



Handbook Terms & Conditions 2022-2023

For: 1:1 Personalised Teaching: Sensory & Behaviour Support, Small Group Teaching: Mini (2-4yrs) – Junior (4-7yrs) – Senior (7-11yrs) & Sensory Santa

Prices for Services available at Riddell Wood HQ:

All payments via Bank Transfer or card machine (1% service charge) on request.

1. 1:1 Personalised Teaching Session = £75 per hour
2. 1:1 Multi-Sensory & communication Session= £35 per hour
3. 1:1 Life skills and sensory session= £25 per hour (Age 9yrs+)
4. Sensory Santa Family Bubble thematic session= Minimum £65 per 45mins private session. Children=£15 & Adults=£5. Maximum of 10 people per session. All sessions pre-paid at time of booking.
5. Parent Consultation=£75 per hour.
6. Small Group woodland sensory experiences 4-week block sessions= £160 each (£40 each child per week)
Maximum 6 kids per group: Mini 2-4yrs-Junior 4-7yrs-Senior 7-11yrs
7. Small group private hire Sessions= Price on request personalised for each group.

**All sessions pre-paid at time of booking.

GENERAL INFORMATION:

- A Teaching bubble is the child & parent prearranged to attend each pre-booked session.
As much as possible please only 1 adult per child (unless a specific family session)
- All monthly sessions will be charged via invoice a month in advance.
Please pay via bank transfer.

Judith Riddell Bank Details:= Ulster Bank

Account Number: 16921785 Sort Code: 98-00-60

** Please put your name as transfer reference information**

All payments via Bank Transfer or card machine (1% service charge) on request.

CANCELLATION POLICY:

It is necessary you give adequate warning before cancelling sessions FOR ANY REASON.

- If Judith has to cancel a session due to illness, safety or freak weather your money will be refunded & transferred from the next month's invoice
- Due to all term time bookings being in block bookings, Group & 1-1 block sessions cannot be refunded unless under exceptional circumstances agreed with Judith.
Sessions will only be refunded if another child is able to take your place.
- For special events such as Sensory Santa – sessions will only be refunded once your session time is replaced with another child.

Venue:

- The Riddell Wood HQ site provides multiple outdoor woodland teaching spaces (Tree House Area, Willow Garden, Woodland Classroom & Vegetable garden areas. There is also 1 indoor classroom (Currently only used in emergencies for very bad weather). There are 2 composting toilet sheds, changing room and water stations in every fenced area.
- To help provide a safe & inspiring experience all teaching will take place within the outdoor woodland teaching spaces as much as possible in all seasons, unless the weather is too dangerous in which case the session will take place in the original indoor classroom & adults will wear masks.

Covid-19 Precautions:

- Covid-19 research suggests that working outdoors there is less inclination for the virus to spread on natural surfaces but to help reduce risk as much as possible everyone is encouraged to wash hands when entering & leaving each play area to reduce cross contamination.
- Please contact Judith immediately if you are ever told to self-isolate due to track & trace government policy or testing positive for Covid-19
- Should Judith or her staff ever test positive for Covid-19 all clients will be contacted & will be refunded for sessions cancelled due to the business being closed.

C-19 shared precautions:

1. Extensive cleaning between sessions
2. Children to wash hands on arrival & before eating.

Staffing Policy:

- All sessions will be taught by Judith Riddell an experienced teacher & SEN specialist.
- When required for small group sessions Judith will provide an experience support assistant to ensure all children require the adult support & modelling all require to ensure each child can be fully empowered to achieve their potential.
- All staff will be easily identified by staff uniform.
- 1 parent or guardian is welcome to stay for all sessions. Judith will try to provide a parent coaching model style while also teaching children as much as possible to help extend learning beyond sessions.

Clothing Policy:

- To help reduce covid-19 spread & cross contamination please do not wear any school uniforms onsite. For children coming directly from school feel free to bring a spare set of clothes with you if not time to change before sessions. (Changing room provided)
- Everyone attending sessions is expected to dress appropriately for the season. (No flipflops, sandals or high heels at any time)
- In winter it is best to wear thin multiple layers with a water-proof suit or water-proof outer layers & waterproof shoes or boots. Please bring a hat & gloves to wear when required to reduce getting cold.
- There is a heating & cooking stove in the woodland classroom. Hot water will be readily available during all sessions for adults & children to keep warm. Please bring your own cup & drinking bottle to reduce contamination risks. Please feel free to help yourself to hot water for drinks & there will be refreshments times during all session when possible especially on cold days.

Homework Policy:

- To empower further development, it is encouraged that parents set some time aside each week to complete as much of the set homework as possible. All homework aims to extend learning and reinforce practical skills taught in each session.
- Each homework is specifically provided for the individual needs of each child. If a child is unable to do a set activity, please just let Judith know or return the activity unfinished so Judith can get a true indication of development. Please do not worry if a child gets something wrong, Judith would rather see this than a perfect homework each time.
- Please return all reading books when finished. Any reading books lost or accidentally destroyed will be charged at cost price.

Judith Riddell Contact Details:

Phone: 07714172361

Email: Judithriddell@empoweringlittleminds.co.uk

Address: 49 Crawfordstown Road, Ballynahinch BT248LZ

(follow google maps – 1st house on private lane on the right with log gate)

Qualifications: 18 Years Teaching & specialist SEN experience - BA, MA (cantab), PGCE – Cambridge University.

Payment Bank Transfer Details: Judith Riddell Bank Details:= Ulster Bank

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