

UK Office (+44) 01562 730 580

Email: enquiries@actualise-learning.com www.actualise-learning.com

Dear Parents,

We are delighted to have been invited by Mrs Lant to offer a dessert making afterschool club for pupils in year's 2-6.

Over six weeks, children will learn basic baking and dessert preparation skills, understand the science behind baking, and unleash their creativity while creating delicious treats. The program is designed for a classroom setting with hands-on activities, teamwork, and lots of fun. **If your child has any known food allergies, unfortunately, they will NOT be able to join in the dessert making course. This is for your child's safety.** The workshops are for a 6-week period, commencing on Friday 26th September, for an hour after school 3:20-4:20pm. We will need a minimum of 15 pupils in order to make the course viable. The cost of the six-week course is £42.00 per pupil, payable in advance. Aprons will also need to be provided for each workshop, from home.

Payments can be made to us via cash (to be left at the school office, before the start of the workshops), BACs paid in full, in advance of the sessions beginning at the school or by cheque (to be left at the school office, before the start of the workshops). If parents would also like to have access to our additional chocolate making modules and enrichment resources, to be used at home, we can offer each of these one-hour modules for £2.50 (£15 for a set of six home-based activities).

Numbers will be limited to 30. If you would like your child to take part, please complete the attached registration form and return it to the school, with either your cash / cheque or a notification of payment to Actualise Learning Ltd via BACs (our account details are on the next page).

Places will be allocated on a first-come-first-served basis. Please return your form as soon as you have made your payment, in order to secure a place. If we do not achieve our minimum number, or we cannot offer you a place having reached our limit, payments will be immediately refunded via BACs.

We are very much looking forward to working with the school on what I am sure will be a fun and fruitful learning experience.

Very best wishes,

Kate Mercer,
Actualise Learning

I would like my child.....to attend
Actualise Learning's weekly dessert making club from: Friday 26th September, 3rd October, 10th October,
17th October, 7th November and 14th November.

Cash / cheques are to be made payable to: 'Actualise Learning Ltd' (and left at the school office together
with your completed registration form, before the start of the first session).

Our account details are featured below for all BACs payments to be made into (instead of paying us by
cash / cheque) -

Please ensure that the name of the school and the pupil's name are referenced on the payment:

Actualise Learning Ltd

- Account Number: 11852728

- Sort Code: 40-15-07

Class..... Home address.....
.....

Email Address:.....

Home Tel:.....

Emergency Telephone Number:.....

Any Medical information.....

NB: Due to the increasing instances of practitioners being delayed by late arrivals of parents collecting their
children from the afterschool club, a payment penalty will be issued. A late arrival charge of £5.00 will be
made to each parent, for every 15 minutes after the club has finished (there is a grace period of 10 minutes).
Thank you for your cooperation.

Signed (Parent / Guardian).....

Name (Parent / Guardian).....

Date.....

Being picked up by:.....

Additional Notes:

Please tick one of the boxes below to show how you will be paying for the club

- I would like my child to attend the weekly dessert making club ☐

- I would also like to purchase the home enrichment chocolate making resources (NB. The resources can be purchased separately, if you'd prefer your child not to participate in the dessert making workshops at school):
 - £15 per set of home enrichment resources (6x modules, total) ☐
 - I do not wish to buy access to the home enrichment resources ☐

Attending dessert making club

- I have made a BACs payment to: 'Actualise Learning' for £42 ☐
- I attach a cheque made payable to: 'Actualise Learning Ltd' for £42 ☐
- I enclose a cash payment of £42 ☐
- My child receives pupil premium ☐

Home enrichment resources (provides chocolate making modules and enrichment resources, to be used at home)

- I have made a BACs payment to: 'Actualise Learning' for: £15 ☐
- I attach a cheque made payable to: 'Actualise Learning' for: £15 ☐
- I enclose a cash payment for: £15 ☐
- My child receives pupil premium ☐

Parents can view further information in regards to the home enrichment additional resources on our sister company website, Vantage Education (www.vantage-edu.com), located in the area of: 'home education', under 'teaching modules'.

The home enrichment modules contain a selection of 6x modules from the themes of: physics, chemistry, technology, chocolate making, biology and nutrition. The home enrichment activity resources will be sent to you via We Transfer (i.e. via email) once payment has been made. Please let us know if you'd prefer another method of sending these resources to you.

Health and Safety

Food allergies

Does..... (your child) have an allergy to any of the following:

- Chocolate (including: milk, dark or white);.....
- Nuts (e.g., hazelnuts, almonds, peanuts);.....
- Dairy;
- Lactose intolerant;

- Milk (in milk and white chocolate);.....
- Soy (Soy Lecithin is commonly used as an emulsifier in chocolate);.....
- Gluten (cookies or wafers may be used as inclusions);.....
- Eggs (sometimes used in fillings or decorations);.....
- Any other ingredients and dietary restrictions;

N.B. Cacao is the raw, unprocessed version of cocoa. Cacao has been known to be cross-reactive with peanut, milk and tree nuts. This cross-reactivity is mostly due to similar polyphenols happens in these substances.

IMPORTANT NOTES

If you have ticked yes to any of the allergy boxes above, we will unfortunately NOT be able to accept your child on the dessert making course. This is for your child's safety.

- We will provide a risk assessment to the school before starting the planned workshops. There will be no hot handling of chocolate – chocolate tasting will take place at the end of the sessions.
- To prevent any cross contamination occurring, each week's ingredients will be kept in storage, either at the school or with our facilitator, in separate containers. Our facilitator will use only well-labelled and reputable ingredients.

Facilities and Equipment

Our practitioner will bring in the below items for the workshops;

- Disposable gloves for the pupils to use
- Ingredients and supplies
- Equipment, such as: mixing bowls, spatulas, moulds, and utensils.

Pupils will need to bring in their own aprons from home or be supplied by the school.

The school will provide the following for the workshops;

- A member of school staff on the school premises during all sessions
- Access to the school kitchen / staff room (or a suitable space for cooking).
- Health and safety policies: school's policies on health and safety, including the handling of food and use of electrical equipment.
- Any emergency procedures for managing pupil allergic reactions.
- Recognising symptoms of any pupil allergic reactions.
- Access to a school first aid kit, if necessary.

Signed (Parent / Guardian).....

Name.....

Date.....

Being picked up by.....

Privacy statement

We collect information about you when, as a parent or a guardian, your child is registered to attend our workshops. We will use this information for a number of reasons:

1. To compile an attendance register for our practitioner – the attendance register only shows the name of the child and any health conditions we should be aware of.
2. To indicate your payment preference for the workshops.
3. In case of an unexpected change of circumstance or a medical emergency, the practitioner would contact our head office to access the contact details of the parent/guardian.

Please note: we **do not** record or retain your contact details or personal email address, unless requested by you*. The parent registration form is stored at our head office. Once the workshops have been delivered, the parent registration forms are all destroyed, and no copies are made or retained.

☐ *Please tick this box if you'd like to receive further information, via email, about our parent home enrichment resources.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us. You may ask us to correct or remove information you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated in January 2025. Please contact us if you have any questions about our privacy policy or information we hold about you: enquiries@actualise-learning.com.