



Handbook

Social Arts for Education
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London
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020 8850 3286
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August 2019

Website: <http://www.safeschoolbexley.co.uk> Email: info@safeschoolbexley.co.uk Telephone: 020 8850 3286

PROPRIETORIAL BODY INFORMATION

Chair - LaReo Riviere

Registered company address: 20 Greenwood Close, Sidcup, DA15 9AD
Registered company number: 7893397 Registered Charity Number 1150485

Handbook

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Student Admission 6-Step Process

Step 1: Visit

The child, along with their parent or carer, will visit SAFE either when the premises is in operation or when is free of other students and teachers (depending on the child). Admissions staff will identify in further detail if SAFE is able to meet the child's needs and decipher if the placement would impact current students' education. SAFE may at this point signpost applicants to more suitable provisions or agencies if we feel we our provision is not suitable. If SAFE considers the placement suitable at this point, the parent/carer or referrer is given the relevant documents to read and sign.

Step 2: Admin Fee

After availabilities have been confirmed, an ***admin fee of £150** is to be paid to secure your child a place. Once Social Arts for Education receive the payment, the place is held for two weeks from that date. Payments can be made by BACS to **Social Arts for Education, Natwest Bank, A/C: 27637360, Sort Code: 60-19-19 (Remembering to include 'Admin – [insert family name]' as your reference)** or by paying cheque or cash at the centre. We strongly recommend that you read through this handbook before you pay the admin fee to judge suitability.

Step 3: Documents and Character References

From the date we receive the admin fee, parents/carers have two weeks to produce: **ID for their child** in the form of a passport or birth certificate plus proof of address, **Contact details for 2 referees** from people that know the child from an educational setting (please make sure you have their consent to giving a character reference for the child) and **this **handbook completed, signed and dated in all applicable areas, PLEASE NOTE IT IS IMPERATIVE THAT WE KNOW ABOUT YOUR CHILD'S CURRENT SCHOOL STATUS. YOU MUST TELL US IF YOUR CHILD IS REGISTERED AT ANOTHER SCHOOL OR IS HOME EDUCATED.**

Step 4: Outreach

Depending on the child, SAFE will offer outreach sessions to visit the child at their house or neutral place (for example, a library) to start to build a relationship of trust and prepare the child for taster days at SAFE. This step may be bypassed if we are confident it is not needed (for example, we know the child).

Step 5: Taster Sessions

Taster sessions can begin only after the first four steps have been fulfilled. Taster sessions will usually consist of three sessions and will help SAFE identify in more detail the new student's needs. It is at this stage where concerns are reported to parents/carers or referrers and discussions of what SAFE can or cannot offer the child are had. SAFE reserves the right to discontinue the admissions process at this point if they feel they are not a suitable provision and not offer a placement.

Step 6: Transitional Term

A transition plan will be made shortly after (or throughout) the taster sessions are complete and if funding is secured (via the child's local authority or privately), a place will be offered to the child. The gradient of the transition will depend on the child, current students, resources needed and funding limitations. After one term - or in some cases, two to six weeks where the limitation of funding and resources have a detrimental impact on current students' education - SAFE will request a Review of Placement Offer meeting with parent/carers and referrers (if applicable) to evaluate the success of the current placement offer.

It is at this point that SAFE reserves the right to set new offers, including funding agreements, for example, to reduce the timetable or introduce 1:1 support, should SAFE struggle to make the placement inclusive. This could be because students needs/behaviours have changed or were not identified within the taster sessions. All reviews after this will be best met at a child's annual review or Individual Care Plan (ICP) meeting (for students without EHCPs).

For further details about admissions, please see our [Admissions policy](#) (given upon request).

**Please note, all fees are non-refundable*

***The Behaviour Agreement within this handbook, should be read and discussed with the child who should then sign it with their parent/carer. All parties should have a clear understanding of the expectations of Social Arts for Education and the consequences of non-compliance of the behavior or payment procedures.*

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Fees

Fees are based on how often your child attends and what needs your child has. The base fee for one session (either AM or PM) is **£48.72**

Prices may increase if your child needs additional resources, for example, therapies, outreach or extra support. Please see our [pricing matrix](#) (given upon request) for details of costs.

Fees may be reduced if you meet the criteria for bursaries - see [Bursary Policy](#) (given upon request). Bursaries normally reduce the yearly price of placement by 37.5% but there are opportunities for families to have up to 100% bursaries in exceptional circumstances.

For example,

Enrolled	At normal rate	Enrolled	With Standard Bursary Added	Termly	Saving
2 days per week	£7600.80	2 days per week	£4750.50	£1583.50	£2850.30
3 days per week	£11401.20	3 days per week	£7125.75	£2375.25	£4275.45
4 days per week	£15201.60	4 days per week	£9501.00	£3167.00	£5700.60
5 days per week	£19002.00	5 days per week	£11876.25	£3958.75	£7125.75

Payment of Fees

Fees are invoiced termly (yearly amounts split into three).

All fees are to be **paid in advance, one week before the invoiced term starts**. Instalments are available with permission from the finance department and need to be paid over a period of three months (the balance should be cleared if tuition is discontinued before the instalments are due to be paid).

All fees are non-refundable unless classes are cancelled by Social Arts for Education. Fees are also refundable should a child should discontinue their tuition during a transition term, in which the cost of unattended days would be refunded.

Late payment of fees may result in losing secured places at Social Arts for Education and a **late payment charge of one week's worth of fees** may apply to cover administration costs. This can be easily prevented if those struggling to pay contact the *finance department to discuss as soon as possible.

Interest of 8.5% (annual statutory interest) will be calculated to arrears left over 30 days of non-payment. **Social Arts for Education will apply to a small claims court to recover any arrears that are not paid back.** Social Arts for Education will include on any extra costs incurred such as late payment charges, annual statutory interest and court and legal expenses to the arrears already owed.

**Should anyone have difficulty paying, please speak to the Financial Department, at finance@safeschoolbexley.co.uk so alternative arrangements can be made.*

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Child's Information

Child's full name	
Preferred name	
Date of Birth	
Date of first day of trial	
Address	
Full name and address of parent/guardian 1 (emergency contact 1)	Full Name Telephone (home) (mobile) Email Address
Full name and address of parent/guardian 2 (emergency contact 2)	Full Name Telephone (home) (mobile) Email Address
Full name and address of emergency contact 3	Full Name Telephone (home) (mobile) Email Address
Please indicate out of the contacts above, whom you would like frequent school correspondence sent to by post, email and	

text (compulsory minimum of 1 person)	
Contact and address of previous school (even if not recently de-registered)	
Date child left last school	
Confirmation of deregistration from last school (please delete as appropriate)	Yes I have deregistered my child No I have not deregistered my child Not relevant (never been in school)
Child or family's Social Worker (if applicable)	Full Name Telephone Email
Child's G.P	Name of surgery Name of Doctor Telephone Email Address
Relevant consultants (name and contact) e.g. CAMHS, dietician etc.	
Child's needs/diagnosis and/or suspected conditions	
Child's medications (please highlight in red if medications are to be administered or kept for emergencies as Social Arts for Education)	

Other medical conditions, allergies or phobias	
Triggers of stress (germs, loud noises, queue jumping etc.)	
Response need if stressed (time out, talking, reading etc.)	
Any other important information	

Child's Introduction

For the preparation of our current students who can find new students and changes stressful, the spaces below should be filled with a brief introduction about the child. Please include the child's current interests, personality traits, strengths and skills as well as some description of their appearance (this could be done by attaching photographs given as ID or newer photographs). Children are encouraged to complete this section themselves.



Pupil Support (SEND) and Inclusion

Social Arts for Education recognises that most of its pupils will need support in some respect, whether it be academically, emotionally or socially. Details of support for pupils with SEND can be found in our [SEND policy](#) (given upon request).

In addition, pupils can also have additional needs, for example if their spoken language at home is not English (EAL) or if they have a protected characteristic, such as certain race, gender, sexuality or faith. More details about support for pupils with EAL or protected characteristics can be found in our [EAL policy](#) and [Equality policy](#) (given upon request).

All aspects of our curriculum, including planning and assessment, can be found in our [Curriculum and Assessment policy](#).

Behaviour Agreement

Social Arts for Education cannot operate successfully unless everybody is able to understand that each member of the SAFE community has the same rights (more about behaviour, including sanctions and exclusions can be found in our [Behaviour Policy](#) and [Anti-Bullying Policy](#) (given upon request)). These are to:

- Be treated with respect
- Feel safe, physically and emotionally
- Learn and receive therapy

Social Arts for Education feel very strongly about everybody adhering to our behaviour policy. Everybody who attends classes at Social Arts for Education or at external provisions as part of a trip, must be willing to accept responsibility for their own behaviour and understand that **failure to adhere to this policy could result in sanctions and interventions to correct behaviour.**

We have colour coded our expectations as follows:

Agree = New students must understand and agree to this expectation upon first admission. New students must fully understand these expectations and be able to give commitment to the maintenance of the rights of others.

Consider = New students may not fully comprehend this expectation on first admission but must agree to work towards the full understanding of it. Social Arts for Education will do its

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best to support this by creating and using tools such as; social stories; talking and drawing therapies; social development classes and social arts classes to show a committed understanding of social difference.

Respect

At Social Arts for Education all students should treat their peers and tutors with respect. It is important to remember that we are all different and have varying levels of sensitivity to certain behaviours and actions. All our children and staff will take the time to get to know each other and understand who has certain dislikes and likes to make sure we can learn and play with mutual respect. We understand the word respect to mean:

‘Welcoming and showing consideration for people, regardless of their differences; ideas; property and ways.’

I agree that we touch each other without harm or threat

I agree that we learn and play with each other without harm or threat

I agree that we use equipment and furniture without harm or threat

I agree that we use language without harm or threat

I agree that we get permission before taking someone else’s things

I agree that our behaviour can affect how others feel safe

I agree that our behaviour can affect how others learn or receive therapy

I will consider how others’ feelings are affected when I interact with them

I will consider how to create my behaviour respectful at SAFE at all times

The above statements construct the agreement between the below and Social Arts for Education.

	New Student
--	--------------------

Signature	
Printed name	

Acceptance

Although at Social Arts for Education we try not to use the word 'normal' when talking about people, we understand that to accept someone is to treat them 'normally'. We understand this to mean:

'To regard others as normal, part of our community and with equal rights.'

-
- I agree that we should accept the way others look
 - I agree that we should accept the way others sound
 - I agree that we should accept the way others learn
 - I agree that we should accept differences in ability
 - I agree that our behaviour can affect how accepted others feel
 - I will consider helping those who feel unaccepted
 - I will consider talking to or playing with students at SAFE with differences to me
 - I will consider talking to or playing with students at SAFE I don't know

The above statements construct the agreement between the below and Social Arts for Education.

	New Student
--	--------------------

Signature	
Printed name	

Keeping a Safe Environment

There are often variations in size of classes, activities and noise levels, from one subject to another, however, there should always be the same level of safety. All of our children have been subject to bullying and need the security of safe learning and playing environments to aid their recovery processes. We understand this to mean:

'All students try their hardest to respond appropriately to difficult emotions and situations so that their behaviour does not adversely affect any other student's wellbeing.'

I agree that our movements and behaviour affects the environment at SAFE

I agree that the environment at SAFE can affect how others feel

I agree that keeping the environment calm and quiet can allow others to feel at ease

I agree that we keep the centre safe and tidy

I agree that we do not run, jump or throw things in the centre (unless our teachers have directed us otherwise)

I agree that we keep the centre as quiet as possible (unless our teachers have directed us otherwise)

I agree that behaving disrespectfully, aggressively or impolitely can make others feel unsafe

I will consider how our behaviour affects others' learning or therapy

I will consider how our behaviour affects others' physical sensitivities

The above statements construct the agreement between the below and Social Arts for Education.

	New Student
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Signature	
Printed name	

Lunchtimes

We feel it is important to allow as much independence as possible to our students. This includes, permitting certain students the privilege of being able to leave the premises at lunch and break times. Our decision to allow this to happen will be based on parent/carer permission and advice, a thorough individual risk assessment and assessment of independence during the trial period. Please tell us, by ticking the relevant boxes, your preferences about your child's activities during lunch hours (if applicable). Please note that children that leave the centre on their own during lunchtimes **will not be supervised**.

I am happy for my child to leave the centre on their own during lunchtime.

I would like my child to be supervised by a responsible adult at the local park/leisure centre.

I would like to collect my child for lunchtime.

Privileges

As a privilege given to acknowledge our behaviour code ([please see the Behavior Policy for more details](#)), students are, with permission, allowed to listen to instrumental music of their choice during classes and use their own technology for learning purposes. They are also allowed to bring technology into the centre to play with during breaks. This privilege is based upon an understanding that technology is used for this purpose only (music and learning during class, play and entertainment during breaks) and students found to be using technology for any other purpose will be asked to put it away.

Any students that breach the uses of technology may lose their privilege and their technology will be removed. The technology will be taken by one of our staff and put in a safe place or given to a parent/carer if on site. Please tick the following box to give consent to the removal of your child's technology. Please note that children will not be able to bring

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technology (including mobile telephones) into the centre if parents/carers do not give consent.

I give consent to the removal of my child's technology if they fail to adhere to the behaviour policy.



Parents' Agreement

I/we fully understand that S.A.F.E operates a **permanent zero tolerance policy** towards violent and abusive behaviour. This includes harassment, alarming, distressing, threatening and abusive or insulting behaviour as well as violent behaviour. This also includes harassment via text message, phone call or social media, as well as face-to-face.

I further understand that should I be party to any of these behaviours towards any of the staff, volunteers or other parents and children, then I will expect certain sanctions to be applied to me. I agree that I will not use any form of violent, threatening or abusive behaviour towards any member of S.A.F.E, (including staff, volunteers, other parents and children), at any time.

Social Media

Please do 'like' our Social Arts for Education Facebook page and follow us on Twitter @SAFE_SCHOOL. Regrettably, the staff at S.A.F.E cannot accept personal Facebook friend requests from parents or children.

Communication

For us, the easiest and most effective way to communicate is by email. Please make sure all guardians that want to have regular email correspondence about their child's progress and important news indicate that they would like to be sent correspondences in the information form part in this handbook.

Please read our [Data Protection policy](#) which details the way we retrieve data, why we retrieve it and what we do with it, including how long we retain data for.

The above statements construct the agreement between the below and Social Arts for Education, including the agreement that you are happy to abide by our data handling procedures

	First parent/carer	Second parent/carer
Signature		
Printed name		

Photographing and Videoing Disclaimer

Our Photographing and Videoing policy intends to:

Avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.

Use a parental and child permission form to obtain consent for a child to be photographed/videoed.

Obtain parental and child permission to use their image.

Only use images of children in suitable dress to reduce the risk of inappropriate use. Some activities – swimming, drama, gymnastics and athletics for example – present a much greater risk of potential misuse.

Address the use of images of children on the organisation's website. Images accompanied by personal information, e.g. this is X who likes to collect stamps – could be used by an individual to learn more about a child prior to grooming them for abuse.

Give written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.

Not allow photographers unsupervised access to children.

Not approve photography sessions outside the event or at a child's home.

Maintain that Social Arts for Education recognises the need to ensure the welfare and safety of all children.

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In accordance with our child protection policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents/carers and children.

Social Arts for Education will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the proprietorial body of Social Arts for Education or Emergency Services immediately.

The above policy construct the agreement between the below and Social Arts for Education. By signing this, you agree to Social Arts for Education taking photos and videos of your child and using them according to the above policy.

Please **DO NOT** sign this if you **DO NOT** agree.

	Parents/Carers	Student
Signature		
Printed name		
Date		

Terms and Conditions

I agree to staff and volunteers allowing medics' permission to administer vital and necessary operations or treatments in any cases of emergency.

I understand that any issues, incidents and events that may cause concern for my child's safety will be recorded and all procedures within the [Child Protection Policy](#) will be adhered to by staff and volunteers at Social Arts for Education. This includes concerns of significant harm (emotionally and physically).

If I am a home-educating parent/carer, I agree to be actively involved in my child's education and take responsibility for the progression and development of my home educating (unless inapplicable).

I agree to Social Arts for Education retrieving necessary correspondence from my child's previous educators or medical practitioners (if relevant) for assessment and suitability purposes.

I agree to give 30 days' notice of my child's discontinuation of tutoring services. This notice should be written and sent to the proprietorial body at 20 Greenwood Close, Sidcup, Kent DA15 9AD. I agree that if my child discontinues attending Social Arts for Education, I will pay any outstanding fees owed. I have read and understood the consequences of late and non-payments in the Payments of Fees section in this handbook.

I confirm that I have de-registered my child from their previous school (if necessary) and have also paid any outstanding fees (if necessary).

I confirm that I have included at least two character references from educational-based professionals to confirm that Social Arts for Education is a suitable tuition centre for my child. I confirm that the referees have given non-biased accounts of my child's character.

I am aware of the following paragraph: Section 7 of the Education Act 1996 applies to England and Wales: 'The parent of every child of compulsory school age shall cause him to

receive efficient full time education suitable) to his age, ability and aptitude, and b) to any special educational needs he may have, either by regular attendance at school or otherwise’.

All fees are to be paid in advance, by the date stated on the invoice. For those paying in instalments, the amount on the invoice will be split into three amounts and each should be paid before the first of each month for the first three months of that term. Fees apply to those who are late in paying.

Any personal holidays that fall on days that my child would normally attend, have to be paid for. All fees are non-refundable.

Fees are only recoverable for classes that have already been paid for and that are cancelled by Social Arts for Education. If a child should discontinue their tuition during a trial period, the cost of unattended days can be refunded back to the parent/carer.

Late payment of fees may result in losing secured places at Social Arts for Education and a late payment charge of one week’s worth of fees will apply to cover administration costs.

Interest of 8.5% (annual statutory interest) will be calculated to arrears left over 30 days of non-payment. Social Arts for Education will apply to a small claims court to recover any arrears that are not paid back. Social Arts for Education will include on any extra costs incurred such as late payment charges, annual statutory interest and court and legal expenses to the arrears already owed.

I/We declare individually and jointly that before signing this handbook I/We have read and understood and I/we agree to Social Art for Education’s Terms and Conditions which will undergo reasonable change from time to time. I/We have retained a copy of the Handbook, including the Terms and Conditions for our own records. The above statements construct the contract between the below and Social Arts for Education.

	First parent/carer	Second parent/carer
Signature		
Printed name		
Date		