



Admissions Information



Our Parent Commitment

Parch Hill guarantees to:

1. Agree a programme of learning for student beneficiaries that is suitable for their individual needs.
2. Implement effective procedures that assess and manage risks regarding the safeguarding of children and adults.
3. Provide high quality and consistent tuition and assessment that meets regulatory standards.
4. Follow a broad and balanced English & Math's curriculum that nurtures child-centered development, confidence, aspiration, and exam results.
5. Improve student learning by supplying and supporting professional tutors with a mentorship mindset and implementing quality teaching and mentoring standards.
6. Provide insightful weekly evaluation feedback at the end of each session via WhatsApp and at the end of the Zoom call.
7. Our Parent Advisors to make termly parent mentorship and feedback calls to ensure parent (member) satisfaction and parent wellbeing.
8. Follow-up missed lessons by sending on the relevant learning booklets by e-mail or catch-up session.
9. Help students experience exam conditions through our monthly assessments, provide academic advice and career guidance.
10. Provide a safe, fun, and secure environment for our students.

Education Service Features

- I. **PARENT STRATEGY CONSULTATION** – A 1 HOUR WHOLE FAMILY MEETING TO ASSESS CURRENT EDUCATIONAL AND PARENTAL STRATEGIES AND MAXIMISE EFFICIENCY, POTENTIAL AND HAPPINESS.
- II. **ASSESSMENT AND FEEDBACK REPORT** – A ENGLISH AND MATHS ASSESSMENT ONLINE AND OFFLINE WITH A NARRATIVE AND GRAPHICAL FEEDBACK REPORT.
- III. **STUDY PLAN** – A WEEKLY AND HOLIDAY SCHEDULE FOR YOUR CHILD TO FOLLOW TO ENSURE THERE IS A CONSISTENT STRUCTURE TO THEIR LEARNING PATTERNS.
- IV. **CURRICULUM OVERVIEW AND PLAN** – A LESSON BY LESSON OVERVIEW AND THE METHODOLOGY AND STRUCTURE OF OUR CURRICULUM WHICH ALLOWS PARENTS TO FOLLOW EASILY IN ENGLISH AND MATHS.
- V. **LEARNING BOOKLETS** – 48 LESSONS FOR ENGLISH AND 48 LESSONS FOR MATHS WHICH ARE DIVIDED INTO 6 UNITS OF LESSON 1 TO LESSON 5 AS TOPIC-BY-TOPIC LESSONS, LESSON 6 AS A 'REVISION ASSESSMENT', LESSON 7 AS AN ASSESSMENT AND LESSON 8 AS A REINFORCEMENT LESSON.
- VI. **MARK SCHEMES** – FOOLPROOF MARK SCHEMES FOR PARENT OR TUTOR TO USE WHEN MARKING THE CHILD'S LEARNING FOR EACH LESSON. ASSESSMENT GUIDELINES AND MARK SCHEMES, TOO.
- VII. **ONLINE PRACTISE PORTAL** – ENGLISH AND MATHS ONLINE PRACTISE AND SOLUTIONS PORTAL WITH 100, 000+ QUESTIONS FOR EACH IN LINE WITH THE BRITISH NATIONAL CURRICULUM, 11 PLUS, GCSE AND IGCSE CURRICULUM.
- VIII. **ONLINE ASSESSMENTS** – AN MCQ MONTHLY ASSESSMENT TO TRAIN CHILDREN FOR VARIOUS EXAMS IN THE REALM OF 11 PLUS AND FUTURE ACADEMIC AND CAREER EXAMS.
- IX. **OFFLINE ASSESSMENTS** – AN STANDARD/MCQ ASSESSMENT TO TRAIN CHILDREN FOR VARIOUS EXAMS IN THE REALM OF 11 PLUS AND FUTURE ACADEMIC AND CAREER EXAMS.
- X. **PARENT MENTORING** – RUN BY EXPERTS INCLUDING HASAN ALI, DR KATHY WESTON, DR BEENISH ALI, AND OTHER PARENT MENTORS AND EXPERTS IN THE PARENTING AND EDUCATIONAL SPACE + FORMER PARCH HILL SUCCESSFUL STUDENTS AND HOW THEIR PARENTS MANAGED THEM TO SUCCESS.
- XI. **FEEDBACK CALL** – A CALL TO DISCUSS CHILD'S ASSESSMENT AND PROGRESS ON THE ONLINE, OFFLINE ASSESSMENTS + WEEKLY BOND ASSESSMENTS AND IDENTIFY GAPS.
- XII. **LIVE SUPPORT** – THE ABILITY TO UPLOAD ANY LEARNING FROM CGP, BOND, LEARNENGLISHMATHS.COM OR SCHOOL AND WE WILL MARK IT FOR YOU AND GIVE RELEVANT FEEDBACK.
- XIII. **GROUP TUITION IN CENTRE** – A SMALL GROUP OF UP TO 6 STUDENTS LEARNING TOGETHER WITH A SPECIALIST ENGLISH AND MATHS TUTOR TO GO THROUGH OUR LEARNING BOOKLETS, ASSESSMENTS AND BOND BOOKS + ANY HOMEWORK FROM SCHOOL. THIS WILL BE 2 HOURS A WEEK CUPULSARY CLASS IN ENGLISH AND MATHS + AN OPTIONAL CATCH-UP CLASS.
- XIV. **1 TO 1 LIVE TUITION** – AN EXPERT TUTOR WITH YOUR CHILD LIVE ON A 1 TO 1 SESSION FOR UPTO 96 HOURS (USUALLY DURING THE WHOLE YEAR) GOING THROUGH OUR LEARNING BOOKLETS, ASSESSMENTS AND BOND BOOKS + MENTORING YOUR CHILD ON THEIR FUTURE, MENTAL WELLBEING AND DEVELOPING A GROWTH MINDSET ATTITUDE EVERY WEEK.
- XV. **COMMUNICATION WITH SCHOOL TEACHERS** – ONLY PROVIDED WITH 1 TO 1 LIVE TUITION PACKAGE AND IT IS UPTO THE PARENT IF THEY WANT TO ACTIVATE THIS. OPTIONAL.
- XVI. **INTENSIVE COURSES** – ONLY PROVIDED WITH OUR 11 PLUS READY COURSE.
- XVII. **ADVISORY** – THIS IS TOTALLY BESPOKE UPON EACH FAMILY. THIS SOLUTION WILL USUALLY REPLACE YOUR CHILDRENS FULL TIME SCHOOLING. PLEASE BOOK PARENT STRATEGY CONSULTATION WITH DIRECTOR OF ADMISSIONS TO DISCUSS THIS FURTHER.

IN THE 11 PLUS COURSE; MOCK EXAMS AND INTENSIVE COURSES ARE INCLUDED:

- ✓ 11 PLUS INTENSIVE COURSE IS A 2 WEEK COURSE IN AUGUST OF EACH YEAR (APPROX 30 HOURS OF EXTRA TUITION)
- ✓ 11 PLUS MONTHLY MOCK EXAMS IN EXAM CONDITIONS ARE INCLUDED FROM JANUARY TO AUGUST.
- ✓ 11 PLUS WEEKLY MOCK EXAMS IN EXAM CONDITIONS ARE INCLUDED DURING THE SUMMER JULY AND AUGUST.
- ✓ PARENT MIND MANAGEMENT 11 PLUS COURSE ALSO INCLUDED.

Learning Contract

Parents/Guardians Contract

We agree to the best of our ability to:

- Make sure that our child(ren) will attend their lesson(s) on a regular weekly basis.
- Ensure that our child(ren) will be on time for their lesson(s).
- Provide help, support, and supervise our child(ren) with their homework.
- Ensure that all provided homework is completed.
- Inform Parch Hill at least 3 hours before the lesson if our child(ren) will not be attending.
- Encourage our child(ren) to read at home for a minimum of 30 minutes per day.
- Read all letters and emails sent by Parch Hill and reply when necessary.
- Speak to teachers and staff about any concerns we might have.
- Take a proactive approach towards our child(ren)'s education.

Parent Name: _____

Signature _____

Student Contract

I agree to the best of my ability to:

- Arrive for my lesson on time every week.
- Bring all the stationary that I need with me.
- Try my very best with Parch Hill work in class and at home.
- Be kind, caring and polite to others in the classroom.
- Listen to my teacher.
- Raise my hand high in the air if I have any questions.
- Help to keep the classroom tidy.
- Do my online homework and assessments every week.
- Read for a minimum of 30 minutes every day at home.

Student Name: _____

Signature _____

Membership Fees

Education Centre

Children	Enrolment Fee	Monthly Fees	Total
1	£59	£150	£150
2	£79	£135	£285
3	£99	£120	£405
4	£109	£105	£510

1 to 1 Online Mentorship

Children	Enrolment Fee	Monthly Fees	Total
1	£247	£180	£180

£180 a month will apply to a 2nd, 3rd or 4th child for the same family. There is no discount on online tuition.

ENROLMENT FEE:

The enrolment fee is a one-off non-refundable amount which covers the administration and resources provided throughout a child's time at Parch Hill. This fee will never be charged again after enrolment and must be paid in order to register a child as a student of Parch Hill.

FIRST MONTH FEE:

The first month fee may vary subject to the amount of lessons attended in the first month, and any promotions available at the time of enrolment, your consultant will be able to give you this amount. For one child, it will vary between £37.50 - £150, siblings will receive extra discount. This amount must be paid on or before the student's first lesson.

MONTHLY PAYMENTS:

Monthly fees must be paid within the first 7 days of each month through our Direct Debit system setup on the day of enrolment.

WHAT IS DIRECT DEBIT?

Direct Debit is an instruction from you to your bank or building society. It authorises the organisation you want to pay to collect varying amounts from your account – but only if you have been given advanced notice of the amounts and dates of collection. Once you have agreed those, the money is deducted automatically. If the organisation you are paying wants to change an amount or date of collection, they must tell you about it first.

Enrolment Fees	1 st Month Fees	Total	Monthly Fee Thereafter

Childcare Ofsted Registration

Parch Hill is an Ofsted Childcare Registered company, which means that parents can apply for certain benefits through HMRC to contribute towards their monthly fees.

How to Claim:

Working Tax Credits

With Ofsted registration you could be eligible to receive up to 70% of our monthly fees in working tax credits. Claiming this will be your responsibility, however in this letter we will provide detailed instructions on how to do so.

Working tax credits can be claimed if you are in work and are responsible for a child or children under the age of 16. In order to claim this, you must be working at least 16 hours a week and be paying for childcare. If you are part of a couple, you can claim if any of the following apply:

- You both usually work for at least 16 hours a week.
- One of you works for at least 16 hours a week, and the other is:
- Incapacitated and getting a benefit for disability or illness.
- An inpatient in hospital.
- In prison.
- Entitled to Carer's Allowance.

Please Note: It is the parent's responsibility to apply for tax credits, Parch Hill are not able to inform parents whether they will be eligible to any discounts, however, can only advise.

To make a claim follow these simple steps:

1. Call the HMRC helpline on **0345 300 3900**
2. If you already claim tax credits, you will just need to update your claim over the phone. If it is your first time, you will need to apply for a new claim and may need to complete a form.
3. You will be asked to provide Parch Hill details (the childcare provider):

Address: Parch Hill, Challenge House, 616 Mitcham Road, Croydon, CR0 3AA

Contact Number: 020 3092 3093

Name of registering or approving body - Ofsted

Registration or approval number - EY563254

Date of Registration – 06/03/2019

4. You will also need to give them your average weekly childcare costs. Calculating this can be done two ways, either:
 - a. Take the total amount you pay each month.
 - b. Multiply that amount by 12.
 - c. Divide the total by 52 — this is your average weekly childcare costs. OR use the online calculator: www.gov.uk/childcare-costs-for-tax-credits

For example, if you have 1 child attending each month you will be paying £120 a month, weekly average = £28. If you have 2 children attending each month you will be paying £228 per month, weekly average = £53.

Childcare Vouchers

Childcare vouchers are a government-initiated scheme and can be used by working parents to help pay for childcare costs for children up to the age of 15 years old. You could be eligible for vouchers up to £243 a month exempt from National Insurance and tax in exchange for a reduction in salary.

Parents will need to inquire with their employers (HR departments) to find out if they are eligible to receive childcare vouchers, and how to set this up.

If you are eligible, parents will usually receive a login to an online portal where you can make direct payment to the company, or the childcare voucher provider will automatically send payment monthly.

Please find the childcare voucher providers who we are currently registered with below, if your company uses an alternative company, please inform us so we can register our details:

- Kiddi-Vouchers
- Busy Bees Benefits
- Computer Share – 0020802756
- Care4 - 50632730
- Sodexo – 833508
- Edenred - P20904913
- Fideliti - PAR134C

Tax-Free Childcare

A new scheme is allowing parents to open a new childcare account. For every £8 a parent pays into their childcare account, the government will pay in an extra £2. Parents can get up to £2000 government support per child per year towards their childcare costs. They can then use this money to pay their childcare provider.

The government has started inviting parents to apply for Tax-Free Childcare beginning with parents of the youngest children first. Check whether Tax-Free Childcare is the best offer for you using the childcare calculator.

Parents will only be able to pay their childcare provider from their childcare account if their childcare provider is signed up to Tax-Free Childcare. While parents can't make payments using both Tax-Free Childcare and childcare vouchers, childcare providers who are signed up to Tax-Free Childcare can receive payments from both schemes.

Education Centre Service

Terms and Conditions

- An enrolment fee of **£59** (one child), **£79** (two children), **£99** (three children), **£119** (four children) which is non-refundable will be paid.
- All fees are payable in advance. This will be monthly, termly, annual payments.
- Prices are subject to change (adequate notice will be given) and will be reviewed each academic year.
- We are unable to give refunds for month/days not attended. These include unforeseen circumstances and adverse weather conditions. In such cases, your child will be allowed to attend a catch-up class if available without charge.
- Any outstanding payments will be transferred to our Debt Collecting Agency. Charges will be added to the overdue amount plus costs incurred by us. We will proceed with legal action to recover the payment owed.
- The company reserves the right to revoke a child's place on ground of persistent antisocial behaviour affecting the well-being of other children, staff, or the tuition centre in general. These measures will be taken if all measures to improve behaviour have been exhausted.
- Students are required to bring their own stationery i.e. Pencils, pens, erasers, sharpener, calculators, ruler & books.
- Parents or guardians will always ensure online home learning is completed to ensure the student has a real understanding of topics independently.
- Parents or guardians will accept full liability for any damage caused by the student to the premises where courses are taught.
- Parch Hill accepts no liability for any personal property or injury to persons outside of teaching hours.
- Parents and guardians give permission and accept full liability for secondary school students to independently use facilities outside of the education block, such as toilets and kitchen area.
- Parents and guardians will need to inform us in writing before the **23rd of the current month** if they wish to leave; parents are liable to pay 100% of the fees for the month of departure. If you do not inform us before the **23rd of the month** you are also liable to pay 100% of the following months fees, thus we are invoking a rule whereby parents and guardians must adhere to the terms and conditions contained therein.
- If you have decided to leave and wish to re-enrol your child, there would be an additional **£39** (one child) **£54** (two children) re-enrolment fee that will need to be paid before we can confirm your space.
- Additionally, to the previous point, parents must attend a leaving consultation before the **23rd** of the month at your local Parch Hill Centre and fill out our leaving form and feedback questionnaire, should the process not be adhered to, you may incur additional administration charges.
- If a parent wishes to freeze their account for a maximum two month, they must follow the same guidelines as leaving procedures, by giving us written notice before the **23rd** of the month and by filling out a form in the Parch Hill administration office. Please note there will be a charge of **£15** (one child), **£25** (two children) per month of freezing, during this period Parch Hill will still send learning booklets + IXL homework links.
- Where fees are not paid on time, this may result in suspension of your child attending lessons and be subject to a Non-Compliance Fee of **£25.00** per student.
- By signing this agreement, you are going to indemnify Parch Hill for all fees raised.
- Parch Hill reserves the right to cancel a course if it is under-subscribed. In this case, a student may choose to attend another course at Parch Hill or to receive a full refund of fees paid for that month.

Monthly Contract

as long as you inform us before the **23rd** of the month and attend a leaving consultation.

Online Service

Terms and Conditions

- An enrolment fee of £100 per child is a non-refundable fee that will be paid to secure your child's place on a course at Parch Hill. This must be paid before commencing any course of study.
- You can cancel within the first 8 lessons and there is a money back guarantee on the annual fees if you wish to cancel and will receive 100% of the fees back excluding the sessions you have already had with us calculated by dividing the fees total sessions by sessions taken.
- All fees are payable in advance in the form of monthly, quarterly, or annual payments through the Stripe or GoCardless system which is the most compatible for structured online payments in the world.
- Please note that Parch Hill Terms and Conditions and prices are subject to ongoing review and change each academic year. Consequently, where these are updated, all parents will be issued with adequate notification.
- Parch Hill is unable to give refunds for month/days not attended. These include unforeseen circumstances to do with broadband signalling or computer defects. In such cases, your child will be allowed to attend a catch-up class if available without incurring additional charges.
- Any outstanding payments will be transferred to our Debt Collecting Agency. Charges will be added to the overdue amount plus costs incurred. Parch Hill will, if necessary; proceed with legal action to recover any payment owed.
- The company reserves the right to revoke a child's place on ground of persistent anti-social behaviour affecting the well-being of other children, staff, or the tuition centre in general. These actions will be taken if all other measures to improve behaviour have been exhausted.
- Parents or guardians will always ensure that their child is available and ready to log on at the start of the designated lesson.
- Parents and guardians must appreciate that completion of the learning booklets and online practise is important and complements the offline and online lesson itself. It follows that parents and guardian should encourage their child to complete their respective booklets as this helps guarantee that the student has a real understanding of topics independently.
- Parents or guardians will accept full liability for any damage caused by the student on their own resources and Parch Hill accepts no liability for any personal property or injury to persons outside of teaching hours.
- Parents and guardians give permission and accept full liability for their child to work online independently.
- Parents and guardians must understand that this is a 12-month contract and will incur a liability of 100% of the fees for the course. Parents will be responsible for full payment of these fees. Furthermore, if parents fail to inform Parch Hill about their intent to leave, parents will still be liable to pay 100% of the fees.
- Parents or guardians intending to leave Parch Hill must complete a leaving form, a feedback questionnaire as well as attend a Leaving Consultation at time of departure. Please note that failure to comply with the Parch Hill protocol and leaving policy may result in additional charges being incurred and parents maybe requested to pay these charges.
- Please note that failure to pay fees on time will result in the suspending of any learning activity and attendance for the respective student in question. Parents will, in turn, be responsible for the payment of a Non-Compliance Fee of £25.00 per student.
- By signing this agreement, you are agreeing to indemnify Parch Hill for all fees raised.
- Whilst we recommend you conduct online sessions weekly for the purpose of consistency, sessions must be done within 12 months from the date you have your first session or a contract for 96 hours of tuition. This is only applicable for the 1 to 1 online Tutor Mentorship course.
- If doing tutor mentorship on a weekly basis, no more than 8 hours should be conducted every month on the basis that the parent is paying monthly.
- The contract will automatically be renewed for the next year and will only be cancelled if you inform us on the 11th Month or the 43rd Tuition Session. We will also have a call to discuss this with you.

12-month contract

with money back guarantee element

Please respect that this is a fully bespoke 1 to 1 mentorship and teaching programme for your child.

Term Dates

2021 - 2022



September 2021							October 2021							November 2021							December 2021										
U1	M	T	W	T	F	S	S	M	T	W	T	F	S	S	U2	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
			1	2	3	4	5					1	2	3	W9	1	2	3	4	5	6	7	W14			1	2	3	4	5	
W1	6	7	8	9	10	11	12	W5	4	5	6	7	8	9	10	W10	8	9	10	11	12	13	14	W15	6	7	8	9	10	11	12
W2	13	14	15	16	17	18	19	W6	11	12	13	14	15	16	17	W11	15	16	17	18	19	20	21	W16	13	14	15	16	17	18	19
W3	20	21	22	23	24	25	26	W7	18	19	20	21	22	23	24	W12	22	23	24	25	26	27	28		20	21	22	23	24	25	26
W4	27	28	29	30				W8	25	26	27	28	29	30	31	W13	29	30							27	28	29	30	31		
January 2022							February 2022							March 2022							April 2022										
U3	M	T	W	T	F	S	S	M	T	W	T	F	S	S	U4	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
					1	2		W21		1	2	3	4	5	6	W25		1	2	3	4	5	6	W30					1	2	3
W17	3	4	5	6	7	8	9	W22	7	8	9	10	11	12	13	W26	7	8	9	10	11	12	13	W31	4	5	6	7	8	9	10
W18	10	11	12	13	14	15	16	W23	14	15	16	17	18	19	20	W27	14	15	16	17	18	19	20		11	12	13	14	15	16	17
W19	17	18	19	20	21	22	23	W24	21	22	23	24	25	26	27	W28	21	22	23	24	25	26	27	W31	18	19	20	21	22	23	24
W20	24	25	26	27	28	29	30	W25	28							W29	28	29	30	31				W32	25	26	27	28	29	30	
W21	31																														
May 2022							June 2022							July 2022							August 2022										
U5	M	T	W	T	F	S	S	M	T	W	T	F	S	S	U6	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
							1	W37			1	2	3	4	5	W41					1	2	3	W46	1	2	3	4	5	6	7
W33	2	3	4	5	6	7	8	W38	6	7	8	9	10	11	12	W42	4	5	6	7	8	9	10	W47	8	9	10	11	12	13	14
W34	9	10	11	12	13	14	15	W39	13	14	15	16	17	18	19	W43	11	12	13	14	15	16	17	W48	15	16	17	18	19	20	21
W35	16	17	18	19	20	21	22	W40	20	21	22	23	24	25	26	W44	18	19	20	21	22	23	24		22	23	24	25	26	27	28
W36	23	24	25	26	27	28	29	W41	27	28	29	30				W45	25	26	27	28	29	30	31		29	30	31	S1	S2	S3	S4
W37	30	31																													

KEY:	Revision Week	Assessment Week	Reinforcement Week	Unit 1 to Unit 6
	Tutor Training	Open	Closed	

Let us transform your child's mindset and deliver results

1. 'Confidence'
2. 'To be Ambitious'
3. 'Winning attitude'
4. 'Growth mindset'
5. 'Respect for parents'

**'Leads to Hope, Happiness
and High Grades'**

We are Parch Hill

Parch HillTM
MATHS & ENGLISH TUTORING