



@Princess May Primary School, Princess May Road  
London, N16 8DF

**Office Address:** The Adiaha Antigha Centre, 24-30 Dalston Lane, London, E8 3AZ

Tel: 02079238350 Mobile: 0748 4356 541 E: [office@acschool.org.uk](mailto:office@acschool.org.uk)

**Website:** [www.acschool.org.uk](http://www.acschool.org.uk)

## Information and Guidance for Parents

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### **African Community School Charity's Objects are:**

"To advance the academic education of the children from the ages of 3 to 16 years plus through the provision of various out of school education support/activities/projects initially resident in the London Borough of Hackney and the surrounding area and in particular such children who are of African -- Caribbean descent or who are from other ethnic groups."

**MISSION STATEMENT:** African Community School (ACS) create an environment in which children and young people 5-16 years old plus, adults and their families, from Hackney African and Caribbean backgrounds can study together to perform and achieve their highest educational attainment. We also welcome families from other ethnic minority backgrounds.

**GOAL:** To aim to help pupils improve their educational attainments, overcome barriers to learning and build their confidence. We also work with parents, adults to improve their literacy, numeracy and parenting skills.

### **About the Supplementary School**

African Community School is an Ofsted registered community organisation. We provide a safe environment for young children, adults and families through a range of services to relieve poverty and promote social and economic well-being

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 behaviour

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, childcare and Early Years educator course for adult
- 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: 9.00 am to 6 pm,

### **Enrolment**

Registration is via enrolment form which is available from the administration officer and online [www.acschool.org.uk](http://www.acschool.org.uk). 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 SEND 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

- **£35 - £40 per month** for working parents and **£30 per month** for concessionary rate based on evidence provided.
- **Registration:** a one-off fee of **£15.00 per child** to cover the cost of the child's record

Fee payments should be paid punctually by the **first day/Saturday of each month.**

Monthly fees of £35-£40 per month regardless of how many Saturdays are in each month, **Outstanding fees should be paid.**

We accept payment by direct debit, standing order, card payment, any payment by cheque must be made payable to the African Community School (ACS) and should be supported by a debit card. Receipts will be issued immediately for all payments made to this School. Any cheques returned by the bank or late payments will incur a £15 handling fee.

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 letting 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

If you are receiving child tax credit, please contact Inland Revenue and Customs for help and any parent that needs more information can contact the ACS office on 0207 9238350 or 07484356541.

### **Children are expected to bring a packed lunch to have during their break.**

No fizzy drinks or glass bottles are allowed. We are unable to reheat food, or put food in the fridge, if possible, please put ice blocks in with your child's lunch.

**Please don't bring anything you or your child would be upset to lose or damage:** We cannot store or record valuables at the centre. All children need is correct equipment, books and folder, and their pack lunch. *The centre takes no responsibility for property that may be lost or damaged, including mobile phones. Hand-held computer games or other electrical equipment will not be allowed at the centre on Saturdays.*

### **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**

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### **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.

#### **Safeguarding children is everyone's business.**

ACS ensure that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

If you have any concerns: Contact the followings below

#### **Designated Safeguarding Lead (DSL)**

Name: Kome Owusu

Phone/email: [kome@acschool.org.uk](mailto:kome@acschool.org.uk) OR [office@acschool.org.uk](mailto:office@acschool.org.uk), 02079238350 OR  
07484356541

### **Deputy DSL(s)**

Name(s) Joseph Essombe  
Phone/email: [office@acschool.org.uk](mailto:office@acschool.org.uk) , 02079238350

### **Trustee lead for safeguarding**

Name: Mrs Cherry Josiah  
Phone/email: 07484356541 OR [office@acschool.org.uk](mailto:office@acschool.org.uk)

### **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. No medicines are administered by staff. Prescribed medication in its original container as dispensed by the pharmacy, and which is clearly labelled with the child's name, can be stored safely and given to the child to administer themselves under supervision by members of staff, as agreed in writing and signed by a parent/carer. In the case of **Emergency Prescribed Medication**, only appropriately trained staff members, who have given their agreement in writing to do so, can administer emergency medication to children. If possible, a parent/carer should administer the medicine.

### **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.

### **Keeping children healthy**

For your child's personal safety and well-being, you need to tell us of anything we should be aware of *e.g. allergies, medication, medical conditions, special needs, religious/cultural requirements, language spoken at home*; and provide two emergency contacts on the registration form. We have first aid qualified staff who can deal with minor accidental injuries which can happen while playing. In case of an emergency, we may need to take appropriate action, which may include taking your child to a hospital. However, staff will make every effort to contact you or one of your emergency contact numbers if this unlikely situation arises.

### **Fire Safety**

ACS will comply with Princess May School Fire Procedures.

### **Health and Safety**

All classrooms, equipment and areas used by children are check 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 an adequate ratio of adult to children.

### **Confidentiality**

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

## **Punctuality, Non-Attendance and Refunds:**

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. **If your child is unwell or does not attend the Saturday school for any reason, we cannot refund for that day as the fees you have paid are for the place, not the attendance.**

## **Staff and Volunteers**

All staff and volunteers at the African Community School has had a full DBS Before starting work with us.

## **FAQ**

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### **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 about 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 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 Saturday 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 Saturday school of the illness.

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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: \_\_\_\_\_

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Thank you.

Child/ren Names: -----

Parent/Carers Name: -----

Date: \_\_\_\_\_