**LEMUEL FINDLAY SUPPLEMENTARY SCHOOL**

**Welcome to our Saturday School**

**TERMS & CONDITIONS

INFORMATION FOR PARENTS AND CARERS
PLEASE READ THIS DOCUMENT CAREFULLY**

 **HOW LFSS WAS FOUNDED**

This school was founded in 1974 when a group of sixth form students attended a weekend conference organized by concerned parents and teachers about achievement. That group included Mr Martin Bart, former head of Lordship Lane Junior School and Mr Lemuel Findlay, community worker and organizer of the Caribbean Senior Citizens Association and whose name the School now bears.

LFSS is a Registered Charity (No. 1031507).

**WHAT ARE OUR AIMS**

We aim to provide necessary support and encouragement to our children, which will enable them to raise their standard of achievement in the main curricular subject areas of English/Literacy, Maths and Science.

**STAFFING AND MANAGEMENT**

A dedicated team of teachers, the majority of whom work in mainstream schools are providing expert tuition to all students. Our management team of trustees and elected officials are involved in strategic planning and broad policy issues necessary for effective and continuing administration of the School.

**OUR ENROLMENT POLICY**

There is a great demand for places in some year groups but our intake is restricted by our policy of keeping small class sizes. This ensures a low pupil-teacher ratio and enhances good relationships. Parents and Carers who are interested in getting their children to attend our School can do so by contacting us or visiting us on any Saturday during the term.

Parents / Carers are required to complete the section advising whether a child has special educational needs (i.e. statemented). LFSS has an equal opportunity policy and will do our best to accommodate students with special educational needs. However, if you fail to notify us on the day of registration of any special circumstances, including behavioural, speech or learning difficulties which will help us to provide a service to your child, we may have to review whether we can adequately support your child.

**OUR EQUAL OPPORTUNITIES POLICY**

All children of Primary or Secondary school (i.e. 5 to 16 years old) are welcome to attend our School irrespective of race, religion, sex or disability.

**REGISTRATION**

When your child is offered a place at this School, you (Parents and Carers) will be required to accept the School’s terms and conditions by completing and signing our registration form.

**PAYMENT OF REGISTRATION FEES**

Registration fees must be paid on the first day of each term (of which there are three in the Academic year). Parents and Carers who cannot meet this requirement should inform our Admin team who are seated at the front desk of the college on the day of registration. Payment by cheque must be made payable to the Lemuel Findlay Supplementary School (LFSS) and should be supported by a debit card. Receipts will be issued immediately for all payments made to this School.

Any cheques returned by the bank or late payments, will incur a £10 handling fee. It is therefore important that you have sufficient funds to cover the registration fee.

Fees are as follows:

**£10.00 Administration fee for all new students**

**£100.00 Registration fees per term for the first child**

**£90.00 Registration fees per term for each additional child from the same family**

Registration fees are non refundable. Failure to pay fees on time could result in recovery action being taken. In such circumstances, you may incur charges .We hope that you will keep us informed if there are difficulties paying the fees to avoid incurring charges.

**EXAM RESULTS**

We ask Parents and Carers to provide their child’s SATs results by text/email to enable us to produce data required by funders and to include this information in our annual report. In addition, we also ask that Year 11 students send us their GCSE results by text/email. Please visit our website for contact details: www.lfss.org.uk.

**ATTENDANCE AND PUNCTUALITY**

Children admitted to LFSS are expected to attend classes regularly and on time. In the event of absence or lateness for any reason, we ask Parents and Carers to inform us as soon as possible. Unexplained and frequent absenteeism may result in the withdrawal of your child or children from the School. Students who arrive for classes fifteen (15) minutes after the start time may not be admitted to the first lesson.

**BEHAVIOUR**

Students of this School are expected to conduct themselves in a proper manner at all times. Disruptive behaviour undermines the ethos of the School. Bullying and anti-social behaviour will not be accepted at this School. We expect and encourage all children to act responsibly and to be respectful to other students and members of the staff.

In the event that a child is disruptive, parents will be invited to the School to meet the class teacher, School Project Manager and/or a member of the Management Committee to forge a way forward. Mobile phones, music players, headphones and electronic games are not to be used and they should be turned off before entering the classrooms. Please note that students should not use rollerskates, Heelys or scooters at the School. We do not have the facilities for storage of scooters or bikes. If there are concerns about your child’s behaviour, we will work with you to try to resolve these issues.

As a last resort, we will withdraw your child’s place at the school.

**REFRESHMENTS**During the break, our volunteers run a Tuck Shop where students can buy refreshments. As there are students with nut allergies that attend our School, we ask that Parents and Carers do not bring in nuts or nut products.

**COLLECTION OF CHILDREN**

All children must be collected promptly at the end of each session i.e. 1.30 pm. If you are more than 15 minutes late to collect your child / children, you may be charged an additional fee. Please telephone the Admin team on 07944 204876 if you are running late.

**SCHOOL ACTIVITIES**

Parents and students are encouraged to support and be actively involved in the core areas of fundraising, management and cultural awareness. Parents and Carers are invited to volunteer on at least one Saturday of each term to assist in the School’s Tuck Shop. We also welcome parent volunteers to work as classroom assistants subject to checks.

* **AUTUMN TERM**

Parents/Carers meeting, Annual General Meeting, Black History Month, Christmas celebration, Kwanzaa.

* **SPRING TERM**

Parents/Carers forum about SATS & Careers day for Years 8 – 11, Parents/Carers feedback session with teachers on your child’s performance.

* **SUMMER TERM**

School trip, Awards Ceremony on the last day of term.

**SCHOOL VENUE AND OPENING TIMES**

The College of Haringey, Enfield & North East London (CONEL)

High Road

Tottenham

London, N15 4RU

Saturdays only:

**10.30am – 1.30pm** - Primary Sector

**10.30am – 1.40pm** - Secondary Sector

**TERM TIMES**

Our School terms are similar to those of the mainstream schools system: **Autumn Term** - September to December, **Spring Term** -January to April and **Summer Term** - April to July. Specific information about our term dates and school activities for each academic year will be provided and can be obtained from the Reception desk or from our website. We close for half term, Christmas, Easter and summer holidays.

**NEWSLETTERS**

Newsletters will be issued at least once a term outlining term dates and activities throughout the term. If you have an item you want included in the newsletter, please advise our Admin team.

**WITHDRAWAL OF CHILDREN**

If you would like to withdraw your child or children from the School, we ask that you inform us as early as possible preferably by giving one month’s notice.

**OUR PRIVACY POLICY**

In compliance with the Data Protection Act 2018, our Privacy Policy outlines how we use and process personal data. A copy of the policy can be obtained by contacting our Admin team. We apply for funding from outside bodies and sometimes we are required to provide general data on students who attend our school – e.g. number of Haringey borough residents. If you have an objection to having this data passed to funders, please advise our Admin team.

**ANNUAL REPORT & ACCOUNTS**

Our Annual Report and Accounts are available at our AGM and on the Charity Commission website. A copy can be obtained by contacting our Admin team.

**SCHOOL CONTACT DETAILS**

For any enquiries, please contact us using the details below:

**Phone:** 07944 204 876 (you can call, text or message us on WhatsApp)

**Email Address:** admin@lfss.org.uk

**Correspondence Address:** Lemuel Findlay Supplementary School, c/o Percy Short & Cuthbert, 608 Holloway Road, London, N19 3PH

Our School Project Manager is Ms Virginia Baron.

**COMPLAINTS / SUGGESTIONS**

If you have a complaint or suggestion, please contact our Admin team on **07944 204 876** or at admin@lfss.org.uk. We aim to respond to your complaint / suggestion within 3 weeks of receipt.

**LFSS MANAGEMENT COMMITTEE**

**2018/2019**