

11+ COURSE FOR SW HERTS 11+ CANDIDATES ENTERING YEAR 5 IN SEPTEMBER 2024

The SDE 11+ Course has been created for students preparing for the SW Herts GL Assessment® 11+ Verbal Reasoning and Maths tests and comprises:

- ✓ **2 Assessments at the beginning of the Course** (Verbal Reasoning, and Maths)
- ✓ **“A technique-focused approach to learning for the 11+”** (unlike many 11+ course providers we teach your child *how* to approach each 11+ question using Susan’s carefully developed *techniques*)
- ✓ **Susan Daughtrey M.Ed Course structure, lesson plans and materials** are used in class
- ✓ **2 hours of tuition per week** during term time; 32 lessons in total
- ✓ **11+ test papers** which are written and reviewed in class in the final weeks of the Course to help structure revision, practice exam technique and timing under examination conditions
- ✓ Access to our **weekly pre-recorded video tutorials which have been devised and narrated by Susan Daughtrey M.Ed and cover most of the weekly lesson content** – these video tutorials enable you as a parent to understand what is being taught in the classroom and the teaching methods used; they are also an invaluable resource if your child needs to recap or for revision purposes
- ✓ **Fully qualified and experienced teachers**
- ✓ **Weekly-set Homework** using **homework resources provided by SDE in an attractive Prep Bag** (included in the Course fee)
- ✓ All test and homework results can be recorded on your child’s **Online Record Table**, providing **comparative data and analytics**
- ✓ **Fully qualified and experienced teachers**
- ✓ **Classroom Administrative Assistants** are employed so the teacher can focus entirely on the children
- ✓ **Small groups:** in 2023/24 our average Year 5 class size was only 11.5 students.
- ✓ **All SDE staff are carefully vetted**, including an Enhanced DBS check

Optional extras:

- ✓ 7 hour Refresher (Revision) Course at the end of August 2025 (cost: £200 spread over 10 months)
- ✓ 4 x Susan Daughtrey GL Assessment®, SW Herts style 11+ Mock Exam Sessions (cost: £200 spread over 10 months)

All classes are held on Sundays at:

The Bushey Arena, The Grange Academy, London Road, Bushey, Herts, WD23 3AA.

Group A: **09:30 - 11:30** Group B: **12:00 - 14:00** Group C: **14:30 - 16:30**

Cost: £2,250 Course fee, payable as follows: **£250 at Registration** and then **10 monthly direct debit instalments of £200** (first monthly payment, 1st November 2024; final payment: 1st August 2025).

To book please click the link below or type the address into your web browser:

www.sde11plus.com/bookonline/

- **Step 1** – please fill in the online Registration Form
- **Step 2** – please set up the online Direct Debit instruction

A full outline of the SDE 11+ Course appears on the following pages

The Susan Daughtrey Education 2024-25 11+ Course takes account of all the known requirements of the SW Herts 11+ tests making the SDE 11+ Course a very thorough and effective preparation of your child. Many hundreds of hours have been spent by Susan (author of the highly successful *Verbal Reasoning Technique and Practice* series of books) writing the Course (including its structure, lesson plans and materials) and now constantly refining it. All of the GL Assessment-style material Susan has written for SDE's 11+ Courses for GL Assessment 11+ candidates is currently unpublished and is therefore only available to the students attending the Course.

Initial Assessments

The Course begins (Week 1) with initial assessments in Maths and Verbal Reasoning, and the results of the assessments will be reported to you in writing.

Prep Bag

At the first session, your child will be given an attractive *Prep Bag* containing homework books, writing materials and class materials. Weekly homework varies depending on the topics taught in class and is supplied to your child in a convenient 'Student Homework Pack' together with a 'Parent Homework Pack' containing all of Susan's worksheets, together with the answers. Additional homework is set over the school holidays to maintain continuity and to revise, test and extend the work already completed in class. Your child will be provided with additional published books as part of the Course, in order to further supplement and practise the significant amount of work that Susan has written.

A Technique-focused Approach to Learning for the 11+

During Weeks 2–20 of the Course we concentrate on *teaching* every aspect of the verbal reasoning and Maths components which we expect the examiners to test, thus the Susan Daughtrey Education adage "A technique-focused approach to learning for the 11+":

- Your child will be *taught* Susan's *techniques* to help her/him correctly approach GL Assessment-style verbal reasoning questions.
- The numerical component will involve the *teaching of the entire three-year Key Stage 2 Maths syllabus* which begins when the child is in Year 4 at school and concludes at the end of Year 6 as well as the application of Key Stage 2 Maths knowledge to 11+ style problem Maths questions.

Pre-recorded Video Tutorials

Most of the teaching content from the SDE 11+ Course is now available as pre-recorded video tutorials which have been devised and narrated by Susan Daughtrey M.Ed. These are released weekly through the Course and can be accessed via your online SDE Account.

The video tutorials form a record of the SDE lesson content. This allows you to see exactly what was taught in class and the teaching methods used. Any missed lessons that were not attended in person or via the Hybrid Classroom facilities can be caught up using the pre-recorded video tutorials. The video tutorials are also invaluable if your child needs to recap on any of the lesson content and for revision purposes later in the Course.

Progress and Check-up Tests

Throughout the Course, vocabulary exercises will be set for homework and regular progress tests in all subjects will be administered. During Weeks 1 – 20 of the Course a 'Mini Test' which tests your child's vocabulary and maths takes place during the first 10 minutes of the lesson. These tests serve to check that your child is learning the vocabulary set for homework each week and that he/she has properly understood the previous week's Maths topic(s), as well as giving extra vocabulary and Maths practice. There will also be two, formal Progress Tests held at weeks 13 and 18 to test how the children are performing thus far. The results of the Progress Tests will be reported to you in writing.

11+ Practice Tests

During the summer term (Weeks 24 to 32) and in the lead up to the 11+, practice tests will take place in class under examination conditions in order to familiarise the children with the format of the real 11+ papers (as far as possible) and the procedure of the day, and to continue the continuous assessment of the children. Many of the tests used in class have been written by Susan Daughtrey M.Ed and are therefore unique to the Course.

Summer Holiday Homework

The children will then be set summer holiday homework to continue, through the school summer holidays, the practice and familiarisation of all the subjects the child has learned. The final lessons will take place just a few days before the real 11+ tests.

The Role of Parents

The Course is rigorous, demands a lot of work and dedication on the part of your child and requires a very determined and positive attitude. If your child has these attributes, most parents tell us that their children thoroughly enjoy the lessons, improve enormously at school generally, make many new, good friends and develop a very strong sense of how to study and what is required to learn and achieve.

We encourage parents to play a major and active role in their child's study and we see you as an essential contributor to this process. You are an integral and important part of your child's exam preparation and performance on this Course.

Parents are asked to oversee the completion of the homework and to mark it using the answers provided in each weekly 'Parent Homework Pack'. Scores are then recorded by the parent on a Record Table, which is also

provided. Scores are then recorded by the parent on a paper Record Table and can also be recorded on the Online Record Table within your SDE Account, providing you with access to comparative data.

Course Objective

The objective of all SDE Courses is quite explicit - to offer a first-class quality Course where every effort is made to address the student's weaknesses, to maximise his/her examination performance and to extend each student to his/her fullest potential so the child has the best possible chance of success in the 11+. Everybody who works at Susan Daughtrey Education is striving for excellence and every possible effort is made to achieve it.

The Course is designed for a child who will benefit from lots of teacher contact, support and reinforcement and who will more ably cope with the subjects when spread over a longer period of time.

Additional Services (optional extras)

Refresher Course

The Refresher Course comprises of 7 hours of additional revision sessions spread over two days at the end of the summer holidays (these sessions will take place on 26th and 28th August 2025). Only students who have attended the SDE 11+ Course will be admitted to the Refresher Course (admission is subject to availability). ***The cost of the Refresher Course is an additional £200 if booked at Registration with the cost spread over 10 months (£20 per month) as per the table below.***

11+ Mock Exams

Susan Daughtrey Education is a leading provider of 11+ mock exam sessions. For further information please visit: www.sde11plus.com/mock-exams/ At the Bushey tuition centre we offer four SW Herts-style 11+ Mock Exams Sessions (GL-Assessment-style Maths and VR). These are special papers which Susan Daughtrey M.Ed has written specifically for SW Herts 11+ candidates. These Sessions can be added at Registration or, at a later date, they can be booked via the SDE website.

Parents who book at Registration are guaranteed the lowest price for these four Mock Exams Sessions. Website bookings made at a later date will be charged at a higher cost.

Cost

The total cost of the SDE 11+ Course, to include the cost of all tuition, assessments, the books and resources used in class and as part of the homework programmes is £2250. The cost of the Course is payable in instalments, as follows:

SDE 11+ Course fee	4 x SW Herts 11+ mock exams (optional extra)	7 hour Refresher Course (optional extra)	Date	Payment method
£250	-	-	At Registration	Direct debit
£200	£20	£20	01/11/2024	Direct debit
£200	£20	£20	01/12/2024	Direct debit
£200	£20	£20	01/01/2025	Direct debit
£200	£20	£20	01/02/2025	Direct debit
£200	£20	£20	01/03/2025	Direct debit
£200	£20	£20	01/04/2025	Direct debit
£200	£20	£20	01/05/2025	Direct debit
£200	£20	£20	01/06/2025	Direct debit
£200	£20	£20	01/07/2025	Direct debit
£200	£20	£20	01/08/2025	Direct debit
£2250	£200 (optional)	£200 (optional)		

Registration

Registering your child for the SDE 11+ Course can be made online via the SDE website. If you are reading this document on-screen, click the link below or otherwise type the following address into your web browser:

www.sde11plus.com/bookonline/

Step 1 – please fill in the online Registration Form

Step 2 – please set up the online Direct Debit instruction

We hope you have found all the information contained in this Prospectus helpful. However, if you have any queries about any detail of it, please email pbloom@sde11plus.com or call me on 01923 552001 and I will be pleased to help.

Thank you and we look forward to hearing from you.

Phillipa Bloom B.Ed

Susan Daughtrey Education

Dates for your Diary

Classes take place on the following dates:

November 2024	10 th , 17 th , 24 th
December:	1 st , 8 th , 15 th
January 2025:	12 th , 19 th , 26 th
February:	2 nd , 9 th , 16 th
March:	2 nd , 9 th , 16 th , 23 rd , 30 th
April:	6 th , 27 th
May:	4 th , 11 th , 18 th , 25 th
June:	8 th , 15 th , 22 nd , 29 th
July:	6 th , 13 th
August	19 th , 20 th , 21 st
Refresher Course (optional extra)	26 th and 28 th . 09:30-13:00 both days.

OBJECTIVES

"The primary objective of the Course is to offer a first-class quality Course where every effort is made to address the student's weaknesses, to maximise his/her examination performance and to extend each student to his/her fullest potential so the child has the best possible chance of success in the 11+."

In order to create the best learning environment for each pupil, all reasonable efforts will be made to achieve the following objectives:

- That each pupil is able to learn in a safe environment;
- That each pupil's progress or ability to learn and improve his/her performance is enhanced by a focused learning environment, free from distractions and not impeded by the poor conduct or behaviour of other children in the class; and
- That each pupil shows courtesy and respect to the teacher of the class, the other children in the class and any other persons he or she comes into contact with on the course and/or while at the course venue.

TERMS AND CONDITIONS

1. Definitions

In these Terms and Conditions, the following terms have the meanings stated below:

- "Child" means the child who is registered to attend an SDE course and whose name appears on the Registration Form;
- "Client" means the parent or guardian of a Child registered to attend an SDE course whose name appears on the Registration Form; and
- "SDE" means SDE (West Herts) LLP, a limited liability partnership incorporated in England with registration no. OC385079.

2. Parties etc.

- 2.1. This agreement is between the Client and SDE. Neither the Client nor the Child has any direct or indirect contractual or other relationship with any other person or entity other than SDE.
- 2.2. This agreement supersedes and replaces any previous agreement(s) between the Client and SDE.
- 2.3. SDE (West Herts) LLP is an independently owned and operated franchise of Susan Daughtrey Education LLP.

3. Safety

- 3.1. The Client shall, prior to the commencement of the course and at regular intervals during the continuation of the course, emphasise to the Child the importance of remaining under the supervision of the teacher at all times during class and while at the course venue. The Child should be instructed not to leave the course venue under any circumstances unless accompanied by the Client or the person nominated by the Client to deliver and collect the Child from the course venue.
- 3.2. The Client shall ensure that he or she or, where relevant, the person with responsibility to deliver and collect the Child to and from the course venue on the relevant course date personally:
 - 3.2.1. delivers the Child to the custody of the teacher in charge of the Child's course; and

- 3.2.2. **collects the Child from the teacher in charge of the Child's course.**

4. Medical conditions, medication and treatments

- 4.1. **The Client shall notify SDE in writing at registration if the child suffers from any medical injury, condition (including any allergies) or disability that ought properly to be brought to the attention of SDE so that an assessment of the needs of the child can be made.**
- 4.2. **In the event that the child develops a medical condition (including any allergies) while attending an SDE course, the Client shall inform SDE in writing in advance of the lesson so that an assessment of the needs of the Child can be made.**
- 4.3. **The Client shall ensure that any medication or treatment that the Child is receiving (either at the time of registration on the course or during the continuation of the course) is brought to the attention of:**
- 4.3.1. **prior to registration, or at such time during the course as the medication or treatment commences, to SDE by notice in writing;**
- 4.3.2. **at the commencement of each lesson, to the teacher of the class.**
- 4.4. SDE and its teachers are not trained or insured to administer medications and, accordingly, are unable to administer medications to children attending SDE courses. If required, the Client shall administer the medications having first advised SDE of the circumstances.
- 4.5. SDE reserves the right at any time and without further notice to the Client to refuse to administer medication or treatment. Such refusal to administer medication shall extend, without limitation, to a decision, to be made by the teacher or relevant SDE employee, consultant or agent who may need to make such a decision following the development of a medical condition or emergency situation while the Child is in the custody of SDE. In such circumstances the teacher or relevant SDE employee, consultant or agent may contact the emergency services and/or the Client if they consider it appropriate to do so.
- 4.6. In the event that SDE is notified that a pupil in a class has a food allergy (or other similar condition), the teacher will take reasonable precautions to protect that pupil from exposure to the cause of the allergy (or other similar condition) but SDE cannot guarantee non-exposure.

5. Refunds

- 5.1. SDE may in its absolute discretion agree to refund all or part of a Client's course fees in the event that a Child needs to withdraw from his SDE course. Whilst any refund of fees is entirely discretionary, Clients should take note of the following and discuss their Child's circumstances with the teacher prior to withdrawing from a course and requesting a refund of fees:
- 5.1.1. any refund of fees is subject to SDE being able to offer the Child's place on the course to another student and for that "replacement" student not to be disadvantaged in any way;
- 5.1.2. in the event that a Child has attended part of a course, any refund of course fees will be pro-rated to take account of the lessons which the Child has already attended and the cost of any materials supplied to the Child (whether those materials were intended for use in class or at home); and
- 5.1.3. a £50 administration fee will be deducted from the refund amount to cover additional administration costs and management time.

6. Payment

All course fees are to be paid on the date(s) set out in the Registration Form and, in the event that the Client fails to make payment on the due date(s), the Child shall not be entitled to attend the course and SDE reserve the right to cancel the Child's place and to allocate the Child's place to another pupil without further notice. Cancellation in such circumstances is without prejudice to the other remedies SDE may have against the Client in respect of such nonpayment.

7. Cancellation, Curtailment and Non-attendance

7.1. The Client is assured that SDE will use its reasonable endeavours to deliver the course on the date(s) and time(s) set out in the Registration Form. However, there may be exceptional circumstances in which it is necessary for SDE to cancel the course, for example, where a teacher becomes unwell and is unable to deliver the course or a course venue is, for some reason, no longer available. In the extremely unlikely event that a course is cancelled part way through its delivery, SDE will refund a pro rata amount of the course fee to take account of the part of the course which is not delivered and the Client's entitlement to such a pro rata refund will be its sole remedy against SDE in these circumstances.

7.2. Without prejudice to and notwithstanding clause 7.1, at any time on or prior to the date on which the first lesson of a course is to be delivered, SDE reserves the right to cancel:

7.2.1. the course;

7.2.2. the Child's place on the course; or

7.2.3. to elect not to deliver the course (for whatever reason)

and, in such circumstances, the Client's only remedy against SDE shall be to a refund of the payment(s) he or she has already made to SDE for such course.

7.3. SDE reserves the right to remove a Child from one or more classes (or, where appropriate, the remainder of the course) in the event that the Child's conduct or behaviour is, in the opinion of SDE, such that it:

7.3.1. prevents or inhibits (or is likely to prevent or inhibit) SDE from meeting the objectives (stated above these Terms and Conditions) for the benefit of all pupils on the Child's course; or

7.3.2. interferes (or is likely to interfere) with the proper management of the class by the teacher having regard, in particular, to the health and safety of all pupils, the teacher and any other persons who are (or may be) present at the course venue.

For the purposes of this clause 7.3, SDE's decision as to what constitutes behaviour or conduct which has the effect(s) (or is likely to have the effect(s)) set out above shall be final and binding on the parties.

7.4. In the event that a Child is for any reason unable to attend a class, application may be made in writing to SDE to arrange an alternative date in another class to be provided by SDE (if any). SDE shall make reasonable efforts to rearrange a Child's class but accommodation shall at all times be subject to availability (including, for the avoidance of doubt, sufficient space, in the opinion of SDE, for the Child to attend in addition to the pupils already scheduled to attend such class). In the event that no alternative class is available, or if the Child is unable to attend an alternative class offered to the Client by SDE, SDE shall, on request, indicate the work the Child should complete at home (where possible). For safety and logistical reasons, no Child shall be admitted to an alternative class where prior arrangement has not been made with SDE by following the procedures set out in this clause 7.4.

8. Customer satisfaction

8.1. In the unlikely event that you are not happy with the services provided by SDE, in the first instance please raise your concerns with the course teacher at the first available opportunity.

- 8.2. In the event that having raised your concerns with the course teacher the matter has not been resolved to your satisfaction, please contact Susan Daughtrey Education's head office by email to the following email address providing as much information as possible about your circumstances jdaughtrey@sde11plus.com . Every effort will be made to ensure that your concerns are properly dealt with.

9. Intellectual Property

- 9.1. It is hereby acknowledged by the Client that SDE has certain valuable intellectual property rights including, without limitation, copyright, trademarks, trade names and trade secrets (e.g. techniques) with respect to the provision of its courses and other services which are provided by SDE (together "Intellectual Property").
- 9.2. All Intellectual Property provided to the Client and/or Child (howsoever supplied, including without limitation, in hard or electronic form):
- 9.2.1. shall remain the sole and exclusive property of SDE and no right, title or interest in such Intellectual Property shall transfer to the Client and/or Child under these Terms and Conditions (or otherwise) and no right is given to duplicate or transmit (by electronic means or otherwise) such Intellectual Property (in part or in whole) and no right is hereby or shall be given or implied unless and until stated by SDE in writing; and
- 9.2.2. shall remain the confidential information of SDE and must not be disclosed, transferred or provided to (whether to review, retain or take copies of) any other person without the prior written consent of SDE.

10. Personal data

- 10.1. We will use the personal data that you give us to:
- 10.1.1. provide the tuition services; and
- 10.1.2. inform you about similar products or services offered by Susan Daughtrey Education.
- 10.2. We may store personal data in hard or electronic form and it may be given to, or accessed by, other legal entities (and their respective personnel) trading under the "Susan Daughtrey Education" or "SDE" brand. We will not give, or provide access to, personal data to any third party.

11. Exclusion and Limitation of Liability

- 11.1. Without prejudice to clause 11.2, SDE's maximum aggregate liability for breach of these Terms and Conditions (including any liability for the acts or omissions of its employees, consultants or agents), whether arising in contract, tort (including negligence), misrepresentation or otherwise, shall in no circumstances exceed the amount of course fees paid by the Client to SDE for the SDE course(s) the Child is registered to attend.
- 11.2. Nothing in these Terms and Conditions shall in any way limit:
- 11.2.1. either party's liability for death or personal injury caused by its own negligence; or
- 11.2.2. any liability which cannot be excluded by law.

11.3. These Terms and Conditions set forth the full extent of SDE's obligations and liabilities in respect of the course and/or other services provided by SDE including as to its quality, the chances of a Child's success in the examinations (which, for the avoidance of doubt, is not guaranteed by SDE). Any other condition, warranty, or other term concerning the course or other services to be provided by SDE which might otherwise be implied in or incorporated within these Terms and Conditions, whether by statute, common law or otherwise, is hereby expressly excluded.

11.4. The performance of any Child in the actual 11+ examination is ultimately the sole responsibility of the Child and SDE shall not be responsible or liable for:

11.4.1. a Child failing the exam(s) or not performing in the exam(s) as expected by the Client and/or Child; or

11.4.2. without prejudice to the generality of the foregoing provisions of this clause 11.4, any indirect or consequential loss or damage (whether relating to the circumstances provided for by clause 11.4.1 or otherwise).

12. Novation

Client agrees that SDE may transfer the benefit and burden of this contract to another entity trading under the 'SDE' and 'Susan Daughtrey Education' names. If this happens, SDE will write to Client informing Client of the change.

13. Third Parties

Nothing in these Terms and Conditions is intended to give any person any right to enforce any term of these Terms and Conditions which that person would not have but for the Contract (Rights of Third Parties) Act 1999.

14. General

14.1. Any notice to SDE shall be in writing and directed to the registered office of SDE (West Herts) LLP as recorded at Companies House from time to time.

14.2. Any notice to the Client shall be sent to the address of the Client on the Registration Form or as notified to SDE from time to time.