



## Firm Foundation Course

### Year 4 Eleven Plus Course Details 2021/2022

---

The 39 week annual course includes sessions for Verbal Reasoning, Non Verbal Reasoning, Spatial Reasoning, English and Mathematics (GL Assessment Style). Tuition is held on a weekly basis in line with the academic school year. The course will continue when your child is in Year 5 enabling him or her to master these techniques thoroughly.

Your son/daughter would have developed Numeracy skills, various techniques of answering Verbal Reasoning, Non Verbal Reasoning and Spatial Reasoning questions by the end of the academic year (July 2022). There will be regular mini tests throughout the course. You will be given clear guidance in areas needed for improvement.

Your child will be encouraged and stretched to their full potential. Homework will be set on a weekly basis. Homework is taken very seriously. Please ensure your child does his/her homework before the subsequent lesson. Guidelines of homework expected to have been completed will be sent to parents once you have enrolled your child. There are quite a few additional books which are highly recommended. Parents will need to monitor and constantly mark these books on a regular basis (Answers will be given to parents where applicable). It will also be the parents' responsibility to ensure their child is constantly learning the spellings and meanings of the weekly vocabulary word list which will be emailed out on a monthly basis (*Access to the weekly word list is also on our website*). Online work should also be monitored by the parent.

There are currently a few choices of group sessions which will be allocated on a first come first served basis. The maximum number of students in each In-house group is 12.

Once you have enrolled your child on the course, a list of recommended books will be sent to you for you to purchase for your child. Most books will have a mark scheme so that parents can mark and monitor the work.

**39 Week Course Fee:**

The total annual cost £1400, includes £35 non refundable registration fee.

Returning Students who started the course last year (*In year 3*) do not need to pay the registration fee. The registration fee of £35 should be deducted from the 1st instalment.

5% discount is given to parents who pay for the whole 39 week course upfront. If preferred, fees can be spread out and paid in 10 instalments.

If you are unable to set up a bank standing order yourself, you may prefer to use the Bankers Standing Order Form to instruct your bank to set up monthly payments. You will need to fill in the standing order form and hand it to your bank. This will be sent to you along with the enrolment form. For students who start in September, If payments are spread out over 10 instalments, each instalment should be **£140pm**.

**Extra Tuition:**

If your child is having any significant problems with specific techniques, then parents will be advised of the situation. There is an additional charge for any additional session(s) booked.

**Absence:**

If the tutor cancels a session, another session will be arranged in lieu of the cancelled session. If a child is absent, please ensure you drop off and collect their homework so they are able to join in the subsequent week. However, at my discretion, provided a class does not exceed 12 students, I can arrange a session in lieu of the session missed. Parents still need to pay the tuition fee even if their child is absent.

### **Materials:**

There is a list of books which parents will need to order within the first month of starting the course, for the student to use as extra practice. Failure to order these books may cause your son/daughter to lag behind. You can order the books yourself or you can pay for the books to be ordered on your behalf. Additional materials which can enhance learning will be suggested but are not compulsory. Each student will need an A4 Notebook for class work (preferably spiral bound); These items will not be supplied by the tutor. It is also advisable that each student brings a Mathematical set or pencil case which includes a ruler, pencils, sharpener and rubber.

*(Please see the Equipment List on [www.firmfoundationcourse.com](http://www.firmfoundationcourse.com))*

### **Terms & Conditions:**

Kindly read the Terms and Conditions document and the following separate policies before signing the Terms & Conditions Form:

Data Protection Policy  
Safeguarding & Equalities Statement  
Parent-agreement & complaints procedure  
Code of Behaviour for Pupils Policy  
E-Safety Policy

### **Forms to be handed in:**

Please read, sign and hand in the following forms before your child's first session:

Enrolment Form  
Terms & Conditions Form  
Parental Consent Form  
Code of Behaviour for Pupils Form  
Photo Release Form (Optional)

The forms should be returned to the Co-ordinator, by hand or by email.

### **Venue for tuition:**

Firm Foundation Centre,  
Unit 4 Cochran Close,  
Off Presley Way,  
Crownhill Industry MK8 0AJ

### **Government Guidelines:**

**Whilst all tutors will try to stick to the scheduled times, in the case of unforeseeable circumstances, we may need to reschedule some of the sessions or arrange online sessions. You will be notified if this does happen.**

Depending on Government guidelines, students may be required to wear a face mask. Temperature checks may be taken on student's wrists prior to entry. The rooms in the premises are well-heated during autumn & winter months; However, there will be a couple of windows left slightly open for cross ventilation. Your child can bring a jumper or cardigan if need be.

Due to the restriction on the number of students we can permit in the building, every scheduled session has to be paid for whether or not the student attends.

### **Duty of Parent/Carer**

Parents should inform Firm Foundation Centre if anyone in your household is displaying symptoms of COVID19. You should not bring your child for tuition if there is anyone in your household that needs to be in isolation according to the government guidelines.

If your child has been asked to stay at home, in isolation from school, you are not allowed to bring your child for private tuition either. If this is the case, you need to inform the Co-ordinator so that an online video conference session can be arranged, or a make-up session can be arranged at a later date when the period of isolation is over.

It is against the law to bring your child to the tuition centre during his or her period of isolation, even if your son or daughter is not displaying any COVID19 symptoms.