



## Gothenburg, 2018

### PAL at ISGR

PAL stands for Pre- and After School Learning. PAL's aim is to offer the students activities based on their own interests, and does not offer help with homework.

PAL is open Monday to Friday, from 07.30 to 08.20 and from 13.30 to 17.30. The PAL Club is open Monday to Friday, between 14.00 and 17.00. The child's time at PAL should follow the schedule of the legal guardian. PAL is closed during most of the Christmas holidays and for four weeks during the summer. Throughout the year, there are also days with teacher's seminars during which PAL is closed.

According to the Education Act, legal guardians who are working or studying full time have the right to place their child in PAL. However, if one legal guardian is at home, for example during parental leave, they no longer have that right.

During vacation and working days between a holiday and a weekend when the legal guardian has the day off, the child also has the day off from PAL. If you study you must hand in a certificate from your school and a schedule showing your working and studying hours. If you finish early you need to pick up your child early. If you have full time studies you must pick up your child by latest 4.15 pm.

In the autumn the administration will check details about information about certificates and schedules and may call your school or workplace for information.

### Fees changes

ISGR follows Gothenburg city guidelines when it comes to fees. When they increase fees we do the same. The fee is based on the declarations of income that the legal guardians are responsible for handing in to the school. The fee is calculated as a percentage of the declared income. Most families will be obliged to pay maximum fee. If the school does not receive any income information, the maximum fee will be charged automatically. Should there be any changes in income, it is the legal guardian's own responsibility to report this to the school.

If the fee is not paid in time, the legal guardian will receive a reminder after the due date of payment. If the school still does not receive the payment, the invoice will be sent to a debt-collecting agency. ISGR will then also decide whether to withdraw the child's place in PAL. When making a decision about

withdrawal as a result of unpaid fees, the child's need of a place in PAL is taken into consideration, according to the criteria of the Education Act.

#### Instalment plan

ISGR can agree to make an instalment plan to pay off the debt. The child may then keep their place in PAL, provided that the instalments are paid. If the instalment plan is not followed, the child will lose its place. If the place is lost, the legal guardian may apply for a new place after the debt has been paid.

Warm regards,

Ingegerd Löfroth Hildén Principal PAL    Moragh Randall Principal PYP

Imre Tomasits Business Manager

