SUSAN DAUGHTREY EDUCATION

A technique-focused approach to learning for the 11+.

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17 Week 11+ FOUNDATION COURSE 2022 (FOR 11+ CANDIDATES IN YEAR 4) - EARLEY

A seventeen-week **'Year 4 11+ Foundation Course'**, which has been specifically designed to improve the personal performance and enhance the skills of those children who intend to join the 2022 - 23 SDE 11+ Courses, will begin in **April 2022** and continue weekly during term-time until **October 2022**. For those that wish to continue, the SDE 11+ Courses begin after half-term in November 2022 and continue to the writing of the actual 11+ CEM tests in September 2023.

The SDE Year 4 11+ Foundation Course 2022 comprises 25 ½ hours tuition and involves the following:

- the Course will begin with assessments in Mathematics and Verbal Reasoning that will give the child's parent / guardian a greater understanding of their child's strengths and weaknesses in Mathematics and Verbal Reasoning;
- material which has been specifically written by Susan for the Course and which is designed to improve the children's core mathematical skills. Emphasis will be placed on mental mathematical agility and speed with multiplication tables;
- vocabulary exercises which are designed to improve and expand your child's vocabulary and encourage the use of a dictionary will be set;
- relevant verbal reasoning exercises will be introduced that not only familiarise your child with verbal reasoning techniques in a formal and structured environment, but are fun to do;
- comprehension exercises, designed to encourage your child to read with understanding, will be studied;

The Course is designed, not only to help improve your child's 'core' Maths, VR and English skills that they will need during the 11+ examination preparation in 2022-23, but will help improve your child's confidence and performance in all the important components of the 11+ tests. It is designed to encourage your child to read with enjoyment and understanding, to extend your child's vocabulary, to expose your child to simple and relevant Verbal Reasoning concepts and puzzles which will be fun to do, and to revise, reteach and check your child's basic Maths skills. At the end of the Course your child should look forward with confidence to joining the SDE 11+ Preparation Course which will start in November 2022.

The classes are held at **Earley Crescent Resource Centre, Warbler Drive, Reading RG6 4HB** and take place on a **Saturday at 11.00am to 12.30pm.**

The classes are taught by a qualified, experienced and carefully selected teacher. All lessons follow a detailed lesson plan and many of the teaching resources used in class have been prepared by Susan specifically for the Course.

The fee for the 17 Week 11+ Foundation Course 2022 is £795 and is payable as follows:

- £195 at Registration;
- £200 on 1st May, 1st June, 1st July 2022

All payments are collected by direct debit – a direct debit mandate is required for SDE to confirm your child's place on the Course.

Registration:

To register, please either click the link below (if you are reading this document on screen, you may need to hold down the 'Control' button at the same time as clicking the link) or type the following address into your web browser:

www.sde11plus.com/registration/

Step 1: Please complete the online Registration Form.
Step 2: Please follow the on-screen instructions to set-up a direct debit mandate.

The online registration process takes about 2 – 3 minutes to complete. You will need to have your bank **sort code** and **account number** to hand in order to set up the direct debit mandate.

Once you have set up a direct debit instructions, SDE will schedule the payments listed above. You will receive an email notification from our direct debit provider at least 3 working days before each payment is debited from your bank account.

DATES FOR YOUR DIARY

The classes are held at **Earley Crescent Resource Centre, Warbler Drive, Reading RG6 4HB** and are held on **Saturdays at 11.00am to 12.30pm** on:

April	30th
May	7th, 14th, 21st, 28th
June	11th, 18th, 25th
July	2nd, 9th, 16th
September	10th, 17th ,24th
October	1st, 8th,15th

We look forward to hearing from you. Meanwhile if there is anything you are not too sure about or if you would like further details, please do not hesitate to contact me and I shall be very pleased to help.

Kind regards and best wishes

Fiona Wyeth

Course Director

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 (Earley) LLP, a limited liability partnership incorporated in England with registration no. OC399967.

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 (Earley) 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. 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 fwyeth@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. 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:

6.3.1. the course;

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

6.3.3. 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.

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 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.

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 7.4.

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 jdaughtrey@sde11plus.com . Every effort will be made to ensure that your concerns are properly dealt with.

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 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.

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 11.4, any indirect or consequential loss or damage (whether relating to the circumstances provided for by clause 11.4.1 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 the Client informing the 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 shall be in writing and directed to SDE (Earley) LLP at its registered office address.

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.