

**LEARNING & DEVELOPMENT CENTRE (LDC)
SUPPLEMENTARY SCHOOL PROGRAMME
WITH
Students' Handbook & Code of Conduct
2024 - 2025**

Welcoming Message

Learning & Development Centre (LDC) Board of Trustees, Staff/Tutors & Volunteers shall greatly welcome all learners to the Supplementary School. We hope that they will find our Supplementary School tuition classes and other extra support sessions useful for their educational attainment and ethical/moral & self-esteem development, as well as their further education and employment achievement. If they have any questions or queries that they would like to discuss, the Coordinator and Tutors will always be able to arrange a time to see them and discuss with them about the issues they have.

Mission Statement:

The mission of Learning & Development Centre (LDC) is to advance & enhance educational performance and attainment of disadvantaged children & young people by providing curriculum classes, extracurricular holiday activities and promoting positive self-esteem, ethical & moral values that enable beneficiaries to have an opportunity for their future educational and employment achievements.

Demand for Supplementary Education:

In the last 24 years (2001 – 2024), huge demand for the curriculum core subjects (Maths, English & Science) and home-language lessons has been growing fast among disadvantaged & ethnic minority parents & children. Following the growth of the demand, several private tuition providers have been emerging to respond to the demands. However, low-income families/parents are not able to benefit from the tuitions provided by the private tuition providers, as they cannot afford to pay the tuition fees. LDC is therefore aiming to support children & young people from low-income & ethnic minority families who cannot afford to pay tuition fees by offering discounted fees and getting registered with Ofsted that enables low-income families to claim their children's tuition costs.

Statement of Aims/Objectives

The aim/objective of our Supplementary School is to address the educational needs (gaps) of children & young people at their early age. If children have no good attainment & performance, particularly with curriculum core subjects, (Maths, English & Science) at their regular primary & secondary schools, they are unlikely to be successful in their further education/qualification, as well as in their future employment opportunities.

Effective Way of Teaching & Learning Programme:

In the academic year of 2024/2025, LDC Supplementary School provides tuition classes. In order to sustain and maximise the beneficiaries' safety/security and teaching/learning quality of our tuition classes, the following programmes, instructions, Code of Conducts & policies have been in place.

Effective teaching Procedures & Instructions:

- The Supplementary school classes will be running on weekends: **Saturdays & Sundays** between **10am and 16pm** for the delivery of one or two sessions' tuition classes.
- One session is 3 hours and students must enrol at least for 3 hours' session to learn Maths & English or/Science without break time. If we have two sessions in one day, there should be at least 30 minutes break time between the two sessions.
- LDC Supplementary School accepts 25 students (KS2 - KS4) per session and the school shall have **2 senior & 2 junior** tutors (1:5). For example, if **10 students** are enrolled for one session, **1 senior & 1 junior** are required for teaching 10 students.
- If the demand of the tuition classes will increase, we may open extra sessions on Weekends and extra days: **Monday – Friday, 4:30pm – 8:30pm** for one session of 3/4 hours.
- **Senior Tutors** should prepare entry assessment tests, weekly/termly lesson plans/worksheets, teacher handbooks, and termly progress tests.
- Based on the lesson plans & teaching handbooks, junior Tutors should have their own '**notebook**' for recording their follow-up target topics/lessons, pupils' progress in their classwork & homework.
- All learners/students shall have **progress-test** at the end of each term as described below in the timetable.

Registration:

- All learners are expected to register in the first term (Autumn Term), however, any learners, who are unable to register in the first term, they can register at any time of the school year, if there is a place available.
- If there is no place available, the student's name can be placed on the waiting list.
- It is the responsibility of both the students and parents/guardians to inform LDC of any change in circumstances: address, phone numbers, school etc.

Tuition Fees:

As LDC is faced by financial constraints, we have slightly increased the tuition fees as follows.

- **£4 per hour** which is **60%** less than the private tuition fees.
- **Once** LDC is registered with Ofsted, possibly in next 3 months, we will support low-income families to claim their childcare costs from the government.

Supplementary School Requirements

Parents and teachers are responsible to make sure that children have the following educational materials when they come to the Supplementary School.

- 1) Writing materials: pens, pencils and note books that show their readiness to learn.
- 2) If students do not have the required materials in the tuition classes, tutors can give negative points/oral warning and if they do forget them repeatedly, Tutors can report it to the LDC Coordinator.

Teaching Materials

- The Supplementary School provides all teaching & learning resources (teaching handbooks & class worksheets) for all classes.
- Teachers can use extra teaching materials/books, which have been approved by the LDC Supplementary School Management Team.

Attendance:

- The Supplementary School classes require 90 -100% attendance in normal circumstances from each student or learner.
- This Supplementary School programme & timetable of the year is provided for parents & students to help them plan and co-ordinate their learning activities of the year.

Punctuality:

- Learners must arrive on time or before the start of the classes.
- Learners who make a practice of arriving late repeatedly will be given oral or written warning.

Absence:

- Parents/carers should inform the LDC Supplementary School office in advance, if they are not able to attend the class.
- Except in exceptional circumstances, learners/children, who fail to attend regularly or more than **three classes** in a term, they will lose their places.

Supervision & Monitoring:

The LDC Board of Directors has assigned the Coordinator and one senior tutor to monitor & supervise each tutor's & learners' teaching & learning activities & performance. The supervision will be based on the **following procedures**.

Assessment:

The supervisors make regular monitoring assessments in the following ways:

- Checking attendance records of each learner and tutors' notebooks. The assessment includes each learner's progress & improvements and tutors' teaching effectiveness.
- overseeing & observing classes/lessons; discussing matters in a regular meeting; seeking feedback from the students.
- Making sure that **entry assessment test** has been given to all registered students or new students by prospective **tutors**.
- Checking learners' **homework & class** exercise progress:
- Checking that tutors have **a note-book** with a list of their learners.
- Checking that tutors are giving **homework** every week to their learners and the outcomes of the homework.
- Assessing parental responsibilities for their children's homework at home.
- Checking learners' homework & class work performance that can be done at home & in the class. The performance of the classwork & homework should be marked by the concerning tutors.

Timetable

The LDC Supplementary School Timetable is available separately.

Safeguarding policies:

The LDC Board of Directors/Trustees make always sure that the Supplementary School's best practice and policies have been in place. The Board also strongly supports Every Child Matter policy and make sure children are safe and happy and achieve their potentials. Safeguarding policy statements are available separately for members, parents and funders on request. First Aid Kit with trained staff

Qualitative Indicators for Progress-Outcomes & Success Rate:

- Strong attendance and increasing number of beneficiaries,
- Evidence of children's class performance and test results at the end of each term.
- Satisfactory feedback of beneficiaries (parents & children)
- Development of self-confidence for future life of the learners.
- The results of the progress tests and class performance of each term should be reported and explained to the students & parents/guardians by the teachers.

Complaint Procedure:

- If anyone wants to complain against his/her classmate shall first make a complaint to the teachers on duty.
- If a complaint is against a teacher/volunteer, he/she can make it to the co-ordinator.
- If a complaint is against the co-ordinator or is not dealt with your satisfaction, it can be addressed in writing to the LDC Board of Trustees. *(For more details, refer to complaint procedures)*

Feedback:

- LDC believes that evaluation & monitoring is vital to understand and measure any progress or improvement made to beneficiaries, as well as to learn from mistakes.
- LDC needs to know what is going well and what is going badly. Feedback from learners and parents will help LDC Supplementary School to improve its services.
- Learners and parents are expected to fill in evaluation questionnaires at the end of each term, and particularly at the end of the school year. They are also encouraged to express their views & make comments during the completion of evaluation questionnaires.
- Both positive and negative feedback are welcome, as they are useful to improve our future activities & services.
- Parents/guardians and students feel free to contact the Co-ordinator or designated person, if they are happy or unhappy with the services provided by the LDC Supplementary School.

LDC Office/Learning Centre:

71 Kingsgate Road, NW6 4JY.

Contact Persons:

Merha (Coordinator)

Brook (Admin/Finance Officer)

Tel: 07782607658 / 07904008574

Email: Ldcentre2010@gmail.com / admin@ldcentre.org.uk

Web: www.ldcentre.org.uk