



## THE 11+ HOLIDAY LEARNING CLUB

### PARENT'S GUIDE

#### **ATTENDANCE**

The 11+ Holiday Learning Club is being held at Laleham Lea Primary School, 29 Peaks Hill, Purley CR8 3JJ. It starts at 9.00am and finishes at 3.30pm All children will be expected to arrive on time and be picked up by 3.30pm, except where specific arrangements have been made for an extended day. Late arrival will mean that your child misses out on part of the 11+ club programme, so please do adhere to these times to ensure a prompt start at 9am.

#### **THE CLUB**

The 11+ Holiday Learning Club is attended by children aged between 9 and 10. They all have one thing in common: preparing for the forthcoming 11+ entrance exams. During their time at the club, our main objective during 11plus Time, will be to deliver tuition via a series of masterclasses and practise sessions. All this will be done, with intermittent breaks for fun activities. Please ensure your child understands that this is not the typical holiday club they may be used to. We do not run fun activities all day long, instead we incorporate these activities around 11+ study sessions. Our aim is for your child to enjoy themselves whilst preparing for the competitive 11+ exams.

#### **ACTIVITIES**

The dominant activity each day will be the 11plus Time. We will however, have Vocabulary Time where your child will learn a new word each day. They will be encouraged to use this word throughout the day. We aim to have several short breaks during each session, to ensure pupils remain focused and energised to learn.

#### **LUNCH**

Your child will be required to bring a healthy packed lunch each day. The lunch must not contain any glass bottles or food that needs cooking or reheating. We cannot refrigerate packed lunches, so please use an ice pack to keep food chilled. Please provide a fruit and a bottle of water with your child's lunch. We will provide water or squash during short breaks.

#### **CLOTHING**

Children should wear casual comfortable clothing. Please ensure that your child is dressed appropriately as clothing may get dirty. **We strongly advise all pupils to wear trousers and long sleeved tops where possible , as the school does not have a grass playing field.** Footwear should be flat and preferably rubber soled - trainers are ideal. Please ensure that waterproof coats, adequate warm clothing, hats and sun cream are provided as is appropriate to the weather conditions. Please do not bring valuable or treasured items as we cannot be held responsible if they get lost. Nintendo and other computer games are not allowed.

### **FIRST AID**

Staff receive basic first aid training and we hold a First Aid certificate. There is always a fully qualified first aider on site. We have incident/accident reporting procedures in place. If your child requires urgent medical attention, we will make every effort to contact the parent or carer. If for any reason we cannot make contact and it is in the child's best interest, the child may be removed from the site to the local hospital for better supervision and treatment.

### **LOST PROPERTY**

Please ensure all articles are clearly labelled and discourage your child from bringing valuables. Lost items will be kept by us until the end of May and thereafter donated to charity.

### **SUN CREAM AND HATS**

Please ensure your child has an adequate supply of sun cream with them and a sun hat. We try to keep a vigilant eye on them during the hotter sunny days but it helps if they are sufficiently aware to administer their own sun cream.

### **STAFF**

All staff have been fully vetted including a current CRB police check. Our tutors are committed to the success of the children, though we cannot guarantee that all children will be offered a place in their chosen grammar school. We will however, do our best to strengthen any weak areas within the given time frame, in order to increase their chances of success. Our play workers work hard and provide fun activities, with all the energy and enthusiasm you could wish to see during the activity sessions.

### **LANGUAGE**

We have a zero tolerance policy for bad language. The use of swear words is strictly prohibited. We reserve the right to terminate a pupil's attendance at the club if this policy is breached. No refunds will be given. If your child's regular communication at home involves the use of bad language, we would prefer not to admit the child to the club. In this case, please do inform us by email that you wish to withdraw your child prior to the commencement of the club. A refund will then be granted less a 10% administration fee.

### **BEHAVIOUR AND DISCIPLINE**

Our aim is that the children learn to respect themselves, other children, adults and their surroundings with praise given at every opportunity. Care is taken to promote good behaviour as well as to challenge misbehaviour. In any case of misbehaviour, it will be made clear to the child concerned that it is the behaviour, and not the child, that is unwelcome. Staff will explain why the behaviour is unacceptable, and encourage the child concerned to say sorry. A copy of our behaviour management and anti-bullying policy/procedure can be obtained from the Holiday Learning Club staff.

### **CHILD PROTECTION**

All of our staff have enhanced CRB clearance. Procedures are in place to ensure all members of staff are aware of their professional, moral and possible legal obligation to respond appropriately. All concerns for the welfare of an individual or allegations of abuse will be reported to the relevant agency.

### **COMPLAINTS**

In the unlikely event that you have a complaint or a child experiences a problem/difficulty whilst at the Club, the matter should be reported immediately to the Holiday Club Manager who has the authority and direct knowledge to deal with most queries. If he or she fails to resolve the issues to your satisfaction, then write to us at our Head Office within 10 days of your child leaving the Club.

### **COMMUNICATION**

Parents will be given a report on their child's 11+ progress at the end of the week. Parents will also be contacted under the following circumstances:

- a) Serious injury such as a broken bone.
- b) If the child is unable to participate due to serious illness.
- c) If a child is really upset and we are unable to calm them.
- d) Any situation resulting in a hospital visit.
- e) Serious behaviour problem.
- f) If the child is found not to have brought food / drink.

### **UNCOLLECTED / LOST CHILD**

Should a child remain uncollected at the end of the day the following action will be taken:

- a) We will attempt to contact you the parent or carer using the information provided in the registration pack.
- b) An adult will remain with the child until collected.
- c) We will not allow the child to return home alone or with an unauthorised adult unless we have your permission.
- d) If after two hours no one arrives to collect the child and we have been unable to contact anyone by telephone, we will call the local social services department who will make arrangements for a social worker to collect the child.
- e) Procedures are in place if a child is lost whilst in the care of The Holiday Learning Club. A full set of policies and procedures is kept on site. Please speak to a member of staff if you wish to see it.

***If there is a reason why you cannot collect your child on time, please inform us as soon as possible on 07837 029423 AND by emailing [info@holidaylearningclub.com](mailto:info@holidaylearningclub.com), if possible. In the unlikely event that your call is not picked up, please ensure you send a text message to the same number.***