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11+ COURSE AND 11+ REFRESHER COURSE 2017-18 (FOR 11+ CANDIDATES WHO WILL BE IN YEAR 5 AT SCHOOL)

Summary:

- ✓ **2 hours tuition per week** during term time, 32 lessons in total
- ✓ **4 Assessments** (VR, NVR, Maths and English)
- ✓ **Fully qualified and experienced teachers**
- ✓ **A technique-focused approach to learning for the 11+**
- ✓ **In the final 12 weeks of the Course, 11+ test papers written and reviewed in class**
- ✓ **Susan Daughtrey M.Ed Course structure, lesson plans and materials used in class**
- ✓ **Homework is set weekly and all homework resources are provided by SDE**
- ✓ **Parents' Presentation** providing useful information about the test and the Course
- ✓ **This special "universal" 11+ Course caters to BOTH the CEM 11+ and the GL Assessment 11+ tests in VR, NVR and Maths (N.B. creative writing is not covered on this Course).**

Additional services:

- ✓ **10 ½ hour Refresher (Revision) Course at the end of August 2018 (optional extra)**
- ✓ **11+ mock exams sessions (optional extra)**

The classes are held at: **Copthall High School for Girls, Pursley Rd, Mill Hill, NW7 2EP**

Saturday 10.00 am to 12.00 pm

Cost: £2250 Course fee, payable as follows: **£270 at registration followed by nine monthly payments of £220 collected by direct debit on (first payment: 1st November 2017; final payment 1st July 2018)**

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

www.sde11plus.com/book-sde-finchley/

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 2017-18 11+ Course takes account of all the known requirements of both the CEM 11+ and GL Assessment 11+ tests in verbal reasoning, non-verbal reasoning and maths, 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 All of the material Susan has written for SDE's 11+ Courses is currently unpublished and is therefore only available to the students attending the Courses.

Initial Assessments

The Course will begin (Weeks 1 and 2) with initial assessments in Maths, Verbal Reasoning, Non Verbal Reasoning and English. The results of these 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 a ring binder. Weekly homework varies depending on the topics taught in the preceding lesson. Additional homework is set over the school holidays.

Progress and check-up tests

Throughout the course vocabulary exercises are set for homework and regular progress tests in all subjects are administered. During Weeks 3 – 19 of the Course a 'mini test' which tests your child's vocabulary, VR and maths and in doing so provides additional comprehension, cloze or shuffled sentences practice, takes place during the first 15 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 VR and Maths topic(s), as well as giving extra comprehension, cloze and shuffled sentences practice.

A technique-focused approach to learning for the 11+

During Weeks 3 – 19 of the Course we concentrate on teaching every aspect of the verbal, non-verbal reasoning and Maths components which we expect GL Assessment 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 him/her correctly approach GL Assessment-style verbal reasoning questions.
- The techniques for all types of NVR question (including spatial reasoning) are taught as part of the Course.
- The Maths component will involve the teaching of most of the three year Key Stage 2 Maths syllabus which begins when the child is in Year 4 at school and concludes when he/she is in Year 6.

11+ practice tests

During the summer term and in the lead up to the 11+, a variety of practice 11+ tests (CEM-style and GL Assessment-style) will take place in class under examination conditions in order to familiarise the students with the format of the paper (as far as possible) and the procedure of the day, and to continue the continuous assessment of the students. Most of the tests used in class have been written by Susan.

Summer holiday homework

Your child will be set summer holiday homework to continue, through the school summer holidays, the practice and familiarisation of all the subjects your child has learned. The final lessons will take place just a few days before the start of the 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 studying and we see you as an important contributor to this process. You are an integral and important part of your child's exam preparation and performance on this Course.

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

Refresher Course

The Refresher Course comprises 10 ½ hours of additional revision sessions spread over three days at the end of the summer holidays (these sessions are likely to take place during the final two weeks of the school summer holidays). Only students who have attended the SDE 11+ Course are eligible to register for the Refresher Course.

The cost of the Refresher Course is an additional £250 if booked at Registration with the cost spread as per the table below.

11+ mock exams

Susan Daughtrey Education is a leading provider of 11+ mock exam sessions. You can find further information about these sessions on our website: www.susandaughtreyeducation.com/mock-exams/ ***The cost of the 5 CEM-style Susan Daughtrey Mock Exams held at Mill Hill (for Henrietta Barnett students) is an additional £230 if booked at Registration with the cost spread as per the table below. To book other styles of 11+ mock exam, please consult the SDE website in October, when the dates for 2018 will have been published.***

Cost

The total cost of the SDE 11+ Course, to include the cost of all tuition, the parents meeting, the four assessments, and the prep bag of books and resources provided as part of the homework programme is £2250. The cost of the Course is payable in instalments, as follows:

SDE 11+ Course fee	5 x 11+ mock exams (optional extra)	10 ½ hour Refresher Course (optional extra)	Date	Payment method
£270	£23	£25	At Registration	Direct debit
£220	£23	£25	1 st November 2017	Direct debit
£220	£23	£25	1 st December 2017	Direct debit
£220	£23	£25	1 st January 2018	Direct debit
£220	£23	£25	1 st February 2018	Direct debit
£220	£23	£25	1 st March 2018	Direct debit
£220	£23	£25	1 st April 2018	Direct debit
£220	£23	£25	1 st May 2018	Direct debit
£220	£23	£25	1 st June 2018	Direct debit
£220	£23	£25	1 st July 2018	Direct debit
			1 st August 2018	Direct debit
£2250	£230	£250		

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 (if you are using a PC you should simultaneously press the ‘Control’ button on your keyboard) or otherwise type the following address into your web browser:

www.sde11plus.com/book-sde-finchley/

- 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 office@sde11plus.com or call 01494 680190 and we will be pleased to help.

Thank you and we look forward to hearing from you.

Susan Daughtrey Education

Dates for your Diary

Saturdays

November:	4 th , 11 th , 18 th , 25 th
December:	2 nd , 9 th
January 2017:	6 th , 13 th , 20 st , 27 th
February:	3 rd , 10 th , 24 th
March:	3 rd , 10 th , 17 th , 24 th
April:	14 th , 21 st , 28 th
May:	5 th , 12 th , 19 th , 26 th
June:	9 th , 16 th , 23 rd , 30 th
July:	7 th
August / September:	TBC

* The 10 ½ hour long Refresher Course (optional extra) will take place over three days in the final two weeks of the school summer holidays.
There is usually a choice of dates and times.

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 (Finchley) LLP, a limited liability partnership registered in England with registration number OC411727.

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 (Finchley) 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; and
 - 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. 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 non-payment.

6. Withdrawal / Cancellation / Curtailment / Non-attendance

- 6.1. If you wish to cancel the Child's place on the Course at any time, including before the Course has started, you may do so by notifying SDE in writing by email to wbarns@sde11plus.com. You will not be liable for any direct debit instalments due after the date of notification of withdrawal, however you will not receive a refund of any payments made or due prior to or on the date of withdrawal. Once you have withdrawn your child from the Course, your child is not entitled to attend any further lessons. You are not required to return any homework materials (such as the Prep Bag) supplied to your child prior to the date of withdrawal.
- 6.2. 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 Prospectus. 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.
- 6.3. 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:
 - 6.3.1. the course; or
 - 6.3.2. the Child's place on the course;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.
- 6.4. 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:
 - 6.4.1. 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

- 6.4.2. 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 6.4, 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.

- 6.5. 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 accommodate the child 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. Customer satisfaction

- 7.1. 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.
- 7.2. 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 idaughtrey@sde11plus.com.

8. Intellectual Property

- 8.1. 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**”).
- 8.2. All Intellectual Property provided to the Client and/or Child (howsoever supplied, including without limitation, in hard or electronic form):
- 8.2.1. 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
- 8.2.2. 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.

9. Personal data

- 9.1. We will use the personal data that you give us to:
- 9.1.1. provide the tuition services; and
- 9.1.2. inform you about similar products or services offered by Susan Daughtrey Education.
- 9.2. 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.

10. Exclusion and Limitation of Liability

- 10.1. Without prejudice to clause 10.2, 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.
- 10.2. Nothing in these Terms and Conditions shall in any way limit:

- 10.2.1. either party's liability for death or personal injury caused by its own negligence; or
- 10.2.2. any liability which cannot be excluded by law.
- 10.3. 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.
- 10.4. 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:
- 10.4.1. a Child failing the exam(s) or not performing in the exam(s) as expected by the Client and/or Child; or
- 10.4.2. without prejudice to the generality of the foregoing provisions of this clause 10.4, any indirect or consequential loss or damage (whether relating to the circumstances provided for by clause 10.4.1 or otherwise).

11. 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.

12. 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.

13. General

- 13.1. Any notice to SDE should be in writing, in an envelope marked "Confidential" and addressed to SDE (Finchley) LLP, 6 Frythe Ave, Welwyn, Herts, AL6 9GF with a copy of the same sent by email to wbarns@sde11plus.com
- 13.2. 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.