



Welcome to Konfident Kidz Parents Guide

accounts@konfidentkidz.ie
evaleen@konfidentkidz.ie
Tel: 087 294 5977

Welcome to Konfident Kidz!

All Classes start Sat 10th Sept 2016 and the week following

We are delighted to welcome you to a new term with Konfident Kidz. At Konfident Kidz making a child feel comfortable & confident is our responsibility. It's not just about being a confident speaker but also about feeling happy in his own abilities and person.

Below you will find our policies, information and guidelines for the year. Please familiarise yourself with the contents and if you have any queries regarding same please don't hesitate to ask evaleen@konfidentkidz.ie

Teachers

We are delighted to have such dedicated, patient and creative teachers on board. Each teacher's bio is available to read on www.konfidentkidz.ie

All of our teachers have been garda vetted.

We always endeavour to have the same teacher with the class for the entire year.

Unfortunately this may not always be possible due to illness, family crisis or accident. In such an event we will try our best not to cancel a class. This may mean on the very odd occasion that we may have to call in a substitute teacher.

As a teaching school we have senior pupils who are studying for their **Teachers Diploma** with the London College. Student teachers will sit in and help out with classes during their training in conjunction with the class teacher.

Parents will be notified of Teachers for specific classes by email prior to commencement of classes.

Venues

Our venues are as follows:

Bishopstown; St. Catherine's NS, Bishopstown Avenue

Bandon: Bandon Town Hall

Glanmire: Upper Glanmire Sportshall

Carrigaline: Educate Together NS Carrigaline

Kinsale: Temperance Hall

Newcestown: Newcestown NS

Ballinlough: St. Anthony's Boys NS

Farran : Farran Hall

Ballincollig: Community Room in Tesco's



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Admin

If you have any queries regarding fees, enrolments or changes to your details please contact accounts@konfidentkidz.ie. If your child is not continuing with classes please notify us by email. All updates and newsletters will be sent to parents via email. Please ensure we have your correct and up to date email address. All other queries should be directed to your child's teacher or to evaleen@konfidentkidz.ie.

Child's Progress

We are always happy to discuss your child's progress. Please contact your child's teacher by email and she will get back to you at a convenient time. Unfortunately at the end of class is not always convenient for a talk if another class is coming in.

Each teacher has their own email address with their first name @konfidentkidz.ie (eg. evaleen@konfidentkidz.ie)

NEW!!! Work Book

We are very excited to be introducing our Konfident Kidz Workbook to our Speech & Drama Classes in 2016. The Workbook will have lessons for each week and information on holidays etc for parents. Children need to bring the book with them each week and also a pen/ pencil. There is also a space for comments in the workbook for both parents and teachers.

Other classes will need to bring a plastic A4 folder, pen and copy. We will be introducing workbooks to all of our classes in 2017.

Fees

Fees can be paid in the following 2 ways:

1. Online payments through our website. "Existing Pupils"
2. By Phone 087 2945 977

Fees for each class are outlined on our website under each class. Fees are payable in Sept and in Jan.

Calendar



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Our calendar can be found here:

<http://konfidentkidz.ie/2015-2016-calendar/>

EXAM CLASS ONLY:

Full info on Exam Classes can be found here:

<http://konfidentkidz.ie/stage-classes/exam-classes/>

Feis Maitiu

Children can take part in Feis Maitiu drama and verse speaking competitions in our Feis Class. Closing Date for Feis entries is towards end of November and The Feis is on throughout Feb-April. Konfident Kidz is not an agent for Feis Maitiu and any cancellations or requests for refunds should be brought to the attention of Feis Maitiu Office. Parents must request an entry card from the teacher before the closing date and send it to the Feis Office along with the accompanying fee. Feis Fees cannot be accepted by Konfident Kidz teachers.

London College Exams

Konfident Kidz pupils can prepare for London College Exams in our specialised exam class.

Our pupils receive excellent results each year and we have many senior pupils now studying for their Teaching and Acting Diplomas.

We take our exams with London College because they have worldwide recognition and standing.

Our pupils take exams in December. They usually take place around 6th-8th Dec so please make sure your child is available around this time when entering. The Closing Date for entry is early Oct.

The exams run from 9am to 5pm Mon to Sat so children may be given an exam time during their schooldays unless otherwise requested.

We will send exam entry via email in September to pupils enrolled in our Exam Class.

End of Year Show

The dates for our end of year show have been booked before the first term and are available on our calendar. Please make a note of them and specific dates will be given for each class after February Mid Term. If your child has other commitments during this time please notify us in early January as we regret that changes to the timetable cannot be made once the timetable has been given out. (We have accommodated people in the past by making changes but unfortunately it has lead to confusion and clashes for other children).



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Classes finish for summer holidays the week before the show starts. There are no classes during the week of the show as children have rehearsals that week and teachers will be rehearsing in the theatre that week every day.

POLICIES:

Complaints/comments policy.

We are committed to a quality service and a quality place of work. We welcome any comments and will work quickly to resolve problems or complaints. We welcome any feedback which will help us provide a continuing best service to parents/guardians and their children.

Complainants may do so informally by phone or email to Evaleen.

Arrival and Departure Policy

Class times should be adhered to at all times. Children should be dropped into the venue and accompanied to the room by a parent or guardian. If your child is collected from school classroom by a Konfident Kidz teacher then please inform us if your child is not able to attend class early that day to ensure the safety of your child. Children should not be dropped to the venue before class time. Children should not be dropped to the venue if their Konfident Kidz teacher is not present.

Children should be collected by a parent/guardian from the classroom or designated meeting point if on school grounds. Children will not be allowed walk home or be collected elsewhere unless permission has been given in writing by their parent/guardian to their teacher and to Konfident Kidz Office.

Collection from extra activities such of end of year shows in the Cork Arts Theatre will follow the same guidelines and parents must collect from and drop off to the designated area inside the theatre. This will ensure the safety of your child at all times.

Medical Administration policy.

Konfident Kidz Staff do not administer medicine.



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Emergency Policy

In the unlikely event where a teacher is unable to take a class.

We will call a substitute teacher to take that class, failing that we have no option but to cancel the class.

Where we have to cancel at short notice we will contact everyone by text.

Where an emergency occurs during class all pupils will be brought to safety and parents will be contacted immediately.

Child Illness Policy

Parents are asked not to send children if they have a temperature, or have been sick in the previous 36 hours. This is to prevent spread of infection amongst children.

In the event of a medical emergency a child's parents will be contacted immediately. If a parent is not available then our next option is to call for medical help for your child.

Recording Policy

On enrolment parents/ guardians are asked to give their consent for Konfident Kidz to record or photograph their children in our classes. Permission must also be granted to publish recordings and pictures. It is our policy to record our end of year show each year to make a DVD for parents. The videographer has signed a form stating that he may only use the images and recording for Konfident Kidz DVD.

Should any other events be recorded parents will always be notified in advance.

Child Protection Policy

Konfident Kidz is fully committed to safeguarding the wellbeing of children and young people with whom we work. Konfident Kidz has implemented procedures for child protection.

We will adhere to the recommendations of;

Children First: National Guidelines for the Protection and Welfare of Children, published by the Department of Children and Youth affairs.

The Designated Liaison Person (DLP) is Evaleen Whelton

In its policies, practices and activities, Konfident Kidz will adhere to the following principles of best practice in child protection and welfare:

We will



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1. recognise that the protection and welfare of children is of paramount importance
2. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
3. adopt safe practices to minimise the possibility of harm or accidents happening to children
4. develop a practice of openness with parents

Code of Behaviour

We have implemented procedures covering but not limited to:

- Code of behaviour for all staff;
- Confidentiality and record keeping;
- Recruitment and selection of staff;
- Staff management and supervision;
- Involvement of primary carers;
- Incidents and accidents.

Behaviour and Anti Bullying Policy

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Bullying in any form is not tolerated in our classes. Any serious incident will be recorded by the teacher in our Incident Report Form and kept for our records. Konfident Kidz has a policy to explain the problem in the class, talk to the children involved and involve parents if necessary.

Any child who becomes distressed in class will be comforted and removed from the situation until it has been dealt with.

Staff Behaviour Policy

Our policy applies to all staff and volunteers working for Konfident Kidz.

We practice safe recruitment in checking the suitability of staff and volunteers to work with children.

Konfident Kidz employees accept and recognise their responsibilities regarding the safeguarding of children and will endeavor to carry these out by:

- Having an awareness of the issues which cause children harm;
- Following the procedures and protocols set out in this document for the recruitment and selection;

Being proactive in implementing this policy in so far as it is appropriate to their work.



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Welfare is paramount in all decisions, activities and programmes involving vulnerable / young people and children.

Konfident kidz will provide safe spaces for them, ensuring they are safeguarded, physically and emotionally, in a healthy fun environment.

Actively listen to them, taking account of their expression of needs and concerns.

Value and respect them as individuals.

Involve them in decisions made about them, in as participative and appropriate manner as possible.

Refund Policy

- Half fees for classes are due prior to each 15 week term and the remainder prior to 10th Oct and 10th Feb. There are two 15 week terms in the academic year. (September –January and then February – June) 15 week terms begin in Sept 2017
- Class fees are Non-Refundable and Non-Transferable after attending two weeks of class. We will allow for a student to attend class for two weeks. If they feel this class is not suitable we can then transfer the fee to a different class or give a refund for the remainder of term minus a 20% administration charge. Where a workbook has been given the cost of €15 will also be deducted.
- Booking deposits paid in advance where a child does not take their place in Sept or Jan are non-refundable.
- Class tuition fees do not include examination fees which are to be paid to the relevant examining board e.g. University of West London. Parents will be made aware when registering for a class if there will be additional exam fees.
- Ticket Sales for events are non-refundable

Konfident Kidz under no circumstances accepts pay as you go classes or issue any refunds for classes missed by students.

Class Cancellation Policy

Konfident Kidz Ltd. reserves the right to cancel any class(es) that fail to meet our minimum enrolment requirement. In the event of such a cancellation, you will firstly be offered an alternative class place. If a suitable alternative class place is not available, you will be refunded for any remaining classes in the term.