible for the handling, which is authorised by the head of the school, the necessary suppliers to fulfil our responsibilities, the people or organisations that pay the enrolment to provide the public administrations in the field of their competences.

Some data storage services are located in the Google system, you can obtain more information about your privacy policies in the following link: <https://www.google.es/intl/es/policies/privacy/>.

At the same time, we also inform you that the information you give us regarding health or religion issues, will only be given to the necessary staff and will be handled and guarded with all the appropriate technical and organisational measures needed for security.

The refusal to give us the information we ask for, will hinder that we can manage the responsibilities that bind us with you and can determine your participation in some activities.

You have the right to exercise your rights of access to your personal information, to its rectification or eliminations, to limit your data's processing, to object to the handling, to consent the possibility of giving portability of your information and to revoke the consent you give by signing this document totally or partially, addressing yourself personally or writing a letter to the school secretary or sending an email to [rgpd@lamiranda.eu](mailto:rgpd@lamiranda.eu).

In the case you are ceding third party data, you must give them all the information stated in this document.

There are security cameras in the school. The recorded images will only be given to the police or legal authorities when an offence has been committed, in any case, for legal necessity or crime.

The competent organisation that should know about the conflicts originated by the signing of this document is the Autoridad Española de Protección de Datos (AEPD), situated in Madrid (28001), C/ Jorge Juan, 6.

Having read and understood the previous information,

I give my CONSENT and AUTHORISE the person responsible for the processing of data to handle the information given and the information created later on within the conditions that are stated in this document.

Student's signature (over 14 years old)

Legal representative's signature

Name and surname(s):

Name and surname(s):

Identification Number:

Identification Number:

En Sant Just Desvern, a \_\_\_\_\_ de \_\_\_\_\_ de 202\_\_



### AUTHORISATION FOR THE USE OF IMAGES

Student's name and surnames: \_\_\_\_\_ School Year \_\_\_\_\_

La Miranda School has a web page, as well as social networks, where information about school activities, complementary activities and extra-curricular activities are posted.

Pictures where the student appears alone, in group or taking part in a school activity may be posted in the previously mentioned media.

With the objective of obeying the applicable law, we request for your consent to publish photographs, videos or any other different material in which the student is recognisable on the following media: web page, social network, blog, etc.

- I **authorise** the publication of photographs of the student on the school's Social Media channels.
- I **don't authorise** the publication of photographs of the student on the school's Social Media channels.
- I **authorise** the publication of photographs of the student for marketing purposes, such as the school's website and brochure.
- I **do not authorise** the publication of photographs of the student for marketing purposes, such as the school's website and brochure.

Sometimes there are group photographs of activities or material created by the students, for example the year photograph album, that are distributed to all the students and families who ask for it. We also ask you to give your consent to these distributions of photographs.

- I **give my consent** to give the photographs in which the student appears to the rest of the class.
- I **don't give my consent** to give the photographs in which the student appears to the rest of the class.

Student's signature (over 14 years old)

Legal representative's signature

Name and surname(s):  
Identification Number:

Name and surname(s):  
Identification Number:

Sant Just Desvern, \_\_\_\_\_, 202\_\_

*Photographs are considered to be personal information, for that reason these are the rights specified on the previous pages (STUDENT'S PERSONAL DATA LEGITIMATION FILE).*

*You have the right to revoke your authorisation to publish the photographs at any time you wish; to do you just have to send an email to [rgpd@lamiranda.eu](mailto:rgpd@lamiranda.eu), or send a written letter to the school reception.*

*We inform you that all the publication made up till that moment will be completely legal.*

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