

African Community School

Inspire Educate Succeed

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Information and Guidance for Parents

African Community School aims

"To advance the academic education of children from the ages of 5 to 16 years plus through the provision of various out of school Education support/activities/projects".

About the Supplementary School

We use an active learning model that is based on incrementally developing school aged children and young people. Firstly by:

- Understanding and catering for the holistic educational needs of children and young people.
Our visual, audio, and kinaesthetic teaching methods mean we can comprehensively engage our students. We do this because we see the unique qualities of each student and connect to their preferred learning style. Naturally, this leads to a more enjoyable learning experience and increased grades in national curriculum subjects. Students also gain the ability to:
 - Grow in confidence and self esteem
 - Develop articulate conversational skills
 - Analyse, interpret, and apply information
 - Improve inter-personal skills
 - Understand the importance of collaboration
 - Participate effectively in team pursuits
 - Improve listening skills
 - Extended learning and enrichment
 - Improved attainment
 - Reinforce positive attitudes towards learning
 - Encourage better behavior

African Community School is a Supplementary Education that provides additional Learning support/opportunities for children and young people in the Community.

We work within the National Curriculum and provide extra support in core subjects: Maths, English and Science to children from Year 1 to Year 11 also prepare pupils for SATs and GCSE Exams

Other activities we offer:

- Revision classes for GCSE and SATs test, Homework support, ICT class, African dance and drumming class.
- Extra tuition to improve performance for both primary and secondary school subjects: KS1 to KS4
- ICT Class for young people
- Youth programmes: drug awareness education, Self development, Confidence building to encouraging confident participation through peer education schemes and peer mentoring.
- Educational/Cultural trips to places of interest.
- Sports (football), games and adventurous outdoor activities.
- Educational seminar/workshops and African cultural events.
- Summer school scheme, which incorporates cultural, social and educational aspect.
- Family learning Programme and Parenting class
- Adult Learning Programme focusing on ICT (accredited through OCR)
- Functional English and Maths Entry 3 to Level 2
- Access to arts and creative activities that engage and motivate young children
- Media skills and video production/making
- We promote education and support of vocational and training skills geared to skills required in the labour market.
- We also promote community cohesion by making our service to be inclusive to different ethnic groups in the community.

**"Make every home, every shack or rickety structure a centre learning"
(Nelson Mandela)**

Opening Times

- **Start:** 10:00am -1:00pm every Saturdays during term - time.
- Summer School runs Monday to Friday: 9.00am to 6pm,

Enrolment

Registration is via enrolment form which is available from the administration officer. As part of the assessment parents will be expected to produce a copy of the following:

- Last school report
- Education and Health Care Plan (only if your child has a SEN supporter)

Initial Assessment

ACS carry out Initial Assessment of children at the start, mid and end of the term. This will help the teachers to identify the needs of your child and plan to their needs

Assessment

- Progress will be monitored through measurable targets.
- Attendance Register
- Feedback form from children and Parents termly during parent's consultation
- Progress reports

Fees

- **£25 per month** for working parents and **£20 per month** for concessionary rate based on evidence provided.
- **Registration:** one off fee of **£10.00 per child** to cover the cost of the child's record

Fees should be paid punctually by the **first day/Saturday of each month**. Monthly fees of £25 per month and weekly fees at £10 each Saturday- regardless of how many Saturdays are in each month, **Outstanding fees should be paid**.

On the registration form if you are entitled to the concessionary rate you must produce evidence of this otherwise you will be charged at the full rate. If you are experiencing difficulties with payment, please contact the Project Co-ordinator immediately rather than let fees accumulate as this may result in the loss of the child/ren place.

If taken holidays during the term time a **half monthly fees retainer must be paid** to keep your child's place.

Children are expected to bring a packed lunch to have during their break. No fizzy drinks or glass bottles are allowed.

Uncollected/late collection of Child/ren

Parents are advised to contact the ACS if they are running late. Should this fail ACS will contact Social Services or a charge of £5.00 per every 10 minutes.

DISCLAIMER

Equal Opportunities

All children are given the same chance to do things to suit their individual needs.

Safeguarding children

We comply with the Hackney Social Service safeguarding children Policy.

Special Needs

Where possible activities will be adapted to the needs of all children

Medication

We do not give medication without a consent slip unless in extreme cases of emergencies.

Complaints

Any complaints regarding the service ACS offered or about any staff should be put in writing to the project co-ordinator or speak to the project co-ordinator if preferable.

Fire Safety

ACS will comply with Princess May School Fire Procedures.

Health and Safety

All classrooms, equipment and areas used by children are checked for safety daily.

Trips

Parents will be notified of any trips; details of trips and permission slips will be given out to children for parents' signature and approval. Where transport is used, it will be by Mini Bus or Coach except for local trips that children will take public transport with adequate ratio of adult to children.

Confidentiality

Should there be any exchange of information, only the relevant party will be informed accepted in cases of Child Protection if necessary.

Punctuality and Attendance

Parents are advised to encourage their child/ren not to miss any day/ Saturday from the supplementary school unless it is necessary. The supplementary school has a system in place to monitor individual attendance, punctuality, behaviour, and achievement. A certificate is usually awarded or a gift voucher at the end of each term to the best students.

Attendance of at least 95% is expected. Absences of more than two Saturdays a month will not be tolerated unless there is a valid reason. Continued absence will cause you to be removed from the register.

Staff and Volunteers

All staff and volunteers at the African Community School have had a full DBS check prior to starting work with us.

FAQ

What can I do to help?

- Take an interest in your child's schoolwork. Support and encourage them with their homework and make sure they have somewhere quiet to do it.
- Support the school in its efforts to control bad behaviour and poor attendance. Make sure that your child knows the school rules.
- Make sure that you attend regular meetings between parents and teachers of the Saturday school to discuss problems pertaining to the school.
- Support the school by making contributions/suggestions towards the progress and running of the school.
- Take an interest in your child's education.

What Parents Say

"My child gets lots of support with Math's English and her spelling here"

“My child makes good progress academically at the Saturday School”

What our students say?

“I like coming to the supplementary school because they are always ahead of my school” Year 9

“Because they teach me things for my SAT’S and they help me with any difficulties” Year6

“I like coming to Saturday School because it helps me maintain my focus and I get to learn new things”. Year 8

“I like coming to supplementary school because I get to learn more things that I haven’t learnt in school”.

“I like coming to Saturday School because all the teachers make us feel comfortable so we can ask them questions and I enjoy what we learn” Year 10

What if my child is too ill to go to Saturday School?

If your child is unwell, you should contact the school on the first day of your child's illness.

If your child has a contagious illness such as chickenpox or measles, do not send them to school, but do notify the school of the illness.

Please fill in the details, sign and tear off the slip if you have read the information and return to ACS.

Thank you.

Child/ren Names: -----

Parent/Carers Name: -----

Date: _____