AFTER SCHOOL CARTOONING CLUB

We are excited and looking forward to another term of Komplete Genius cartooning club at your school.

During our fun and educational programme children will learn the basics of drawing cartoons by hand as well as special effects, adding jokes, lettering, perspective and simple illustrative animation.

Our term time programmes cover, cartooning basics including construction, expressions and poses, special effects, jokes and comic strips, lettering and Greetings cards, perspective and simple animation (not computer based, but rather drawing a character in 2 different poses and flipping between the two), anthropomorphism and illustration – drawing pictures to illustrate well-known stories.

Club Details

Day & Time	Every Tuesday, 3.30–4.30pm (1 hour)
Start Date	Tuesday 8th September 2026
End Date	Tuesday 8th December 2026
Not Running	Tuesday 27th October 2026 (half term)
Duration	13 weeks
Fee	£123.50 per child per term
Places	Maximum 25 spaces — first come, first served
Staff	Experienced, fully trained and DBS checked

Cancellation & Refund Policy

Cancellations must be made at least **four weeks** before the club start date to qualify for a full refund. After this date, refunds will not normally be available, as staffing, resources and club arrangements will already have been confirmed. No refunds or credits will be provided for sessions missed due to illness, holidays, school trips, behavioural sanctions, or any other absence. We therefore encourage parents and guardians to ensure that their child is available and committed to attending before booking a place.

Club Transfers

Once clubs have started, children are not permitted to swap between clubs, for example, between Coding and Cartooning. Places are allocated per club for the full term, and transfers cannot be accommodated once the term is underway. If you have any concerns about the club your child is enrolled in, please speak to a member of our team before the term begins.

We hope to gain your interest and look forward to coaching your child.

Payments (BACS Only)

BACS transfer to: Komplete Genius
Reference: Child's first and name
Sort code: 09-01-28
Account number: 81020255

Booking

Please also email info@kompletegenius.co.uk to confirm payment has been made and provide the following:

1. Child's first and last name
2. Child's Class
3. Parent/Guardian's Name
4. Parent/Guardian's email Address

Contact Details

Tel: 01727 400369 Email: info@kompletegenius.co.uk www.facebook.com/kompletegenius
Website: www.kompletegenius.co.uk www.twitter.com/kompleteG

Privacy Notice

At Komplete Genius we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you. Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure. Data that is no longer required is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, social media and post, so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (e.g., to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

By registering your child for the club you acknowledge confirm that you have read this Privacy Notice.

Club Code of Conduct

Our clubs are committed to providing a safe, inclusive, creative and enjoyable environment for all children.

Children are expected to:

- Treat others with kindness, courtesy and respect.
- Use appropriate language at all times.
- Follow instructions from tutors and school staff.
- Respect differences in race, ethnicity, nationality, religion, disability, gender and personal circumstances.
- Look after club resources, equipment and school property.
- Participate safely and responsibly.
- Include others and help create a welcoming environment.
- Report concerns, bullying or unsafe behaviour to a tutor.

The following behaviours are unacceptable:

- Bullying, intimidation or harassment.
- Name-calling, teasing or deliberate exclusion.
- Racist, sexist, homophobic or discriminatory language.
- Threats of violence or physical aggression.
- Damage to property or equipment.
- Persistent disruption.
- Refusal to follow reasonable instructions.

Consequences may include verbal reminders, warnings, parent contact, suspension or permanent exclusion from the club.

Behaviour Management Policy

1. **Policy Statement**
   We are committed to creating a positive, safe and inclusive environment in which all children can enjoy and benefit from club activities.

2. **Encouraging Positive Behaviour**
   Positive behaviour is encouraged through:

   - Positive role modelling by tutors.
   - Praise and recognition.
   - Certificates and rewards.

- Age-appropriate and engaging activities.
- Clear expectations and consistent boundaries.

3. **Tutor Responsibilities**
   Tutors are expected to:

   - Act as positive role models.
   - Apply rules consistently and fairly.
   - Address concerns promptly.
   - Record serious incidents.
   - Report safeguarding concerns immediately.
   - Work collaboratively with schools and parents.

4. **Managing Inappropriate Behaviour Policy**

   Where inappropriate behaviour occurs, staff will:

   - Address concerns calmly and respectfully.
   - Explain why behaviour is unacceptable.
   - Allow the child to explain their actions.
   - Support restorative discussions where appropriate.
   - Consider underlying causes and triggers.
   - Inform parents where concerns persist.

5. **Serious Incidents**
   Incidents involving bullying, discriminatory language, threats, physical aggression, safeguarding concerns or repeated misconduct will be documented and reported to the school.

6. **Physical Intervention**
   Physical intervention will only be used as a last resort to prevent injury or serious damage to property. Any such incident will be recorded and reported.

7. **Suspension and Exclusion**
   The organisation reserves the right to suspend or permanently exclude a participant where behaviour significantly impacts the safety, welfare or enjoyment of others.

8. **Appeals**
   Parents may submit any appeal against suspension or exclusion in writing within 7 days. A review will be undertaken and a final decision communicated in writing.

9. **Related Policies**
   This policy should be read alongside:

   - Safeguarding Policy, Complaints Policy, Health & Safety Procedures, Data Protection and Privacy Notice.