



LA CÔTE INTERNATIONAL SCHOOL
AUBONNE
A NORD ANGLIA EDUCATION SCHOOL

2022-2023

TERMS AND CONDITIONS CONTRACT



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1. 2022/2023 CALENDAR OF TERM DATES

Autumn Term 2022	
Friday, 19 th August	Orientation Day
Monday, 22 nd August	Classes begin
Monday, 19 th September	Jeûne Fédéral - Public holiday/school closed
Monday, 17 th October - Friday, 28 th October	Mid-term holiday
Friday, 16 th December	End of Term 1 - School finishes 15h05 / 15h50

Spring Term 2023	
Monday, 9 th January	Classes begin
Friday, 10 th February	School closed - Pedagogical day for staff
Monday, 13 th - Friday, 17 th February	Mid-term holiday
Thursday, 6 th April	End of Term 2 - School finishes 15h05 / 15h50
Friday, 7 th April -Friday, 21 st April	Spring holiday

Summer Term 2023	
Monday, 24 th April	Classes begin
Thursday, 18 th May	Ascension - Public holiday/school closed
Friday, 19 th May	School closed - holiday
Monday, 29 th May	Whit Monday - Public holiday/school closed
Friday, 23 rd June	End of Term 3 - school finishes 12h00

2. ENROLMENT AND EDUCATIONAL PROVISION – GENERAL CONDITIONS

2.1 Admissions, Enrolment and Re-enrolment

Parents enrol their children at the School through the online application form on the school website and submit the required documentation, usually including reports from previous schools and any specialist input.

If a place is offered, the acceptance letter will contain the School's bank details for payment of the registration fee, which should be settled within 10 days. A school place is not secured until the registration fee payment has been received and the Terms and Conditions Enrolment Contract has been signed and acknowledged as returned to the School.

Paragraph 3.3 below gives details regarding deadlines for re-enrolment or withdrawal in future years.

2.2 Educational Programme and Placement

La Côte International School Aubonne will accept only those students whose needs can be met by the School.

The confirmation of acceptance letter is offered based on the information available to the School at the time of accepting the student. The School reserves the right to cancel the contract if it deems that the information supplied was inadequate or incorrect.

2.3 Health and Well-being

It is our top priority to protect the health, safety and well-being of our students and staff.

The School adheres to best practices regarding hygiene routines and all aspects of safety in the educational environment. Parents and students are expected to follow these procedures. When required, the School applies public health measures in accordance with the Swiss Federal Office of Public Health.

2.4 Insurance

Swiss law requires that all residents of Switzerland have minimum medical and hospital coverage ("Assurance de base") for sickness and accidents. Families insured with non-Swiss policies must have the equivalent cover for sickness and accidents. The parents or legal guardian should insure children for any accidents and illnesses that may occur during School and extracurricular activities (to include helicopter evacuation if required for ski camps). La Côte International School Aubonne will not be held liable for failure to comply with these terms.

Parents are required to have a liability policy to cover possible expenses and damages caused by their child within the context of the School, both inside and outside of the School.

La Côte International School Aubonne reserves the right to take all necessary actions in the best interest of the health and well-being of the student. Parents explicitly authorise La Côte International School Aubonne to take all necessary actions to provide medical treatment to the student and agree to pay all expenses incurred at the School's discretion for the medical treatment of a student. A copy of the health insurance coverage must be provided to the School upon enrolment of the pupil. Any changes of the Health Insurance provider must be notified to the School immediately.

2.5 Living Arrangements

In order to be accepted by La Côte International School Aubonne, all students must have a residence permit for Switzerland, with the exception of Swiss nationals. No reimbursement or discount is possible in case of visa refusal or late arrival due to visa issues.

Students must live with their parents or a close family relative who can be named as a legal guardian, and the School reserves the right to terminate the enrolment contract if this is not the case.

2.6 Exclusion from School

The School may temporarily or permanently exclude a student for serious misbehaviour. This may include violence, intimidation, bullying (including cyberbullying), any form of racism or other bigotry, the possession of drugs, committing a criminal offence, serious breaches endangering the health and safety of others, or blatant refusal to comply with school expectations. This list is neither exhaustive nor exclusive as the decision rests with the Principal. Any student found to be supplying illegal drugs inside or outside the School will be permanently excluded.

2.7 Additional Activities and Service

The School provides some mandatory residential and off-site activities – these are listed in the fee section below. The following services are also available to students at an additional cost:

- Learning Support (LS), English as an Additional Language (EAL) (beyond the School's normal provision for all students)
- School uniform
- Transport service
- Lunch
- Some optional extracurricular activities (the School offers many after-school activities at no additional cost)
- Extended care provision
- Private classes (e.g., music lessons)

2.8 Learning Support (LS) and English as an Additional Language (EAL)

La Côte International School Aubonne is an inclusive school. On a case-by-case basis, it welcomes children with identified learning difficulties when we feel we can offer them the support they need. Individual needs should be discussed in advance with the admissions team, the Principal, the Heads of School and the Learning Support Coordinators. Failure to disclose relevant information can lead to a delay in providing suitable support for the child and can compromise the effectiveness of the class.

Any additional LS or EAL sessions beyond normal school provision will be provided on the condition that the additional costs are met by parents or their fee sponsor. Exceptionally, the School reserves the right to terminate the enrolment of a child where the required additional financial support needed cannot be provided, or the needs change significantly after the child has joined the School.

2.8.1 Learning Support (LS) and English as an Additional Language (EAL) Fees

Support sessions are not charged if the School is given 24 hours advance notice for cancellations or if there is a school event when the lesson is due to take place and it is not replaced. All other sessions will be billed. All fees are in CHF.

Individual Lessons (60 minutes)	80
Group Lessons of 2-3 students (60 minutes)	55

2.9 Uniform

All students are expected to wear the official, age-appropriate school uniform and sports uniform.

2.10 School Transport Service

The rates apply for the entire academic year for 5-day weeks and are charged according to zone. There are 3 zones based on distance. Partial-week rates are not available, nor reductions in case of absence or irregular school hours. Those who register for roundtrip service will be given priority if registrations exceed capacity. As places are limited, we encourage parents to register for bus services as soon as possible by email or on the enrolment/re-enrolment form.

Transport fees are billed according to the requirements in section 3.2.

Cancellation requests should be made in writing and sent to transport@lcis.ch at least two weeks before the end of the Term. Failure to comply with this condition will result in being charged in full for the service.

2.10.1 Routes and Bus Schedules

The school bus service is not guaranteed to be a “door to door” system. Traffic flows and the presence of safe parking areas will determine the location of the bus stop. Routes must have a minimum of 4 students to operate. Any changes of residence midway through the year must be communicated in advance to the transport office and will only be accepted if these do not negatively impact other families on the route. Families joining the School after the commencement of the school year may join the bus service if space allows and if they can use an existing bus route.

For students who are not registered for bus transport, we offer an ad hoc service for occasional use. Details are found below. Ad hoc requests must use existing bus routes and be sent by email at least 48 hours in advance to transport@lcis.ch and confirmed by return email.

2.10.2 Transport Safety

Our bus service is normally available to children from age 4. Seat belts and safety equipment on the buses (child seats and boosters) are used in accordance with Swiss traffic laws. All students are required to maintain safe and appropriate behaviour during the bus journey. The School will deny school bus transport to students who do not conform to safe behaviour expectations. Drivers employed to work for our School are all professionally qualified and meet all legal Swiss and Nord Anglia Education standards for best practice. They receive annual professional development and training.

2.10.3 Transport Zones

Zone 1: Allaman, Aubonne, Bougy-Villars, Buchillon, Bussy-Chardonney, Etoy, Féchy, Lavigny, Montherod, Mont-sur- Rolle, Perroy, Rolle, Saint-Livres, Saint-Prex, Villars-sous- Yens, Yens.

Zone 2: Apples, Begnins, Bremblens, Bursinel, Bursins, Coinsins, Denens, Denges, Duillier, Dully, Echandens, Ecublens, Essertine-sur-Rolle, Genolier, Gilly, Gimel, Givrins, Gland, Lonay, Luins, Lully, Lussy-sur-Morges, Morges, Prangins, Préverenges, Reverolle, St. Saphorin- sur-Morges, Saint-Sulpice, Signy-Avenex, Tartegnin, Tolochenaz, Trélex, Vich, Vinzel, Vufflens-le- Château.

Zone 3: Arzier, Bassins, Bogis-Bossey, Borex, Commugny, Céligny, Chavannes-de-Bogis, Crans, Coppet, Crassier, Crissier, Epalinges Croisettes, Founex, Grens, Gingins, Lausanne, Le Muids, Le Vaud, Mies, Nyon, Renens, Tannay, Versoix.

<i>Fees are in CHF</i>	Zone 1	Zone 2	Zone 3
Roundtrip	4,100	4,500	4,900
One way	2,600	2,900	3,100
Occasional ad-hoc booking (single journey)	20	25	30

2.11 Lunch Services

Meals are cooked on-site by professional caterers using the School's purpose-built kitchen.

All students have the choice of using the School's lunch service or bringing a packed lunch. Parents who opt for the lunch service may enrol their child on an annual or a termly basis. Students will have the choice of two options each day, a traditional menu, and a vegetarian menu together with salad and dessert. Students who use the lunch service will be provided with a packed lunch for school outings or trips when necessary.

Children in Foundation 1 who attend School only in the morning may stay until 11h45 without lunch or may choose to remain in School until 13h00 with lunch.

La Côte International School Aubonne will, wherever possible, provide special meals based on ethical, religious, or medical needs.

Where an individual child requires a diet beyond the normal capabilities of our kitchen, parents may need to supply a packed lunch. For food allergies and intolerances, a medical certificate is required before meals can be served in the school restaurant. The School declines any liability in the case that medical certificates have not been provided.

No reduction or refund will be considered for absences except children in Year 11 and Year 13 who will qualify for a lower rate due to the exam period.

2.11.1 Registration and Cancellation

Registration for lunch can be done by completing the appropriate information on the enrolment form or at other times in the year by email to meals@lcis.ch.

Cancellations or changes will be accepted on a termly basis only. All requests for cancellation or changes should be made in writing and sent to meals@lcis.ch at least two (2) weeks before the end of Term. Failure to comply with this condition will result in being charged in full for the service.

2.11.2 Lunch – 5 days per week

<i>Fees are in CHF</i>	Foundation 0 – Year 2	Year 3 – 6	Secondary	Year 11 and Year 13
Annual	2,500	2,750	2,950	2,700
Autumn Term	1,000	1,100	1,180	1,180
Spring Term	1,000	1,100	1,180	1,180
Summer Term	500	550	590	340

2.12 Extracurricular Activities, After-School Care and Private Classes

La Côte International School Aubonne offers the following activities and services for interested parents and their children.

Information, along with prices and conditions are available in the respective registration links shared with you prior to the new term. Registration is final and non-refundable.

1. Optional Extracurricular Activities
2. Optional competitive and non-competitive sports
3. After-School Care (ASC)
4. Private Classes (e.g., music lessons)

Detailed information on the above items will be provided to all families before the start of the school year. Some Extracurricular Activities are subject to change on a termly basis.

2.12.1 After-School Care

As the number of places available in After-School Care is limited, parents are required to sign up in advance via our online booking system to secure a place for their child. After-School Care is available to children aged 3 and over. It is available between 15h15 and 18h15 and is charged at 12 CHF per hour.

Parents who sign up their child/ren for After-School Care will be invoiced separately for this service.

2.13 Other Expenses

Any other expenses not mentioned in these Terms and Conditions will be billed separately.

3. SCHEDULE OF FEES

3.1 Fees for Academic Year 2022-2023

The School Tuition Fees include the costs of the required school textbooks and classroom materials, including the use of learning technology during term time when required. All fees are in Swiss Francs (CHF) and are applicable per student.

3.1.1 Administration and Registration Fees

The registration fee is payable upon acceptance, to confirm enrolment, for new students only. The annual administration fee is applicable to each student at the start of every academic year.

One-off registration Fee Primary & Secondary School (Years 1 - 13)	3,000
Annual Administration Fee	850

3.1.2 Tuition Fees

<i>Fees are in CHF</i>	Annual Fees	Autumn Term (40%)	Spring Term (40%)	Summer Term (20%)
Foundation 0 & 1 (Mornings only)	18,700	7,480	7,480	3,740
Foundation 0 & 1 (Extra afternoon)	1,820	730	730	360
Foundation 0 & 1 (Full day)	26,450	10,580	10,580	5,290
Foundation 2 (Full day)	27,600	11,040	11,040	5,520
Primary School Years 1-2	27,600	11,040	11,040	5,520
Primary School Years 3-6	28,850	11,540	11,540	5,770
Secondary School Years 7 to 9 / 9^e, 10^e	32,400	12,960	12,960	6,480
Secondary School Years 10 to 11 / 11^e	32,500	13,000	13,000	6,500
Secondary School Diploma Programme (DPI & 2)	35,850	14,340	14,340	7,170

For students not attending on a full-time basis in Foundation 0 and Foundation 1, tuition fees will be calculated on the basis of the Mornings only rate plus an additional Afternoon rate.

3.1.3 Mandatory Activities

These activities are mandatory and non-refundable (except for medical withdrawal, which may be claimed through insurance). The rates listed below represent compulsory additional fees and do not include ski equipment. **These rates are subject to confirmation, due to increases from external suppliers.** All fees are in CHF.

Primary Years 1-3 (4 ski days)	490
Primary Year 4 (4 ski days)	650
Primary Years 5 – 6 and Secondary Years 7 – 8/9è (1-week ski trip)	1100
Residential Trip Years 1-7	540
Residential Trip Years 8-11/9è-11è	950

3.2 Payment of Fees

Tuition fees are calculated on an annual basis and split between Autumn (40%), Spring (40%), and Summer (20%) no matter how many academic days there are each year.

Fees can be paid annually with a 2% discount, or in three termly instalments, as indicated in the table below:

Type of payment	Payment date
Annual	30th June
Autumn Term (first instalment)	30th June
Spring Term (second instalment)	15th November
Summer Term (third instalment)	28th February

These dates must be strictly adhered to. We reserve the right to net partial payments or credits against amounts due before making a refund.

Fees will be charged on a pro-rata basis for Foundation 0 and 1 students enrolled on a part-time schedule (five half-days per week is the minimum allowed for enrolment in the Foundation 0 and 1 programme).

As long as the fees due are not settled, the student will not be authorised to attend activities, classes, examinations or graduation. Reports, diplomas, or recommendations shall not be released until all financial obligations are settled. Parents agree to pay an annual default interest of 5% for all late payments (Art. 104 in Code of Obligations).

If the registration and tuition fees as well as any other fees are paid by the employer, the parents remain responsible for the payment of the fees in case of conflict between the employer and the Parent.

The registration fee is non-refundable should a family decide not to enrol their child after payment. All non-tuition fees are to be paid within 10 days of receiving the invoice.

For families enrolling their child partway through a Term, fees will be charged on a pro-rata basis. Costs of relevant mandatory activities will be charged.

Sibling discounts will be offered where three or more children from the same family attend La Côte International School Aubonne. There will be a 5% sibling discount for the 3rd child and 10% for the 4th and more. The percentage discount is available to younger siblings' tuition fees only. If the elder child has graduated from the School, they will still be counted in the total number of children from the same family.

3.3 Conditions of Withdrawal

Any withdrawal or modification must be communicated in writing or by email to the admissions department, the date of the email or post stamp being evidence. An announced withdrawal is only considered valid if La Côte International School Aubonne has acknowledged receipt. Refunds of tuition or mandatory activities fees will not be considered for any reason, including illness. Notification of changes to Foundation year tuition must be given as per the withdrawal deadlines indicated below.

Re-enrolment to the School takes place in March each year. In order to ensure a place at the School for the following year and enable planning and provision of staffing and resources, parents must re-enrol their children by 31st March.

Prior to the start of the school year, the following expenses will be billed:

Withdrawal prior to 30th April	No charge
Withdrawal between 1st and 31st May	1 month tuition cancellation fee
Withdrawal between 1st and 30th June	2 months' tuition cancellation fee
Withdrawal after 30th June	Term 1/Autumn Term tuition cancellation fee

During the school year, any withdrawal must be communicated at least 2 calendar months before the first day of the month of commencement of the following Term:

- **For withdrawal at the end of the Autumn Term, notification must be given by 31st October**
- **For withdrawal at the end of the Spring Term, notification must be given by 31st January**
- **For withdrawal at the end of the Summer Term, notification must be given by 30th April**

If these deadlines are not adhered to, then a 1-month tuition cancellation fee will be applied. Cancellation fees will be based pro-rata on the annual rate for the academic year over 10 months.

The School reserves the right to change its (Re)Enrolment Contract -Terms and Conditions at any time. The present document supersedes and replaces any previous versions. The School Fees are reviewed annually and subject to change from one academic year to the next.

Any legal dispute, controversy or claim relating to these terms and conditions is subject exclusively to Swiss law and the courts with jurisdiction over Aubonne.

4. TERMS AND CONDITIONS

4.1 Global Admissions Terms and Conditions

4.1.1 Definitions in the Legal Information

“Parent” means the Parent or legal guardian making this application.

“School” means the School providing educational services under this application. “Student” means the child/children for whom Parents/Guardians are applying.

“School Material” means the School website and marketing and operational materials (but excluding School Policies and Rules) provided to Parents/Guardians.

4.1.2 School's Obligations

The School undertakes to provide tuition in accordance with the School Material. The School reserves the right to amend the School Material from time to time and any reference to the School Material herein is a reference to the most up-to-date School Material. The manner the School provides tuition may be varied by the School (acting reasonably). If required (as determined by the School at its discretion), the School may provide tuition by way of virtual schooling, in accordance with the School Material. Nothing contained in the School Material binds the School to any specific procedures or policies, and nothing in the School Material creates a contractual obligation, express, implied, unilateral, or otherwise, between Parents and the School.

4.1.3 Compliance with School Rules and Regulations

Parents and students agree to:

- a) Support and abide by the School's stated philosophy, goals and objectives;
- b) Comply with the School's behaviour policy/code of conduct and applicable rules and regulations. In the case of serious non-compliance with the School rules and regulations, the School reserves the right to suspend or expel the student. In this event, the School may decide, at its sole discretion, not to provide any refund or reduction of fees already paid or which are payable to the School.

School Policies and Rules (that are expressly identified as such) shall form part of these terms and conditions as if they were set out herein. The School shall have the right to update the School Policies and Rules from time to time. In case anything set out in School Policies and Rules contradicts with the provisions of these Terms and Conditions, the provisions of these Terms and Conditions shall prevail.

4.1.4 Collection from School

The School will use its reasonable efforts to ensure that only those persons authorised by the Parents to collect the Student from School are able to do so.

4.1.5 Approval from Parents

Parents agree that if any matter requires their approval or notification to them by the School, it will be sufficient for the School to notify or gain approval from one Parent.

4.1.6 Liability Waiver

Parents agree that the student attends the School at their own risk and that the School is not liable in respect of any injury or liability that may occur to the student whilst (i) attending the School generally (or as the case may be, attending the School's Virtual Schooling provision), (ii) participating in activities (organised by the School and/ or a third party), or (iii) using the School's computers, except to the extent that the injury arises as a result of negligence by the School. The School will not be responsible for any loss or damage to the student's personal belongings.

4.1.7 Theft

The School shall not be responsible in the case of items that are stolen or otherwise lost or missing, including, without limitation, money, jewellery, computers and personal electronic devices, mobile phones and/or valuable objects. The School has no responsibility for the safekeeping of personal effects of the student or the student's parents.

4.1.8 Payment of Fees

Parents:

- a) Parents confirm that they have received a copy of the fee schedule and associated terms and conditions of the School (the "Schedule of Fees"), the terms of which are incorporated by reference herein, and agree that they will adhere to the terms and conditions of the Schedule of Fees.
- b) Parents agree that all fees shall be paid in accordance with the Schedule of Fees. The School reserves the right to amend the Schedule of Fees from time to time, and any reference to the Schedule of Fees herein refers to the most up-to-date Schedule of Fees.
- c) The School reserves the right to cancel the enrolment of any Student or not to accept a Student into the School for any reason or for no reason at any time before all applicable fees have been paid in full.
- d) In the event of any inconsistency between these terms and conditions and those set out in the Schedule of Fees, these terms and conditions shall prevail.
- e) The School does not accept payments from any sanctioned or prohibited parties (e.g. banks, individuals, or companies) as designated by an official government, including the UK, EU, UN, US and the relevant local government.

4.1.9 Withdrawal and refund of fees

- a) Parents agree to give the requisite notice as set out in the Schedule of Fees to the School prior to any withdrawal of the student from the School.
- b) In the event of withdrawal, the School will only refund fees as set out in the incorporated Schedule of Fees.
- c) In the event of a refund of fees, the School will refund (by bank transfer) to the Parent/company whose name appears in the payment document as payer of that year's fees without obtaining prior approval from the Parent. The School will not wire or transfer refunded fees or other monies to another person or entity unless the Parent/company whose name appears in the School's payment documents certifies in person and in writing that the refunded payments can be paid to another person or entity.

4.1.10 Change of Details

Parents agree that:

- a) any changes to the student's particulars, including identifying information, insurance policy numbers, medical history, food preferences, and allergies, shall be advised in writing as soon as possible to the School; and
- b) any change of contact details and/or emergency contact shall be immediately notified to the School.

4.1.11 Failure to Disclose

Parents agree that the failure to disclose relevant information (medical or otherwise) to the School may result in withdrawal of an offer of a place at the School and that in this event, the School may decide, at its sole discretion, not to provide any refund or reduction in fees already paid or which are payable to the School.

4.1.12 General statement regarding truth and accuracy

Parents confirm that they have legal custody of the student who is applying to attend the School, or the legal custodian's consent.

They certify that all information contained in this application/re-enrolment is complete and correct. Should it be determined that Parents have provided materially incomplete or untruthful information to the School, the School may decide, at its sole discretion, to cancel the student's enrolment and not to provide any refund or reduction in fees already paid or which are payable to the School.

4.1.13 Enforceability of Terms and Conditions

Neither failure by the School to enforce any of the Terms and Conditions contained herein or in the incorporated Schedule of Fees, nor oral statements or actions made by or on behalf of the School, its officers, employees, or agents shall constitute a waiver of the right to enforce any provision contained herein.

4.1.14 Entirety of Terms and Conditions

Parents acknowledge that these Terms and Conditions contained herein or in the incorporated Schedule of Fees constitute the entire understanding between them and the School. No promises, terms, conditions, or obligations exist or are created other than those contained herein or in the incorporated Schedule of Fees. The Terms and Conditions contained herein and in the incorporated Schedule of Fees shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties with respect to the subject matter addressed herein. Parents acknowledge that the Terms and Conditions contained herein and in the incorporated Schedule of Fees may be updated or amended by the School (as determined by the School at its discretion). Any reference to the Terms and Conditions or the Schedule of Fees herein is a reference to the most up-to-date Terms and Conditions and/or Schedule of Fees.

4.1.15 Governing Law

The Terms and Conditions contained herein and in the incorporated Schedule of Fees shall be governed under the laws of Switzerland, the Canton de Vaud and Aubonne. The venue of any action filed concerning facts arising out of the services provided under this agreement shall lie exclusively with the smallest geographic subdivision in which the School is located, and the parties do consent to jurisdiction there.

4.1.16 Acceptance of an Offer

When an offer is made and accepted, the School will send to the Parent an acceptance letter, along with further information the Parents need to be aware of. By enrolling at the School, Parents and the Student agree to abide by all policies, terms and conditions as may be issued by the School from time to time.

4.2 Authorisation to Participate in School Trips

4.2.1 School Activities

Parents agree to allow the student to participate in all of the School's compulsory activities, including residential and outside school trips. The School agrees to give prior notification for outside school trips. Any costs involved relating to such activities shall be notified to Parents by the School.

4.3 Medical Information

Parents:

1. agree that (i) all medical information disclosed to the School is true and correct, and (ii) a timely update of all changes to medical and contact information will be provided to the School.

2. consent to the processing of medical data relating to the student.
3. authorise the School and its designated medical care providers to supply medical care as needed for the student, including but not limited to administration of allergy medications (such as Epi-Pens or diphenhydramine), bandages, over-the-counter medications, and other first-aid items or techniques. If, in the opinion of a properly licensed and practising physician, the student needs medical or surgical services which require parental authorisation or consent, Parents hereby authorise, appoint, and empower the School to act as their agent to furnish on their behalf such oral or written authorisation as may be so required.
4. release and agree to hold the School harmless and indemnify the School, its officers, its employees, and its agents from any liability or injury which may arise from the provision of such medical care, whether performed by the School, its officers, its employees, or its agents, or by any other health-care provider.

4.4 School Use of Images Consent

La Côte International School Aubonne uses photos and videos to promote the School to various audiences, including on its website and through social media. The School is gathering content to promote NAE and all its schools around the world.

4.4.1 Conditions of School Use

Nord Anglia Education (NAE) owns the copyright of any images taken, and they will only be used for the purpose/s mentioned above. It is the responsibility of the Parents or the Student to inform the School, in writing, if consent needs to be withdrawn or amended at any time by contacting: admissions@lcis.ch.

The School:

- a) will store any images in the NAE's image archives and will use them for authorised School and NAE purposes only. The School has strict controls over the type of images published and over the use of photographs and videos on its website or on other online media and will never sell any materials to third parties.
- b) is guided by all relevant data protection regulations and its privacy policy: <https://www.nordangliaeducation.com/fr/our-schools/aubonne/privacy-policy>
- c) may use images for 24 months in active marketing; content shared on social media or online may remain available for longer.
- d) will record consent on the School's Management Information System and retain this for no longer than is necessary for the purpose the data was obtained for.

4.4.2 Refreshing Consent

Consent will be refreshed where any changes in circumstances occur – this can include, but is not limited to, the following:

- a) New requirements for consent – i.e., an additional purpose other than described above
- b) Changes to a Student's circumstances, e.g., safeguarding requirements, mean a Student's image cannot be used; or
- c) Any changes in the law

4.4.3 Withdrawal of Consent

If consent is withdrawn, the named School representative above will acknowledge receipt of the request in writing by letter or email. The School will delete the file from its image bank within one month of receipt of a request by Parents and will not use it in any new material produced from the date of the letter. Material previously issued, which includes the photograph/film, may, however, remain in circulation or online, but it will not be included in any future reprint.

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