

**I LOVE
LITERACY**

**STUDENT
REGISTRATION
PACK**

WELCOME

Thank you for your interest in Love Literacy's intervention service.

Love Literacy offers quality tuition in small groups, at affordable costs. Please refer to the [website](#) for further information, including testimonials from students and parents.

We are based at **Chadwell Heath Community Centre, 255 High Road, Chadwell Heath, RM6 6AS**

This registration pack contains the following documents which apply to our classes.

1. [Parent / Guardian Terms & Conditions](#)
2. [Student Terms & Conditions](#)
3. [Intervention Programmes](#)
4. [Fee Policies](#)
5. [Session times](#)
6. [Frequently asked questions](#)

After reading all of the documents, please complete the [registration form](#) for your child.

Completion of the registration form will be taken as confirmation that you have already read and agree to the terms and conditions stipulated within the remainder document.

When registering siblings, a separate registration form will need to be completed for each child.

PARENT/GUARDIAN TERMS & CONDITIONS

You will find Love Literacy's Terms and conditions for parents and guardians outlined below. Please read them carefully.

It is also advised that parents and parents read through and discuss the 'Student' section with their child to ensure they fully understand what they are agreeing to.

1. Parents are expected to check their child's exercise book, homework and discuss learning weekly.
2. In the event that a student is absent, the full amount will still be required. If a student is going away in the term period, a minimum of four weeks' notice should be given in writing, which will be deducted from your subsequent monthly fee. If it is a day less than a month of the required notice, customers will still be liable for the payment.
3. **Fees should be paid at the end of each month for the succeeding month (payment must be made before the first session of each month to avoid disruption to your child's lessons). Students will not be admitted into lessons without full payment prior to the first lesson of the month. Payment must be made one week in advance for one-to-one lessons.**
4. An annual fee of £10.00 for registration/administration and all resources throughout the year is required at the time of registration. If a student loses their exercise book, they will need to provide £1 to replace it.
5. We would hope that your child will complete his/her tuition with Love Literacy. We do understand that occasionally circumstances may arise that may not allow them to continue. In all instances, **four weeks** termination notice will be required. If this cannot be upheld you may remove your child and the full rate will be charged for the full duration or part thereof.

On receipt of all registration documents, £10 registration and administration fee, you will receive confirmation of your child/children's registration, invoice, homework login and start date.

STUDENT TERMS & CONDITIONS

You will find Love Literacy's Terms and conditions for students outlined below. Please read them carefully.

1. Students are expected to arrive on time, where possible.
2. All students are expected to give 100% effort and be respectful at all times.
3. Students must complete all independent study tasks set by their teacher.
4. Students must be sensible and quiet when entering and leaving the premises. **No running is permitted on site.**
5. Students must bring Love Literacy exercise books, a dictionary/thesaurus, pencil, pen, scientific calculator and protractor set and a green pen, as appropriate to every lesson.

In signing up for Love Literacy intervention classes, we expect the above to be adhered to by all students.



INTERVENTION PROGRAMMES

ENGLISH:

KEY STAGE 1 MASTERY - £11PH

Reception to Year 2 students will focus on mastering accurate spelling, use of capital letters and punctuation marks to clarify meaning and writing using the correct tense (SPaG). They will also work on developing reading comprehension, extracting information and helping students to read between the lines.

KEY STAGE 2 MASTERY - £11PH

At Key Stage 2, students continue to master SPaG and reading comprehension. They will develop the ability to write for different purposes, considering audience and purpose.

KEY STAGE 2 SATS & 11+ - £12PH

Students with a secure grasp of the KS2 curriculum will be prepared for 11+ and school entry examinations. There is a heavy focus on inference, vocabulary development, understanding the writer's purpose and writing for different purposes. Past papers will be used as well as similarly challenging passages, helping to familiarise students with the exam structure and questioning. Year 6 students will work towards their SATs examinations. Students will be prepared for the rigour of Secondary School education.

KEY STAGE 3 INTO GCSE (YEAR 7-9) - £13PH

Students at Key Stage 3 and 4 can register for this Foundation GCSE course. This will prepare students for GCSE level once a secure foundation has been laid. Students will work on the two Language papers, covering writing, understanding, inference, comparing texts, synthesising, structural and language analysis. They will be expected to read a range of non-fiction and fiction texts.

KEY STAGE 4 – GCSE SCHOLARS: LANGUAGE (YEAR 10-11) - £15PH

Year 10 and 11 students will intensely work on all aspects of the Language papers. Year 11 students will consolidate their understanding, working on exam techniques and will be supported as they sit past papers.

KEY STAGE 4 – GCSE SCHOLARS: LITERATURE (YEAR 10-11) - £15PH

This class is dedicated to the study of literature in preparation for the Literature exams. Students will study poetry, plays and pre 19th Century texts. They will be expected to read a range of texts, including the works of William Shakespeare. Essay writing skills will also feature on this programme.

MATHS

KEY STAGE 1 MASTERY - £11PH

Reception to Year 2 students will focus on mastering the concept of number, to include: the four operations (multiplication, division, addition and subtraction). They will also work on fractions, measurement and shape and use this knowledge to solve worded problems, which will help deepen their understanding.

KEY STAGE 2 MASTERY - £11PH

At Key Stage 2, students continue to master number to a higher level, in addition to fractions, decimals, percentages, measurement, shape and statistics. KS2 students will be supported in securing all aspects of Mathematical competence at this stage.

KEY STAGE 2 SATS & 11+ - £12PH

Students with a secure grasp of the KS2 curriculum will be prepared for 11+ and school entry examinations. This will include completing past papers and becoming familiar with the exam structure and questioning. Students will be prepared for the rigour of Secondary School education.

KEY STAGE 3 INTO GCSE 101 (YEAR 7-10) - £13PH

Students at Key Stage 3 and 4 can register for this foundational course. This will prepare students to sit the Foundation paper or go onto the Higher paper. Topics include: Number, Algebra, Graphs, tables and charts, Fractions and Percentages, Equations, inequalities and sequences and Angles.

KEY STAGE 4 (YEAR 10-11) – GCSE SCHOLARS - £15PH

Year 10 students preparing to sit the higher paper will undergo an intense 38-week programme covering the entire GCSE course. Year 11 students will consolidate their understanding, working on exam techniques and will be supported as they sit past papers. Students will be expected to bring questions to class and steer their own learning.

FEE PAYMENT POLICY

Pricing for the Love Literacy programmes for the academic year 2018 – 19 is detailed below:

KEY STAGE 1 – 2 PROGRAMMES

English and Maths sessions are £11 per hour for each child

KEY STAGE 3 – 4 PROGRAMMES

English and Maths sessions are £13 - £15 per hour for each child

11+ & YEAR 6 SATS PROGRAMMES

English sessions are £12 per hour for each child

DISCOUNTS

A 10% discount is available for siblings

One-to-one virtual and face-to-face lessons are payable one week in advance. Please speak with individual tutor regarding cost.

Fees for class based sessions are due at the beginning of each month and must be paid before the student's first lesson each month.

Payment can be made online via bank transfer (preferable) or in person in cash. Cheques will incur an additional fee of £1.50 to cover bank charges.

For those wishing to make online bank transfers, our account details are:

Name: Love Literacy

Sort code: 20-72-91

Account No: 40674524

If you have any queries regarding the information above, please contact the Love Literacy Finance Department on loveliteracyfinance@gmail.com.

SESSION TIMES

MONDAYS

4.30PM – 5.30PM

All Key Stage 1 – 4 English programmes

WEDNESDAYS

4.30PM – 5.30PM

All Key Stage 1 – 4 English programmes

5.30PM – 6.30PM

All Key Stage 1 – 4 Maths programmes

All Key Stage 3 – 4 English programmes

SATURDAYS

10.00AM – 11.00AM

All Key Stage 1 – 4 English programmes

11.00AM – 12.00PM

All Key Stage 1 – 4 Maths programmes

All Key Stage 1 - 4 Maths programmes

12.00PM – 1.00PM

All Key Stage 1 – 4 Maths programmes

All Key Stage 1- 4 English programmes

1.00PM – 2.00PM

All Key Stage 1 – 4 English programmes

2.00PM – 3.00PM

11+ English programmes

KS4 Literature programmes



ENGLISH STUDY STARTER PACKS:

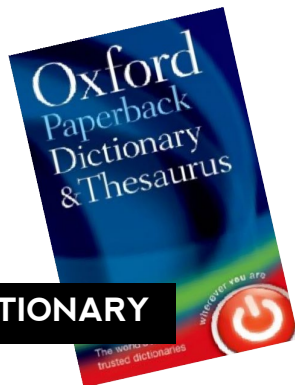
Student English Starter Packs will soon be available for purchase from Love Literacy. They will include the following items:



SCHOOL BAG



PENS AND HIGHLIGHTERS



DICTIONARY



SCHOOL SHIRT

FREQUENTLY ASKED QUESTIONS

1. Once I complete and send the registration form, should I send the registration payment straight away?

No. Wait for an Administrator to contact you. They will first check that space is available and then invite you to make payment.

2. How do I pay the registration fee?

£10 per student is payable by BACS. Use your child's full name as the reference. See Page 7 for bank details.

3. What if your classes are full?

Your child will be placed on the waiting list and you will be contacted as soon as a place becomes available.

4. Once I've paid, when can lessons begin?

Lessons begin once registration processing is complete. You will be sent a welcome letter and invoice with a start date.

5. Can I pay weekly or in bulk for lessons?

Payment is taken monthly, in advance. Online transfer is preferred, though cash payments are accepted so long as they are enveloped and clearly labelled. Paying the exact amount is preferable.

6. What if we have a holiday or special event booked? Do I still have to pay?

With 4 weeks' notice, lessons missed will be removed from your invoice. Otherwise, lessons must be paid for in advance and for the entire month. Parents are only billed for term-time sessions.

7. How do I receive feedback on my child's progress?

Targets and comments will feature in students' books weekly. These should be checked. You will also receive periodic emails to update you. Brief feedback is given at the end of lessons and a parent meeting is held once per year, which parents are encouraged to attend. Finally, parents are encouraged to send notes, emails and feedback from school so that a constant dialogue is maintained.

8. What else do you offer?

Annual theatre trips are run, which we encourage parents to take advantage of. We also hold booster courses and annual presentation celebration evenings to acknowledge students and staff.

9. Do you offer discounts?

Our classes are priced competitively, however 10% discount is also applied to all sibling accounts.