



Alliance Française

Manchester

TERMS AND CONDITIONS

FRENCH FOR SCHOOLS

Fees

1. Booking is complete and the date reserved only once the school has acknowledged acceptance of the following terms and conditions and once a valid Purchase Order from the school has been received or payment has been made.
2. Fees are payable in advance upon receipt of invoice and no later than one month prior to the visit. They are not subject to VAT.
3. We regret that payment of fees in instalments is not accepted.

Cancellations

4. Visits which have been paid for cannot be cancelled.
5. The Alliance Française de Manchester (hereafter AFM) cannot accept any responsibility for unforeseen changes in pupils' circumstances that may prevent attendance.
6. In the event of an incident beyond our control which forces closure of the AFM or prevents us from delivering the workshop (e.g. pandemic resurgence, extreme weather event, generalised internet failure, government order, local council order, or advice from the emergency services), we will endeavour to replace the school visit with a suitable alternative to the best of our ability, but where this is not possible, we reserve the right to cancel any activity scheduled for the days concerned, without refund. To the extent that it is possible, such a closure will be advertised on the AFM website or otherwise communicated to the school concerned.

Responsibilities

7. It is the responsibility of your school to complete the risk assessment for your group. AFM's risk assessment is available to help you meet this requirement but is not a substitute for your own risk assessment.
8. Your school must inform AFM of any special educational needs in advance of the visit so we can provide the best possible experience for your pupils.
9. If you are running late on the day of your visit, it is your responsibility to inform AFM by telephone. We cannot ensure that all aspects of your booking will be available if you do not arrive at the agreed time.
10. Group leaders are responsible for the behaviour of their groups at all times. We do not expect our staff to tolerate abusive or offensive behaviour and may take action to protect our staff, volunteers and other visitors. If our staff consider a group or individual's behaviour is unacceptable, we will tell them why that is so and will ask them to change it. If the unacceptable behaviour continues, it may result in your group being asked to leave the site.
11. We regret that the AFM is not able to provide a dedicated picnic area. Your group may be able to use the classroom where your workshop has taken place, but this is subject to availability.
12. You and your group are responsible for disposing correctly of any waste when using our spaces.
13. Pupils should bring their own stationery.
14. When selecting a film screening option, it is the responsibility of your school to choose a film suited to the age and level of your students. Please note that films on the IF Cinema platform can be withdrawn from the catalogue by the Institut Français at any time, and as a result, your school may need to choose an alternative.
15. Visitors are responsible for their own property while on the premises. The AFM cannot take responsibility for any loss or damage to personal effects.

General

16. Staff and pupils may not record any lessons, using any device.
17. You can take photos of your students at work during a class workshop, but it is strictly forbidden to publish on the Internet or on any public media any images featuring teachers, personnel, or other students of the AFM without their consent.
18. Personal Data will be handled in accordance with our Privacy Policy which is available on our website and at our reception.