

Code of Practice for Supplementary Schools

Members of the National Resource Centre for Supplementary Education are committed to the provision of effective supplementary education that complements the learning of children and young people attending mainstream schools.

Every organisation joining NRCSE is working to support and/or deliver supplementary schools which:

- create a well organised environment in which everyone can work comfortably and there are clear expectations of behaviour that support 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 and celebrate what they have achieved;
- provide teaching resources that are well matched to the pupils' needs, and of the highest possible quality;
- set out what the school aims to achieve for children, make plans and keep them under review;
- ask pupils, parents and carers, teachers and volunteers to help judge how well they are doing, and plan how to improve their service;
- find out about other organisations with similar aims and work with them whenever possible;
- 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 record (DBS) checks where required;
- budget effectively, manage finances wisely and account openly for all income and expenditure.

If you believe in these standards, go to the NRCSE website, join the movement and complete the Bronze Management File.