



Admissions Policy

Introduction

The Old Post Office C.I.C. (the Organisation) is a not-for profit organisation which provides support for children, young people (and their families) who are struggling to attend mainstream education.

The Organisation is based at:

Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX.

The Organisation has adopted this 'Attendance Policy' and expects every adult representing the Organisation, to support and comply with it. Consequently, this policy shall apply to all staff, volunteers and people using or renting the venue.

Aims

Our Organisation believes that all children have the right to feel safe, happy and engaged in their learning. Through our support, we hope to help children and young people (CYP) who are struggling in their main school.

Our aim is to re-engage students with learning and provide them with a bridge back into education and progression on to employment, training and further education. Admissions will be through the referral process outlined in this policy. Referrals may be made at any time of the year.

Number of places available

Our Organisation provides learning opportunities for CYP aged between 4 and 15 years; these places can be within groups, 1-1 or as part of a tailored alternative provision. Our provision can be privately funded or funded by the school or local authority:

- Funded by parents/carers: groups sessions, 1-1 tuition. These can be attended by children who are home educated, on roll but not able to attend currently, off roll but looking for an alternative setting, children with SEN
- Funded by school or local authority – this alternative provision is for CYP between 4 and 15 who, for reasons of illness or otherwise, may not otherwise receive suitable education for any period. Our Alternative Provision is usually 2x 2-hour sessions per week for a period of 2 terms, but this can be adapted to suit a child's needs. This provision might be for CYP with SEN, but this is not to replace the provision that should be provided by the school. We aim to re-engage these CYP with education, in the mainstream provision they attend. During their time with us, these CYP will be dual registered if they have a main school. If they are not in school, but directed to us through the local authority, their provision will be agreed with the LA.

All the sessions we offer run for under two hours.

From September 2024, sessions will be timetabled as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 11:00	Tutoring - KOK	Tutoring - CH	KS2 Topic Group - HS	Tutoring - AA	Tutoring - TB
11:00 - 1:00	Alternative Provision 1	Alternative Provision 2	Alternative Provision 1	Alternative Provision 2	KS2 Science Group - TB
1:30 – 3:30	Alternative Provision 3	Alternative Provision 4	Alternative Provision 3	Alternative Provision 4	KS1 Science Group - TB
3:30 – 5:00	KS2 English Group	Tutoring - AA	ArtFactory Group - HS	UKS2 Maths Group	KS3/4 Speak Out Group - TB
5:00 – 6:30	Tutoring	DT Group - ST	Tutoring	Tutoring	Tutoring

The amount of CYP that we can accommodate is as follows:

- Tutoring – 1-1, pairs or small groups (age as agreed with parents/carers)
- Groups – up to 10 children (age as agreed with parents/carers)
- Alternative Provision – 1:2 CYP:staff ratio (age as agreed with parents/school staff)

Provision

The Organisation will specialise in providing places for CYP who are struggling to attend and thrive in their educational setting. We provide a neurodiversity-affirmative education for CYP struggling with SEND and social, emotional and mental health needs that are presenting as a barrier to attend their main school.

Alternative Provision Referral Arrangements

To reserve an Alternative Provision place with our Organisation, CYP must be referred by an educational establishment or local authority. The referral form can be found at Appendix A, or a word version can be requested from the director, Anita Auer, on anita.auer2021@outlook.com.

The point of contact for a school or the local authority to arrange alternative provision is Anita Auer at anita.auer2021@outlook.com.

Once a referral has been received by Anita Auer, contact with the school will be made.

If we can accept the referral, we will write to the school/LA accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted, and the address to which to respond. If the school/LA fail to respond by the date set out in the letter, it will be assumed that they no longer want the place, and the offer will be withdrawn.

Tutoring Arrangements

If a parent wishes to book their child in for private tuition with the director of The Old Post Office Welbeing Hub, they would be asked to complete a 'Tutoring Information Form' (Appendix B).

Group Booking Arrangements

If a parent wishes to book their child in for group sessions, they are asked to complete a Booking Form (Appendix C).

Complaints

Any objections to this policy or its application, should be raised with the Organisation through its normal complaints process which can be found on our website <https://theoldpostofficewellbeinghub.godaddysites.com/>.

Equal Opportunities

The Organisation is committed to equal opportunities and admits students across the full spectrum of academic abilities and protected characteristics. For more information, please see our Equality Policy on our website <https://theoldpostofficewellbeinghub.godaddysites.com/>.

Interrelationships with other policies

This policy should be read in conjunction with the following other important policies:

- Data Protection Policy / Privacy Policy
- Safeguarding Policy
- SEN Policy
- Equality Policy
- Complaints Policy

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub/Organisation and is due for renewal every year.

Signed _____ *Anita Auer* _____ Mrs Anita Auer (Safeguarding Officer)

Signed _____ *Paul Auer* _____ Mr Paul Auer (Director)

Date: 24.6.24

Review Date: 24.6.25

Appendix A: Referral Form

The Old Post Office C.I.C. Alternative Provision Referral Form



Child or Young Person's Details

Name		Referring School / most recent school attended	
Gender		Previous Schools	
Address			
Ethnicity		Year Group	
FSM/PP		UPN	
EAL 1 st Language Home Language		CP CIN CAF	
SEN SEN Register APDR EHCP Formal Diagnosis		LAC	
Child Carer		Known to have suffered Trauma, e.g. bereavement, separation	

Parent/Carer Details

Parent/Carer 1		Parent/Carer 2	
Name		Name	
Relationship to CYP		Relationship to CYP	
Parental responsibility		Parental responsibility	
Address		Address	
Daytime Phone Number		Daytime Phone Number	
Mobile Number		Mobile Number	
Email address		Email address	

School Details

Designated Point of Contact 1		Designated Point of Contact 1	
Name		Name	
Role in School		Role in School	
Relationship to CYP		Relationship to CYP	
Responsibility related to CYP		Responsibility related to CYP	
Daytime Phone Number		Daytime Phone Number	
Mobile Number		Mobile Number	
Email address		Email address	

Ability and Potential of CYP

Attendance %		KS1 outcomes Phonics Screening Reading Writing	
--------------	--	---	--

		Maths		
Exclusions Number of incidents Number of Days		KS2 outcomes/SATS Reading Writing Maths		
Current Reading Age		KS3 Progress/Teacher Assessment		
Current Spelling Age		KS4 Predicted Grades		
CATS/Other		Option choices/subjects currently studying		
PASS/Other attitudinal assessments		Interventions currently/recently provided		
Roles/Responsibilities held in current school e.g. School Council		Assessment reports from external professionals		
Agency Involvement				
Agency 1		Agency 2		
Lead Professional		Lead Professional		
Intervention/Support		Intervention/Support		
Date started and completed		Date started and completed		
<i>Please add additional columns if needed</i>				
Reason for Referral				
Current challenges for the learner (SEMH)				
Learner's needs which are not currently being met in school				
How is the CYP currently presenting in school				
How do you think we can help to improve their wellbeing (SEMH) and aid transition back into school?				
Which of these 'executive functions' does the CYP demonstrate regularly?	Sustained Focus/ Attention	Working Memory	Self-Control	Perseverance
	Planning	Organisation	Time Management	Flexibility
	Task Initiation	Metacognition		
Which of these 'learning behaviours' does the CYP demonstrate regularly?	self-regulation	motivation	critical thinking	communication skills
	creativity	problem-solving skills	mathematical thinking	attentive listening
	active participation	resilience	independence	reflection
	making connections	staying engaged	teamwork/ cooperation	curiosity

Expectation of placement outcomes			
Safeguarding			
Risk Assessment – assessment of potential risk factors: * Offending * Bullying * Arson * Physical Assault * Absconding from school * Young Carer * self-harm * Sexual Exploitation			
Other safeguarding concerns			
Parental Consent			
Confirm that the parents are aware of the referral.		Confirm that parents agree to the referral.	

Signature _____ Date _____

Name in block capitals _____

School _____


Role in school _____

The Old Post Office Home Education Hub



Tutoring Information Form

First name of child		Known as	
Surname of child		Date of Birth	
<p>If you wish to book more than one child from your family in for tutoring, please use the same boxes. Children from different families should be booked onto separate forms.</p>			
Name of registering parent / carer		Relationship to child	
Parent's email address			
Address			
Initial contact telephone number		Alternative contact numbers in case of emergency	
Additional information	<p>Please supply any additional information regarding your child, e.g. do they have a medical condition (including allergies), medication, dietary requirements, behavioural needs or aspects concerning their family life that the person leading the course should be aware of?</p>		

The Old Post Office ethos and vision	
<p>The Old Post Office believes that all children have the right to feel safe, happy, and engaged in their learning. Through our support, we hope to support all the square pegs struggling to fit into the round holes of our current education system – including children, families and teachers.</p>	
	
Terms and Conditions	
What we offer	Our tuition offers children the chance to receive an age-appropriate education through activities that encourage exploration, curiosity, creativity, and independence. Anita Auer, is a qualified and experienced teacher and SENDCO. She is a trained Designated Safeguarding Lead and First Aider. Certificates for these qualifications and her Private Tutor Insurance can be viewed at The Old Post Office.
Where?	All tuition takes place at The Old Post Office which is situated at: Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX. On site, there is a classroom, woodland and fields which can be used during the course. A certificate of Public Liability Insurance for The Old Post Office venue can be viewed at The Old Post Office.
Taking risks	<p>In recent years, educationalists have recognised that risky play is a key part of any child's development. At The Old Post Office, we believe that 'appropriate risky play' doesn't mean 'dangerous play' and, in some courses, children may participate in risky play (Sanseter, 2011 - https://journals.sagepub.com/doi/epub/10.1177/147470491100900212) breaks into six areas. The HSE, in their document 'Children's Play and Leisure – Promoting A Balanced Approach' suggest that: 'The goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool': and at The Old Post Office we want to allow children to take part in outdoor, physical activity as often as possible. Learning through physical activity will make learning more engaging and relevant; develop motor skills, balance, coordination, body awareness and risk assessment; and allow the children to experience crucial emotions, such as hesitation, excitement, fear, joy and mastery.</p> <p>All activities will have the appropriate risks assessments, which will be shared in advance with parents. Parents should acknowledge that they have read and understood the risk assessment, and raise any concerns with the course leader, if necessary, prior to the session. Signing the risk assessment and failure to raise concerns in advance of the session, will mean that the parent who is registering the child is happy for the activities to take place and that they will not hold the course leader responsible for any injuries incurred.</p>
Illness	<p>The NHS has useful guidance for when a child might be too ill for school: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ . The Old Post Office encourages parents to follow the NHS guidance for which illnesses are easily transmitted and when children should be kept away from sessions.</p> <p>Please keep your child at home if they have, or have had, in the previous 48 hours, any infection or sickness, temperature of 38 degrees or higher, or have had diarrhoea even in the absence of sickness. If this is the case, please call us and inform us that your child will not be attending the session. We are unable to offer a refund or credit for missed sessions due to sickness, unless we have 24 hours notice.</p>

Arrival and Departure	Please arrive at the session no earlier than 15 minutes before the start time. Please ensure that you collect your child on time; a late collection fee of £5 will be added for every 5 minutes after 15 minutes of late collection. If you are delayed for a reason beyond your control, please contact Anita on 07821629119.
Property and Possessions	The Old Post Office recognise that some children may need to bring an item with them that they are close to in order to feel secure, especially when they first join us. We are happy for children to do this, as long as the children are aware that this will not be the responsibility of the leader to take care of, and that there is a risk of damage or loss during any session.
Tools and equipment	The Old Post Office will provide any equipment that the children might need during a session.
Snacks and drinks	The Old Post Office is able to provide children with water and, for longer sessions (over 2 hours), will provide appropriate snacks. However, if your child would prefer, they make bring their own drinks container.
Behaviour	Our ethos informs our positive behaviour strategy, ensuring that children are supported to identify and manage concerns, worries, triggers and emotions. If a child's behaviour is so extreme that we are unable to keep children happy and safe, the tutor will talk to the parent and this child may have to be supported by their parent or removed from our tuition.
Photographs	We would like to take photographs of your child during the session which can be put into their scrapbook; these photographs will be removed from devices used by The Old Post Office as soon as they are printed for the scrapbook. We would also like to be able to use photos to advertise our provision. Please give your consent or otherwise below
Photo consent	I give / do not give permission for photographs to be taken of my child to go into their scrapbook. I give / do not give permission for my child's photographs to be used on The Old Post Office's promotional materials or social media.
Collection	The tutor will presume that the person who drops a child off will collect them unless informed otherwise. If an alternative person has to collect a child for unexpected reasons a password must be given. Without the password, the child will not be allowed to leave with the unexpected person. Please put the password below:
Password for collection	
Data protection	All forms with the children's details on will be stored in a locked cabinet at The Old Post Office. Once the course is ended, all data will be destroyed.
Feedback and assessments	Each child will have a book to store evidence of their learning and activities. Verbal feedback may be given to parents at times, or written in the scrapbook, where there have been good examples of academic, physical or social development; evidence of self-confidence, emotional intelligence, motivation, persistence, determination; or demonstration of care for themselves, others, the environment around them, or the world. If the tutor has specific concerns about a child, these will be fed back in a confidential and supportive manner. If appropriate, a parent may be directed towards The Old Post Office's SEND team for further advice, guidance and support.
Cancellations	Weekly payments are acceptable for tuition but we ask that we are given as much notice as possible of any cancellations.
Disclaimers	1. If a parent remains with their child, the course leader will take no responsibility for their child's behaviour, or any injury incurred when they have not followed the tutor's instructions.

	<p>2. If a parent has signed the risk assessment and raised no further concerns about the anticipated activities, the tutor will take no responsibility for any incident where hazards have been identified and actions been taken to minimise risk.</p> <p>3. If a disclosure is made during a session which leads the tutor to consider that the child is suffering from abuse or neglect, the appropriate actions will be taken in line with The Old Post Office's Safeguarding Policy.</p> <p>4. If a child is injured during an activity, a trained first aider will provide first aid as appropriate. All injuries will be recorded in The Old Post Office's Accident Book.</p>	
Safeguarding	<p>The Old Post Office has a Safeguarding Policy on its website, or you can ask for a copy to be emailed to you. Parents are welcome to remain in the venue or wait outside during their child's tuition. If the parent decides to leave their child with Anita, and leave the venue, it will be assumed that they are happy for their child to be in a 1-1 situation with Anita.</p> <p>A Risk Assessment is shared with all parents, and they are asked to raise anything that they feel should be added for their child. If the parents do not raise anything, it is presumed that they are happy with the document.</p> <p>Anita has the following documents that can be requested to be seen on paper at the venue, or emailed online:</p> <ul style="list-style-type: none"> * Enhanced DBS * Designated Safeguarding Lead certification * Public Liability and Personal Indemnity Insurance 	
Contractual Agreement	<p>A completed information and signed form acts as a contractual agreement that you have read and fully understood our terms and conditions of attendance at our sessions. Once signed and agreed, the terms and conditions must be followed by both parties.</p>	
	<p>I understand that my child's access to tuition is conditioned on my acceptance of and compliance with these Terms and Conditions.</p>	
Declaration	<p>I accept and agree to comply with the Terms and Conditions above.</p>	
Signature		<div>Date</div>
Full Name		

The Old Post Office

Education Hub



Course Application Form – Term 6 - 2023/4


NB – the cost of each course covers all learning, resources and materials, and AQA UAS administration.

Term 6 Hub Timetable – 3 rd June – 19 th July (7 weeks)									
	9 – 10 am	10 – 11 am	11 – 12 am	12 – 1 pm	1 – 2 pm	2 – 3 pm	3 – 4 pm	4 – 5 pm	5 – 6 pm
Monday	TUTORING SLOT TAKEN	TUTORING SLOT TAKEN		Kieron KS3/4 group – art/English £75.00 for the term per child (7 weeks) 11:30 – 1:00	Possible tutoring slot with Kieron in hub		Anita TARGET WRITE (+coursework/feedback) £110 for the term 2:30 – 4:00		Anita Book Club £75.00 for the term (7 weeks) 4:30 – 6 pm
Tuesday		TUTORING SLOT TAKEN	TUTORING SLOT TAKEN	Possible tutoring slot with Claire in hub		TUTORING SLOT TAKEN	TUTORING SLOT TAKEN	Simon DT Club £55 for term 4:15 – 5:15	Simon Airfix Club £55 for term 5:15 – 6:15
Wednesday		Heather KS2 Topic – THE OLYMPICS (geography, art and English) £90.00 for the term (7 weeks) 10 – 12			Possible tutoring slot with Heather in hub	KS3/4 Study Session A chance for children to come and work on their own topics with supervision, encouragement and support. £75.00 for the term (7 weeks) 2 – 3:30	Heather ArtFactory £75.00 for the term (7 weeks) 4 – 5		
Thursday		TUTORING SLOT TAKEN		Trisha KS1 Topic – RAINFORESTS (geography, science, art and English) £75.00 for the term (7 weeks) 11:00 – 12:30		Trisha KS2 Topic – RAINFORESTS (geography, science, art and English) £75.00 for the term (7 weeks) 1:30 – 3:00	Possible tutoring slot with Tricia in hub	Possible tutoring slot with Tricia in hub	
Friday		Trisha KS2 Science – physics continued from <u>Tu</u> £90.00 for the term (7 weeks) 10:00 – 12:00			Trisha KS1 Science – plants £75.00 for the term (7 weeks) 1:00 – 2:30		Trisha Speak Out – KS3/4 £75.00 for the term (7 weeks) 1:00 – 2:30		TUTORING SLOT TAKEN
Saturday	TUTORING SLOT TAKEN			TUTORING SLOT TAKEN					
Sunday									

Please list below which session(s) you would like your child to attend:

First name of child		Known as	
Surname of child		Date of Birth	

If you wish to book more than one child from your family onto the course, please add additional boxes above.

Children from different families should be booked onto separate forms.			
Name of registering parent / carer		Relationship to child	
Parent's email address			
Address			
Initial contact telephone number		Alternative contact numbers in case of emergency	
Additional information	Please supply any additional information regarding your child, e.g. do they have a medical condition (including allergies), medication, dietary requirements, behavioural needs or aspects concerning their family life that the person leading the course should be aware of?		
Password for collection	In case a different person ever has to collect your child, please could you let us have a password that they would give us.		
Photo consent	<p>Please cross out as appropriate:</p> <p>I give / do not give permission for photographs to be taken of my child to go into their scrapbook.</p> <p>I give / do not give permission for my child's photographs to be used on The Old Post Office's promotional materials or social media.</p>		
The Old Post Office ethos and vision			
<p>The Old Post Office believes that all children have the right to feel safe, happy, and engaged in their learning. Through our support, we hope to support all the square pegs struggling to fit into the round holes of our current education system – including children, families and teachers.</p>			
Terms and Conditions			
What we offer	<p>Our Home Education courses offer children the chance to receive an age-appropriate education through activities that encourage exploration, curiosity, creativity, and independence.</p> <p>Our director, Anita Auer, is a qualified and experienced teacher and SENDCO. She is a trained Designated Safeguarding Lead and First Aider. Certificates for these qualifications and her Private Tutor Insurance can be viewed at The Old Post Office.</p>		
Where?	<p>All courses take place at The Old Post Office which is situated at: Springlands Farm, London Road, Mountfield, East Sussex. TN32 5LX. On site, there is a classroom, woodland and fields which can be used during the course.</p> <p>A certificate of Public Liability Insurance for The Old Post Office venue can be viewed at The Old Post Office.</p>		

Taking risks	<p>In recent years, educationalists have recognised that risky play is a key part of any child's development. At The Old Post Office, we believe that 'appropriate risky play' doesn't mean 'dangerous play' and, in some courses, children may participate in risky play (Sanseter, 2011 - https://journals.sagepub.com/doi/epub/10.1177/147470491100900212) breaks into six areas. The HSE, in their document 'Children's Play and Leisure – Promoting A Balanced Approach' suggest that: 'The goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are wrapped in cotton wool': and at The Old Post Office we want to allow children to take part in outdoor, physical activity as often as possible. Learning through physical activity will make learning more engaging and relevant; develop motor skills, balance, coordination, body awareness and risk assessment; and allow the children to experience crucial emotions, such as hesitation, excitement, fear, joy and mastery.</p> <p>All activities will have the appropriate risks assessments, which will be shared in advance with parents. Parents should acknowledge that they have read and understood the risk assessment, and raise any concerns with the course leader, if necessary, prior to the session. Signing the risk assessment and failure to raise concerns in advance of the session, will mean that the parent who is registering the child is happy for the activities to take place and that they will not hold the course leader responsible for any injuries incurred.</p>
Tutors	<p>All tutors who run courses at The Old Post Office Wellbeing Hub are self-employed so please be aware of the following:</p> <ul style="list-style-type: none"> • Tutors purely use The Old Post Office Wellbeing Hub as a venue for their course, and are not employed by Anita or The Old Post Office Wellbeing Hub. • As part of our safeguarding processes, any tutor leading sessions at The Old Post Office will have their personal and professional documents checked by Anita (this includes their public liability and professional indemnity insurance, professional qualifications, up-to-date safeguarding training, DBS and 1st Aid Qualifications). • If you are attending a course that is being run by someone other than Anita, you should note that, although Anita has done her due diligence with regards to the tutor, neither Anita nor The Old Post Office Wellbeing Hub have any responsibility for the tutor or their sessions – your contract is with the tutor. <p>Anita and Paul Auer pride themselves that their policies for The Old Post Office Wellbeing Hub are rigorous and up-to-date. All policies can be viewed on the venue's website https://theoldpostofficewellbeinghub.godaddysites.com/ or in the venue. Both Anita and Paul understand the importance of the correct checks being made to ensure that their service users are safe at all times. Anita is the Designated Safeguarding Lead and has the necessary experience and qualifications to hold this post; if you have any concerns about anything, you should contact Anita immediately.</p>
Illness	<p>The NHS has useful guidance for when a child might be too ill for school: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/ . The Old Post Office encourages parents to follow the NHS guidance for which illnesses are easily transmitted and when children should be kept away from sessions.</p> <p>Please keep your child at home if they have, or have had, in the previous 48 hours, any infection or sickness, temperature of 38 degrees or higher, or have had diarrhoea even in the absence of sickness. If this is the case, please call us and inform us that your child will not be attending the session. We are unable to offer a refund or credit for missed sessions due to sickness.</p>
Arrival and Departure	<p>Please arrive at the session no earlier than 15 minutes before the start time. Please ensure that you collect your child on time; a late collection fee of £5 will be added for every 5 minutes after 15 minutes of late collection. If you are delayed for a reason beyond your control, please contact the course leader on their mobile phone.</p>

Property and Possessions	The Old Post Office recognise that some children may need to bring an item with them that they are close to in order to feel secure, especially when they first join us. We are happy for children to do this, as long as the children are aware that this will not be the responsibility of the leader to take care of, and that there is a risk of damage or loss during any session.
Tools and equipment	The Old Post Office will provide any equipment that the children might need during a session.
Snacks and drinks	The Old Post Office is able to provide children with water and, for longer sessions (over 2 hours), will provide appropriate snacks. However, if your child would prefer, they make bring their own drinks container.
Behaviour	<p>We recognise that children may be mixing with others that they have not met before and that developing an understanding for the complexities of peer relationships is an experiential process. We will support children to develop friendships and learn how to work together in a cooperative way. We will support children to mediate disagreements in a calm and considerate way. We believe that all children should have a voice that is heard and respected and we will foster a community where all voices are heard. We recognise that not everyone will have the same views or opinions, but we will encourage tolerance and respect for others' viewpoints.</p> <p>Our ethos informs our positive behaviour strategy, ensuring that children are supported to identify and manage concerns, worries, triggers and emotions.</p> <p>If a child's behaviour is so extreme that staff are unable to keep other children happy and safe, the leader will talk to the parent and this child may have to be supported by their parent or removed from the group.</p>
Photographs	<p>We would like to take photographs of your child during the session which can be put into their scrapbook; these photographs will be removed from devices used by The Old Post Office as soon as they are printed for the scrapbook.</p> <p>We would also like to be able to use photos to advertise our provision. Please give your consent or otherwise below</p>
Collection	The course leader will presume that the person who drops a child off will collect them unless informed otherwise. If an alternative person has to collect a child for unexpected reasons a password must be given. Without the password, the child will not be allowed to leave with the unexpected person. Please put the password below:
Data protection	All application forms with the children's details on will be stored in a locked cabinet at The Old Post Office. Once the course is ended, all data will be destroyed.
Feedback and assessments	<p>Each child will have a scrapbook to store evidence of their learning and activities throughout the term. Verbal feedback may be given to parents at times, or written in the scrapbook, where there have been good examples of academic, physical or social development; evidence of self-confidence, emotional intelligence, motivation, persistence, determination; or demonstration of care for themselves, others, the environment around them, or the world.</p> <p>If the course leader has specific concerns about a child, these will be fed back in a confidential and supportive manner. If appropriate, a parent may be directed towards The Old Post Office's SEND team for further advice, guidance and support.</p>
Cancellations	The payment made is for the whole term and there will be no refund for individual sessions missed by the child. If The Old Post Office must cancel a session for unforeseen reasons, an alternative date will be chosen and shared with the parent.
Disclaimers	<p>1. If a parent remains with their child, the course leader will take no responsibility for their child's behaviour, or any injury incurred when they have not followed the leader's instructions.</p> <p>2. If a parent has signed the risk assessment and raised no further concerns about the anticipated activities, the leader will take no responsibility for any incident where hazards have been identified and actions been taken to minimise risk.</p>

	<p>3. If a disclosure is made during a session which leads the leader to consider that the child is suffering from abuse or neglect, the appropriate actions will be taken in line with The Old Post Office's Safeguarding Policy.</p> <p>4. If a child is injured during an activity, a trained first aider will provide first aid as appropriate. All injuries will be recorded in The Old Post Office's Accident Book.</p>		
Contractual Agreement	A completed application form and full payment acts as a contractual agreement that you have read and fully understood our terms and conditions of attendance at our sessions. Once signed and agreed, the terms and conditions must be followed by both parties.		
	I understand that my child's access to the course is conditioned on my acceptance of and compliance with these Terms and Conditions.		
Declaration	I accept and agree to comply with the Terms and Conditions above.		
Signature		Date	
Full Name			