

**ACTUALISE
LEARNING**

Nurture. Educate. Advance

UK Office (+44) 01562 730 580

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

20th March 2026

Dear Parents,

We are delighted to have been invited by Lady Boswell's Primary School to offer a Spanish club for pupils in year's 3, 4, 5 and 6.

The Spanish language workshops we offer to schools are designed to be practical, informal and fun whilst covering different aspects of this exciting language, to give pupils a better understanding of how the Spanish language works and what a vibrant and important language it will be for the years ahead.

Your child will need to bring with them a notepad and pen, together with suitable footwear as we'll be doing a lot of the practicals outside, on the schools grounds.

The workshops are for an 11-week period, commencing on Thursday 30th April 2026 from 3.30pm to 4.30pm. We will need a minimum of 15 pupils in order to make the course viable. The cost of the 11-week course is £77.00 per pupil, payable in advance. 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 Spanish teaching 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 us by email. 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 your child on what I am sure will be a fun and fruitful learning experience.

Very best wishes,

Kate Mercer
Actualise Learning

**ACTUALISE
LEARNING**
Nurture. Educate. Advance

I would like my child.....to attend Actualise Learning's weekly Spanish club from: 30th April 2026 to 16th July 2026 (no session on 28th May 2026)

Cash / cheques are to be made payable to: 'Actualise Learning Ltd' (and left at the school office 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..... 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 Spanish club
- I would also like to purchase the home enrichment Spanish resources (NB. The resources can be purchased separately, if you'd prefer your child not to participate in the Spanish 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 Spanish club

- I have made a BACs payment to: 'Actualise Learning' for £77
- I attach a cheque made payable to: 'Actualise Learning Ltd' for £77
- A cash payment of £77 has been submitted to the school office
- My child receives pupil premium

Home enrichment resources (provides Spanish 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: patterns of tactics, strategy, spatial dexterity, critical thinking, mindfulness and self-esteem.

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.

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 April 2025.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: enquiries@actualise-learning.com.