

Join the movement

The National Resource Centre for Supplementary Education
in partnership with the National Council for Voluntary Organisations

Membership application

Joining the National Resource Centre for Supplementary Education (NRC) means that you become part of a national movement dedicated to making the case for supplementary education. Membership is free and gives you the chance to voice your hopes and concerns and to contribute to research and policy that can make a real difference.

As a member of the NRC, you will sign the Code of Practice for Supplementary Schools, making a commitment to good teaching, effective planning, safety and sound management. You can then work towards Quality Framework Awards at Bronze, Silver and Gold levels, and become eligible for National Excellence Awards.

When you become a member of the NRC, you will automatically receive free community membership of the National Council for Voluntary Organisations (NCVO). NCVO is the largest umbrella body for the voluntary and community sector in England. It has been helping small community groups like yours for over 90 years.

Benefits of membership

Join the NRC for free and you'll immediately receive:

- a certificate of membership, showing the Code of Practice you have agreed to follow, which you can copy and include in funding applications and partnership agreements
- a monthly *e-Bulletin* of information about what's going on in the world of supplementary education, and a termly printed *Bulletin* with features and articles about supplementary schools
- a free wallet of practical guides to:
 - help you run your supplementary school
 - judge for yourself how well you are serving your community
 - support the Code of Practice
 - help you work towards Quality Framework Awards.

Our members-only web pages give you access to:

- our free database of all UK funders
- discounts on curriculum guides on community languages
- discounts on books and teaching materials
- discounts on stationery, exercise books and office equipment
- free training guides on IT software
- our email helpline.

Join us, join NCVO

As part of NRC's unique partnership with NCVO, all NRC members will receive free community membership of NCVO*, which offers you:

- a free legal information service, including an email query service with the potential to save your organisation both time and money
- discounts on services, including insurance, computer software, IT support and utilities
- monthly email briefings on the latest issues within the voluntary sector
- discounts of up to 30 per cent on NCVO publications – there are more than 100 titles on a wide range of topics, so you're guaranteed to find a guide to help
- access to the members-only area of the website www.ncvo-vol.org.uk, with access to *VS* magazine online and a whole host of exclusive and exciting online services.

In addition, you will become part of a powerful community of over 5,500 voluntary organisations, with the opportunity to engage with other supplementary schools and with key decision makers, to bring about the changes you want.

**This applies to supplementary schools with a turnover of less than £100,000 per annum. For organisations with an annual income over £50,000, membership to NCVO is offered free for the first year only.*

Who can become a member?

Any supplementary school based in England can join the NRC. The definition of a supplementary school is broad. They are independent, voluntary organisations, often run by parents. They offer out-of-school-hours educational opportunities for children and young people, many of whom come from minority ethnic communities.

The Code of Practice

To become a member, all supplementary schools must sign and agree to follow the Code of Practice for Supplementary Schools. The Code of Practice is a set of statements of commitment that constitutes the basis of a well-managed supplementary school.

What does a membership cost?

Nothing – it is free of charge. However, if your school's gross annual income is more than £100K, please contact us to discuss your application.

How do I apply?

You can apply online at www.supplementaryeducation.org.uk, or you can fill in the membership application form and sign the Code of Practice in this leaflet. Send this by post to National Resource Centre for Supplementary Education, 356 Holloway Road, London N7 6PA or fax it to us on 020 7700 8128.

Membership application form

A Details of your supplementary school (where the supplementary school classes are run)

Name of the school/organisation:

Address of school/organisation:

City/town:

Postcode:

Tel:

Fax:

Email:

Website:

What local authority area is your school based in?

Membership of both the NCVO and the NRC is valid until 31 March 2009.

If you need help with filling in your application, contact the NRC on 020 7700 8189.

B Details of the main contact person (who will receive all membership information)

Contact person first name:

Contact person family name:

Address for correspondence (if different from above):

City/town:

Postcode:

Tel (if different from above):

Fax (if different from above):

Email:

Mobile number:

C General information

1 What community/communities does the school serve? (eg you might say: Assyrian, Polish, South Acton Estate)

2 What are the age groups of children who attend? Tick all that apply.

0–4 years

5–7 years

8–10 years

11–13 years

14–16 years

16+

3 What is the average number of children attending classes each week?

4 On what days and at what times does the school run?

5 How many hours a week of classes are there?

0–4

5–10

10+

6 What national curriculum subjects are taught (if applicable)?

English

Maths

ICT

Science

Others – please specify:

7 What language(s) are taught (if applicable)?

8 What other activities take place?

Dance

Drama

Singing

Arts

Sports

Others – please specify:

9 What is the ethnic origin of most children attending?
Please choose from the categories below.
(For an explanation of these categories, please see
the DCSF website [www.standards.dfes.gov.uk/
ethnicminorities/faqs](http://www.standards.dfes.gov.uk/ethnicminorities/faqs).)

White

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> British | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Traveller of Irish heritage | <input type="checkbox"/> Gypsy/Roma |
| <input type="checkbox"/> Any other White background | |

Mixed

- | | |
|--|---|
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> White and Asian | <input type="checkbox"/> Any other mixed background |

Asian or Asian British

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Indian | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any other Asian background |

Black or Black British

- | | |
|---|----------------------------------|
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> African |
| <input type="checkbox"/> Any other Black background | |

Other

- Chinese
 Any other ethnic background – please specify

10 Is your supplementary school a registered charity?

- Yes No

If yes, please state charity number:

11 Total number of paid staff:

12 Total number of volunteers:

13 What is your gross annual income?

- Less than £10,000
 £10,000–£50,000
 £50,000–£100,000
 More than £100,000

As a member of the NRC and the NCVO, you will be entitled to receive the range of benefits detailed on the second page of this leaflet.

If you do not wish to benefit from free NCVO membership, please tick here:

In addition to their core communication with members, NRC and NCVO may wish to contact you from time to time to update you on events or services which may be of interest to you. If you do not wish to receive this additional information, please tick here:

We will not pass on any personal details, other than the contact name for your supplementary school, to any third party. However, your supplementary school's details may be passed on to third parties to enable networking to take place, to promote partnerships or to enable the public to find out more about your school. Please tick the box if you do not wish your details to be passed on:

Our recommended retailers may also want to contact you on our behalf to update you on the range of special discounted products and services available to NRC and NCVO members. If you do not wish to receive this information, please tick here:

The NRC is not a regulatory body. This membership is based on trust. If we discover that you are not a supplementary school or if you provide fraudulent information, you will immediately be removed as a member.

To become a member of the NRC, all supplementary schools must agree to follow the Code of Practice for Supplementary Schools. This is a set of statements of commitment that constitute the basis of a well-managed supplementary school.

To complete your application, please fill in the Code of Practice box on the next page.



Code of Practice for Supplementary Schools

Please tick each box to say that you agree to follow the Code of Practice for Supplementary Schools, and then sign the Code at the bottom.

As a member of the National Resource Centre for Supplementary Education, we shall:

- create a well-organised environment in which everyone can work comfortably and has clear expectations of behaviour that supports learning
- agree what pupils need to learn, and teach them in a way that engages their interest and enthusiasm
- keep a record of what they have learnt, celebrate what they have achieved, and, with their and their parents' permission, pass on information about what they have learnt to other schools and organisations
- provide teaching resources that are well matched to the pupils' needs, and of the highest possible quality
- set out what we aim to achieve for our children, make plans, and keep these under review
- find out about other organisations with similar aims, and work with them whenever we can
- ask pupils, parents and carers, teachers and volunteers to help us judge how well we are doing, and plan how to improve our service
- recruit staff and volunteers openly and fairly, and give them the support and supervision they need to do their jobs and carry out their roles effectively
- make sure that children and adults are safe at all times when they are in our care, by adopting, implementing and reviewing policies and procedures to protect them, and by arranging Criminal Record Bureau (CRB) checks
- budget effectively, manage finances wisely, and account openly for all income and expenditure.

Name:

Signature:

Date:

About the NRC

The National Resource Centre for Supplementary Education (NRC) is a national organisation based within ContinYou (one of the UK's leading community learning organisations), and is the first agency to campaign on behalf of supplementary education.

The NRC has grown out of the Resource Unit for Supplementary and Mother Tongue Schools, which had nearly ten years' experience of providing support, advice, training and consultancy to supplementary schools across London before its merger with ContinYou in 2006.

The NRC is concerned with achievement, quality and excellence. We offer support, advice and training to a network of schools across the UK, as well as providing services to local authorities and the key organisations and forums working with supplementary schools, including the DCSF (formerly DfES) and mainstream schools. We aim to promote the excellent work that supplementary schools do, and to help them raise the achievement and aspirations of their students, most of whom are from minority ethnic backgrounds.

Please post or fax this form back to us:

National Resource Centre for Supplementary Education,
356 Holloway Road, London N7 6PA

Tel: 020 77000 8189 Fax: 020 7700 8128

Email: nrc@continyou.org.uk

Website: www.supplementaryeducation.org.uk


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Supplementary Education

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