

# Join the movement

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

## About the NRC

The National Resource Centre for Supplementary Education (NRC) is the first agency to campaign on behalf of supplementary schools. The NRC has provided support, advice, training and consultancy to supplementary schools since 1997.

The NRC is passionate about supporting supplementary schools and raising their standards and profile. We offer advice and training to a network of schools across England. We provide services to local authorities, key organisations and forums working with supplementary schools, including the Department for Education (DfE). We promote the excellent work that supplementary schools do and help them raise the achievements and aspirations of their students, most of whom are from minority ethnic backgrounds.

### Associate and full membership

Anyone can join the NRC to show their support for the sector, and for the outstanding work undertaken by many supplementary schools. Membership benefits will vary, depending on whether you are a **supplementary school** or whether you join as an **associate member**. Joining the NRC will give you the chance to add your voice to those of others in the community of supplementary schools, and to show your support for those working in this sector. Becoming a member means that you become part of a movement dedicated to making the case for supplementary education.

### A shared vision

As a member of the NRC, you are showing that you support our Code of Practice (see the back page of this leaflet), which expresses our vision that all supplementary schools should be recognised and supported to provide good teaching, effective planning, meticulous safety and sound management.

### How do I join?

- **By post** – fill in and sign the application form, and send it to the National Resource Centre for Supplementary Education, ContinYou, 31–33 Bondway, London SW8 1SJ.
- **By fax** – fax the form to 020 7735 4002.
- **Online** – at [www.supplementaryeducation.org.uk](http://www.supplementaryeducation.org.uk).

### Benefits of membership for 2011/12

All members will receive:

- our termly bulletin to keep you up to date with the latest news in supplementary education
- our regular e-Bulletin.

Thanks to the support of our funders, we are able to offer a number of additional benefits to supplementary schools free of charge. In addition to the above, supplementary schools will receive:

- free access to the Bronze level of the Quality Framework for Supplementary Schools
- free access to one open training course (and a discount on further courses)
- telephone and email support from the NRC team
- fourteen 'How to' guides, giving advice on how to run a supplementary school and how to meet quality assurance and safeguarding standards
- free community membership of NCVO
- access to the members-only area of our website, with downloadable templates, policies and procedures, examples of good practice, and teaching and learning resources.

## Join us, join NCVO

When you join the NRC, supplementary schools automatically receive community membership of NCVO\*. NCVO is the largest umbrella body for the voluntary and community sector in England. It has been helping small community groups for over 90 years. The benefits you will have access to include:

- 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
- themed bulletins tailored to people in small community organisations, focusing on the daily challenges you face
- discounts of up to 30 per cent on NCVO publications – there are more than 80 titles on a wide range of topics, so you're guaranteed to find a guide to help you
- the chance to become part of a powerful community of over 8,000 voluntary organisations.

*\* This applies to supplementary schools with a turnover of less than £100,000 per annum. For organisations with an annual income of over £10,000, NCVO membership is offered free for the first year only and a 20 per cent discount is offered at the time of renewal for the second year.*

# Membership application form

Supplementary schools should complete both pages of this form. For associate membership, you only need to complete Sections A and B. If you need help with filling in your application form, contact us on 020 7587 5080.

Membership is valid until 31 March 2012.

Are you:

a new member?

an existing member?

Membership number (eg NRC123):

## A Your organisation's details

Name of school/organisation:

Address of school/organisation (for a supplementary school, where classes are run):

City/town:

Postcode:

Tel:

Fax:

Email:

Website:

Which local authority is your school based in?

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

First name:

Surname:

Title (Mr/Ms etc):

Role:

Address for correspondence (if different from above):

City/town:

Postcode:

Tel:

Fax:

Email:

Mobile number:

## C General information (for supplementary schools only)

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 How many children are enrolled in the school?

4 How many hours or classes are there per week?

0–4

5–10

11+

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

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

English

Maths

ICT

Science

Others – please specify:

7 What languages are taught (if applicable)?

8 Is any formal accreditation available?  
If so, please specify.

9 What other activities take place?

- Dance
- Drama
- Singing
- Arts
- Sports
- Religious studies
- Others – please specify:

10 What is the main ethnic origin of children attending the school?

11 Is your supplementary school a registered charity?

- Yes  No

12 If so, please give the charity number:

13 Total number of paid staff:

14 Total number of volunteers:

15 What is your gross annual income?

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

16 Where did you hear about NRC membership?

- NCVO
- NRC team
- Training
- Other – please specify:

17 Are you interested in obtaining a Bronze Quality Framework Award?

- Yes  No

If you have achieved a Bronze Award, are you interested in a higher-level award?

- Yes  No

I certify that the information given on this form is correct to the best of my knowledge.

Name:

Signature:

Date:

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

In addition to our core communication with members, the NRC and NCVO may wish to contact you from time to time to update you on events and services which may be of interest to you. If you do not wish to receive this 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 facilitate networking, promote partnerships or 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:

If you do not wish to be part of the NRC's new online directory of supplementary schools, please tick here:

Please return this form to:

National Resource Centre for Supplementary Education (NRC)

ContinYou  
31–33 Bondway  
London SW8 1SJ

Tel: 020 7587 5080 Fax: 020 7735 4002

Email: [nrcmembers@continyou.org.uk](mailto:nrcmembers@continyou.org.uk)

## Code of Practice

By joining the NRC, you demonstrate that you share its vision for all supplementary schools to achieve the standards set out in the Code of Practice below.

Supplementary schools should aim to:

- 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 pupils 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 they aim to achieve for their children, make plans and keep these under review
- find out about other organisations with similar aims, and work with them whenever they can
- ask pupils, parents and carers, teachers and volunteers to help them judge how well they are doing, and plan how to improve their 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 the school's care, by adopting, implementing and reviewing policies and procedures to protect them, and arranging Criminal Records Bureau (CRB) checks
- budget effectively, manage finances wisely, and account openly for all income and expenditure.

## Quality Framework for Supplementary Schools

The Quality Framework for Supplementary Schools is a tailor-made quality assurance scheme that supports you to prepare evidence for each of the standards above.

The first step in the Quality Framework is the preparation of a Management File to show that essential management and safeguarding procedures are in place. To complete this stage and receive the Bronze Quality Framework Award you will need to be visited by a trained Quality Framework mentor, who will observe your school in action and prepare a witness statement in support of your application for the Bronze Award.

Members of the NRC can access the Bronze level of the Quality Framework free of charge. Please complete Question 17 about the Quality Framework on page 3.

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National Resource Centre for  
Supplementary Education

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