

# The Old Post Office

## Education Hub



### Course Application Form – Term 4 - 2023/4

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

Term 4 Course	KS1 Science: Materials (Yr1/2 NC)	KS2 Book Club / Creative Writing 'Skellig'	Phonics and Early Reading	DT Club	Airfix Club
Tutor	Anita Auer	Anita Auer	Clare Haddock	Simon Thomas	Simon Thomas
Weekday First Session	Monday 26.2.24	Monday 26.2.24	Tuesday 20.2.24	Tuesday 20.2.24	Tuesday 2.1.24
Time	1:30 – 3:30	4:30 – 6:00	10:00 – 11:30	4:15 – 5:15	5:20 – 6:20
Weeks	5	5	6	6	6
Cost	£65	£45.00	£60.00	£36:00	£40.00
Term 4 Course	KS2 Topic: 'Around the world in arty days'	KS3/4 Study Session	ArtFactoryInc art and exploration	KS2 Science: Matter and Materials (Yr3/4/5NC)	KS3/4 Science 'How? What? Why?'
Tutor	Heather Stuart	Heather Stuart	Heather Stuart	Anita Auer	Anita Auer
Weekday First Session	Wednesday 21.2.24	Wednesday 21.2.24	Wednesday 21.2.24	Friday 1.3.24	Friday 1.3.24
Time	10:00 – 12:00	1:30 – 3:30	4:00 – 5:00	10:00 – 12:00	1:30 – 3:30
Weeks	6	6	6	4	4
Cost	£80.00	£65:00	£65:00	£55	£55

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


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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	
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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><b>Please cross out as appropriate:</b></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>		
<b>The Old Post Office ethos and vision</b>			
<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>			
<b>Terms and Conditions</b>			
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 - <a href="https://journals.sagepub.com/doi/epub/10.1177/147470491100900212">https://journals.sagepub.com/doi/epub/10.1177/147470491100900212</a>) 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</p>		

	<p>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"> <li>• 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.</li> <li>• 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 1<sup>st</sup> Aid Qualifications).</li> <li>• 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.</li> </ul> <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 <a href="https://theoldpostofficewellbeinghub.godaddysites.com/">https://theoldpostofficewellbeinghub.godaddysites.com/</a> 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: <a href="https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/">https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/</a> . 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	<p>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.</p>

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	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>

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			