



**5C - 5F Harmer House
Harmer Street
Gravesend
Kent DA12 2AP**



ABOUT US

Blake-Hammond Education was **established in 1996** and is a popular and successful after school tuition centre for pupils aged between 5 and 16 years. We tutor students within a framework of individual, achievable and stretching targets in **maths, English and science**. Our students are of **all abilities**. Since 2005 we have offered part time **independent day tuition** to pupils not attending a school full time. Please see 'Day Provision' and our Terms and Conditions.



Our Head Office is at 2 Old Road East, Gravesend and our Classrooms are in Harmer House. Here we tutor between 45 and 60 students per week in groups of three or four from 4.30pm to 7pm and on Saturdays between 9am and 1pm. We are open to day pupils between 9.30am and 5pm Monday to Friday, offering tuition at the request of parents/carers/LEAs.

Our term dates for the current and forthcoming academic years are posted on our website where a map of our location can also be found.

ASSESSMENT

Before enrolment each student receives a **free assessment** giving National Curriculum levels and centile scores in maths and English. This provides information for planning a structured, individual programme of study. Cognitive tests are performed as necessary and in consultation with parents for general reasoning, auditory memory, visual memory and phoneme recognition in order to identify possible difficulties and to identify strengths. For day students the assessment will include discussion of our procedures for assisting pupils to ensure their behaviour is acceptable.



ENROLMENT

Following the assessment, if agreed, the student will be enrolled with Blake-Hammond Education for the agreed hours of tuition. Parents/carers must complete the enrolment form and be aware of our terms and conditions.

OUR RESOURCES

Qualified teachers manage and teach at Blake-Hammond Education. Enhanced Criminal Records Bureau disclosures and insurance certificates are available for inspection. We offer after school tuition and daytime tuition using established strategies, integrated learning systems and personal coaching. Blake-Hammond Education uses diagnostic and learning materials, which are aligned to the National Curriculum for England and Wales. Many of these were developed in-house. We are **Curriculum Online registered content providers and retailers**. We strive to provide the most up to date tuition and constantly review and update our services. Blake-Hammond Education is actively engaged in projects with other teachers and software companies to provide learning opportunities using the internet. In the event that a student cannot attend Harmer House, a **distance learning** package is available, which can be tailored to their needs.

Brian Hammond C Biol MI Biol PGCE is a teacher of science and maths (DfEE reference RP 96/35206). Brian has worked in both Primary and Secondary schools and is Director of Blake-Hammond Education Limited. He is a member of the Federation of Small Businesses and the General Teaching Council for England (reference 96/35206).

Lynette Blake-Hammond BA (Hons) PGCE (FE) has many years experience in class teaching and tutoring. Lynette has taught English at Blake-Hammond since 1996. Her breadth of knowledge and experience covers from early readers to GCSE.

Julie Woodcock is the Centre Manager. She has 20 years experience in SEN provision including ASD, anger management and intervention training.

At least five Learning Support Assistants are employed to ensure each student receives support appropriate to their needs.



DAY PROVISION

Blake-Hammond Education offers day tuition for a small number of students whose additional educational needs are not met by a school. The needs of such pupils are addressed using a flexible programme of study and an adapted curriculum. **Blake-Hammond Education is not a school and does not aspire to be a school (independent or otherwise).** We respond to the request of parents/LEAs in meeting the needs of pupils in collaboration with other providers as appropriate.

Key points:

- An adapted and individual curriculum to match IEP targets and differentiated PsOS. One to one or small group support in a calm and supportive environment.
- GCSE or Entry Level in core subjects.
- For KS4 students, BHE collaborates with North West Kent College, who offer places to Year 10 and Year 11 pupils on their '*Increased Flexibility Programme.*' Students currently attending from BHE are studying Engineering and Sport/Leisure at NVQ level. Each student is supported by a teacher, manager or classroom assistant during their college day. A link has been formed between BHE and a local school where we can share assemblies and other school experiences for KS2/3 pupils where this would be of benefit. Links are also in place to offer other vocational programmes to KS3 and KS4 pupils in Motor Mechanics, Bricklaying and other skills.
- An ASD Unit operates in Harmer House. This unit offers the specialist provision required to support a further small number of pupils' part time needs, for example, in their language support and their behavioural management. Under the management of BHE, an ASD Manager with extensive experience in all aspects of ASD provision is responsible for the delivery of an individually adapted curriculum, language support and staff training.
- BHE will issue reports and IEPs and will, at the request of local authorities, host and chair Annual Reviews of SEN.



PUPIL RIGHTS

Welcome to Blake-Hammond Education. For pupils attending day tuition, here is a reminder of your rights and responsibilities. You have the right:-

- To be able to express your feelings and wishes.
- To be safe.
- To be told what you can do and what you can't do (our rules).
- To not be discriminated against.
- To tuition tailored to your needs.
- To be given opportunities to develop your skills and interests.
- To be told how to complain if things go wrong and for your complaint to be listened to and dealt with properly.

PUPIL BEHAVIOUR *

* Our procedures and policies for behaviour will be interpreted to take account of cognitive and communication difficulties in the case of students with severe ASD.

Your behaviour can affect the rights of another student. Another student's behaviour can affect your rights. So we must have rules to protect your rights and other students' rights. These are the things **we do not allow**:-

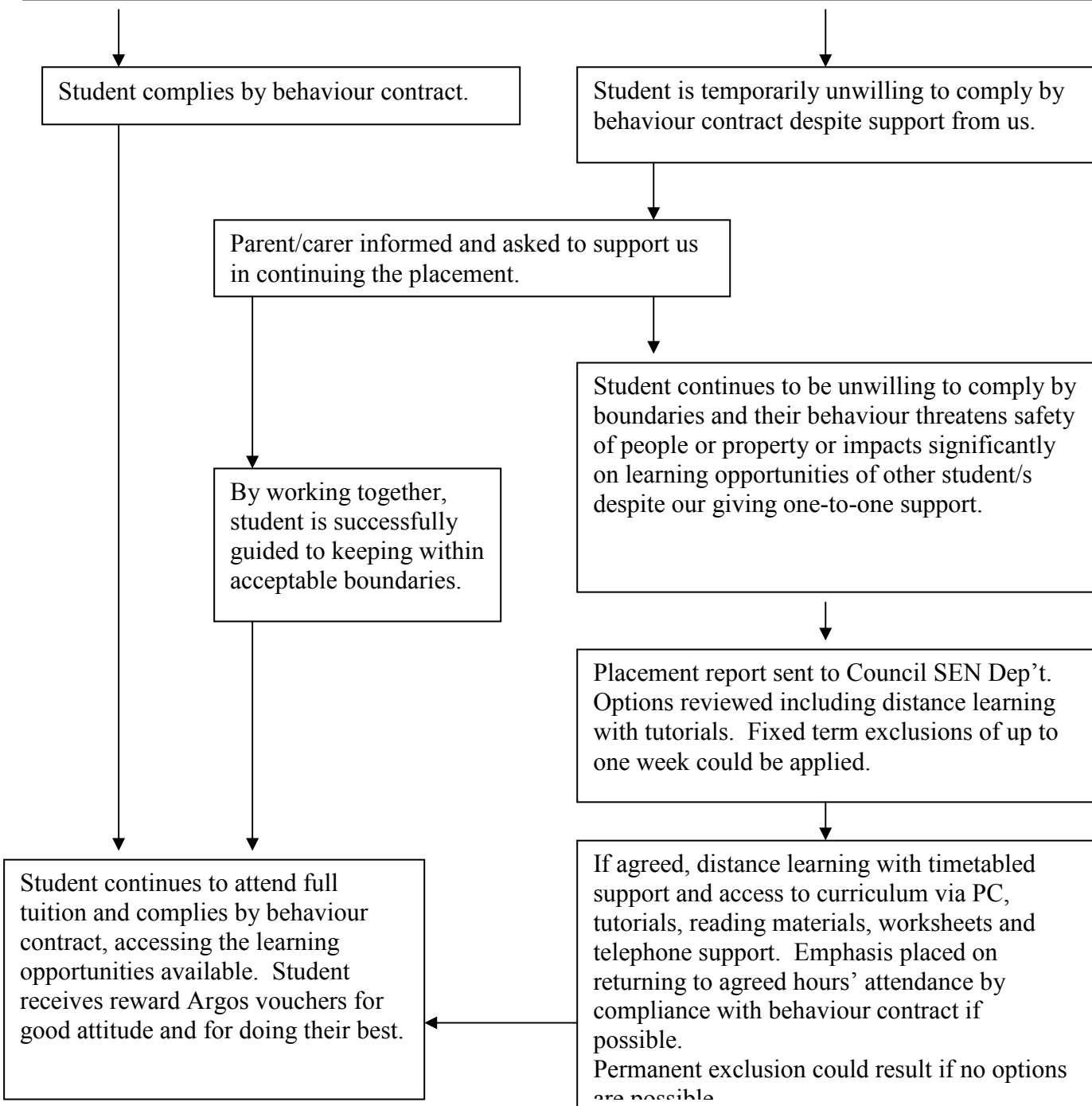
- Bullying: We do not allow any bullying and it is always considered a serious offence.
- Aggression, both verbal and physical.
- Damaging any property.
- Stealing, smoking, drug taking, drinking alcohol.
- Interfering with learning opportunities of other students by not following our instructions.
- Possession of a knife or any dangerous implement.

What happens if I break the rules? For minor matters you will be given help in putting things right. This could be in collaboration with your parents/carers. There may be a behaviour contract to help you keep your place here. We do not deal with matters involving breaking the law; these would be reported to the Police.



BEHAVIOUR PROCEDURE

Student attends for initial placement interview with parent/carer. Our behaviour policy explained. All present assess the pupil's ability and willingness to abide by a contract of behaviour. Pupils would need to accept that a generalised contract will be issued initially and may be revised to help a student be aware of specific behaviours which are not acceptable. Parent/carer told they would receive written reports regularly to inform them of "right things/wrong things" to help pupils stay within boundaries of acceptability.





TERMS AND CONDITIONS

Terms and Conditions for After School Tuition

Blake-Hammond Education is a private after school tuition centre. Tuition is available from 4.30pm. Two or three sessions are available during these times. On Saturdays we are open between 9am and 1pm. GCSE exam preparation via mock papers and coaching is available by arrangement. Tuition is available during school term times and by arrangement during school holidays. The term times attempt to match those of local primary and secondary schools where possible. There will be differences for some schools in some areas. A calendar of our term times is posted on our website. Tuition will not take place on statutory Bank Holidays and no fee is payable. Please collect pupils promptly and arrive a few minutes early if you would like to discuss your child's progress. Please ensure that we have your home and emergency contact numbers providing updated information as necessary. The enrolment form must be completed by the parent/carer before the first attendance. The parent/carer enrolling the student will be sent the regular invoices and accepts responsibility for payment as per these terms. Please give as much notice as possible in the event of planned absences. For unplanned absences please let us know as soon as possible. No refunds can be given for absences. No guarantee can be given that missed lessons can be rescheduled. Parents are invoiced in blocks of 4 or 5 lessons for weekly tuition at School House. Invoices are payable at least one week in advance of the first lesson of attendance of the invoice period. Notice period for cancellation is 4 weeks in writing.

Blake-Hammond Education undertakes to keep a place for the pupil at the agreed times provided the above terms are met.

Terms and Conditions for Day Tuition

Blake-Hammond Education is a private after school tuition centre also offering day tuition at the request of parents/carers whose children are not attending a school. Blake-Hammond Education agrees to provide its services on the understanding that it is not a school. Times for day tuition are as agreed in writing between Blake-Hammond Education and parents/carers/education authorities as appropriate. Calendars of term times are posted for information on our website. Lessons during school holidays are available by special arrangement. Please ensure that we have your home and emergency contact numbers providing updated information as necessary. Please give as much notice as possible in the event of absences. No refunds can be given for absences. Fees are agreed between Blake-Hammond Education and parent/carer/education authority as appropriate. Invoices are payable termly in advance based on our calendar timings. Where a trial period applies the invoice is payable in advance for that period only. Notice period for cancellation is one term in writing.

Where a student's behaviour has a persistent negative impact on the rights of other students a fixed term exclusion of up to one week may be applied in order to re-establish an orderly environment for other students and to ensure the behaviour is met with a consequence. In this case homework will be sent home and full telephone support offered.

In the event that a student repeatedly conducts himself or herself in such a way that Blake-Hammond Education considers unacceptable and the situation remains unresolved Blake-Hammond Education may deem that its educational provision is no longer appropriate to meet the needs of the student in the current arrangement and other arrangements may be considered including distance learning. Blake-Hammond Education reserves the right to exclude a student for the duration of the notice period and with immediate effect if, in their opinion, continued attendance would pose significant risk to the safety of the student or others.

Blake-Hammond Education undertakes to keep available a place for the student at the agreed times, will provide reports and IEPs as appropriate and will participate in reviews of Special Educational Needs provision.

Terms and Conditions for Distance Learning

Blake-Hammond Education will provide distance learning materials including laptop computer, programs, mobile telephone and regular written material for use by the student enrolled. Phone support will be available to the student at agreed times. All materials and programs/licences remain the property of Blake-Hammond Education and must be returned following termination of the agreed contract. Programs must not be copied, erased or shared with other individuals. Tutorial meetings will take place at an agreed frequency and during the intervening periods, support by telephone, email and postal service will apply. Initial setup fee will include a returnable deposit for laptop computer in good condition. The security of the loaned equipment remains the responsibility of the student/carer/parent.

Notice period for cancellation is two terms in writing (based on 6-term year). Payment must be in advance by two terms and invoices will be sent termly. The enrolment form must be completed by the parent/carer before the first tutorial. The parent/carer enrolling the student will be sent the regular invoices and accepts responsibility for payment as per these terms unless alternative arrangements are made in writing.

Blake-Hammond Education undertakes to provide the above service for the pupil at the agreed times and locations provided the above terms are met.

AMENDMENT OF TERMS AND CONDITIONS - All information provided in this leaflet is given in good faith and is as up to date as we can make it. Any amendments will be notified or posted in writing.



DISTANCE LEARNING

Where pupils are out of school and unable to attend for tuition for more than a few hours per week Blake-Hammond Education can provide distance learning materials including laptop computer, programs, mobile telephone and regular written material for use by the student enrolled. Tutorial meetings will take place at an agreed frequency and during the intervening periods, support by telephone, email and postal service will apply. Pupils attending Distance Learning may be either newly enrolled students or those whose attendance has been reviewed.

Blake-Hammond will liaise as closely as is possible with parents or carers whose contribution to the success of the learning will be important.

BLAKE-HAMMOND EDUCATION CHARGES

Tuition when attending Harmer House: £POA per hour inclusive of all equipment, facilities and materials.

For pupils enrolled on **the Distance Learning Programme** the following will apply:

Laptop Computer and telephone:	£500
Interactive Learning Program:	£1200
Other software:	£500
Tutorial sessions	£POA per hour
Ongoing support	£POA per hour



REFERENCES

More than 80% of our students heard about our services through personal recommendation. These are some of the things people say about us when they leave (original thank you cards are available for inspection):-

"To Brian and Lynette. Thank you very much for helping me. I now like English and maths so much more. I now know a lot more things that you have taught me. I have loved coming and enjoyed every moment. I am very sad to be leaving. I hope I will see you still after I leave. Thank you." From E F

"To you both, I have always believed in Erin's ability and intelligence. Thank you for sharing those beliefs with me, for giving Erin opportunities to succeed in English and maths and showing you care. We will miss you." From R B

"Dear Brian. Just a brief note to thank you for all your help in maths. The good news is that I passed my 11+ and have been given a place at Rochester Grammar." Many thanks. From E L.

"To Brian and Lynette. Hannah got her 'A' in maths in the summer, Brian. Many thanks to you for all your hard work." From L P

HOW TO CONTACT US

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