



Summer 2010

Courses, Study Days and Personalised Learning

- Miracles with Maths
- Race Ahead with Reading
- Successful Story Writing
- Sense-ational Spelling
- Handwriting
- Get Organised!
- Leap Forward in Literacy
- Handwriting Skills
- Talking Listening and Making Friends
- Touch Typing
- Degrees of Success

"Early Bird" Bookings

***Substantial discounts if you book AT LEAST one month
before the course date***

See price list overleaf and at the top of each course page

***All the courses will be held at
The Helen Arkell Dyslexia Centre***

The Helen Arkell Dyslexia Centre
Arkell Lane, Frensham, Farnham, Surrey, GU10 3BL
tel: 01252 792400
enquiries@arkellcentre.org.uk www.helenarkelldyslexiacentre.org
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Registered Charity No. 1064646

Summer Programme 2010

It is important to book up at least one month before the course date
 Prices increase after this cut-off date and we regret that no exceptions will be made
 *the cost of this course is for parent and child

Date	Course	Fee	"Early Bird" Book at Least One Month Before	Age Range	Time
21 July	Degrees of Success	£105.00	£80.00	1 st & 2 nd yr	10.30-3.00
26 July	Miracles with Maths	£105.00	£80.00	KS2 yrs 4,5,6	10.00-3.00
27 July	Race Ahead with Reading	£105.00	£80.00	KS2 yrs 4,5,6	10.00-3.00
28 July	Successful Story Writing	£105.00	£80.00	KS2 yrs 4,5,6	10.00-3.00
29 July	Sense-ational Spelling	£105.00	£80.00	KS2 yrs 4,5,6	10.00-3.00
30 July	Handwriting	£90.00	£75.00	KS2 yrs 4,5,6	10.00-1.00
2 August	Get Organised!	£105.00	£80.00	9 – 12 years	10.00-3.00
9 – 13 August	Leap Forward in Literacy	£265.00	£199.00	KS 2 yrs 3 & 4	9.30-12.30
16 – 20 August	Talking Listening and Making Friends	£420.00	£345.00	KS2 yrs 4,5,6	10.00-3.00
23 – 27 August	Touch Typing	£180.00	£130.00	10+	morning
8 September	Degrees of Success	£105.00	£80.00	1 st & 2 nd yr students	10.30-3.00

Summer Courses Diary 2010

Please note that the diary is subject to change. Please check with the centre for any amendments.

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Miracles with Maths

Monday 26 July

Fee £105

"Early Bird" Fee £80
(book at least 1 month before)

Age: Key Stage 2 (Yrs 4, 5, & 6)

10.00am – 3.00pm

Maximum number of students 10

This course is designed to boost numeracy skills through games and interactive and fun activities. On this course children will be taught ways of remembering maths facts and maths language. Learners will be able to practise their skills and make useful resources to take home.

The session will include ideas for:

- Learning and understanding maths vocabulary
- Fun and interactive ways to practise maths skills
- Addition and subtraction facts
 - ❖ Using visual patterns
 - ❖ Developing automatic recall of number bonds
- Multiplication and division facts
 - ❖ Ways to learn multiplication tables
 - ❖ Short cuts and strategies for the 'tricky tables'
 - ❖ Sharing and dividing as the opposite operation to multiplication

The handouts for this course will include games and information on methods which will consolidate learning

Reports are not issued but your child will have useful notes to take home.

Don't forget to bring a packed lunch!

Race Ahead with Reading

Tuesday 27 July

Fee £105

"Early Bird" Fee £80
(book at least 1 month before)

Age: Key Stage 2 (Yrs 4, 5 & 6)

10.00 am – 3.00 pm

maximum number of students 10

This workshop is designed to help learners read with understanding, and show many practical ideas to assist with reading activities. It will also give learners the opportunity to practise and develop their skills in a supportive and relaxed environment.

- **Understand the different cuing systems needed for reading** – learn how to use them effectively
- **Reading for different purposes** – learn how to adjust your strategy to suit the purpose of reading. Find out how to effectively use:
 - o Skimming
 - o Scanning
 - o Accurate reading
- **Active reading strategies** – learn how to identify keywords and to make a piece of text more memorable by using multi-sensory techniques
- **Inferential comprehension** – develop skills of inference and deduction for improving comprehension
- **Visualisation** – discover how to use this powerful strategy to maximize reading skills

Each learner will benefit from the many colourful and useful resources that will be provided and demonstrated.

Reports are not issued but your child will have useful notes to take home.

Don't forget to bring a packed lunch!

Successful Story Writing

Wednesday 28 July

Fee £105

"Early Bird" Fee £80
(book at least 1 month before)

Age: Key Stage 2 (Yrs 4, 5 & 6)

10.00am – 3.00pm

Maximum number of students 10

Many learners have difficulty generating and recording their ideas. This workshop is designed to show many practical ideas to assist with story writing activities. It will also give learners the opportunity to practise and develop their skills in a supportive and relaxed environment.

Tap into your imagination and release ideas using a combination of sensory stimuli.

Suitable for even the most reluctant story writer.

The session will include ideas for:

- 1 **Generating ideas** – quick, fun methods to help gather ideas
- 2 **Planning stories** – Learn how to plan and organise ideas that have been generated
- 3 **Extending vocabulary** – develop skills to make writing descriptive
- 4 **Paragraph writing** – use paragraphs to structure your story
- 5 **Proof reading** – learn quick ways to check writing
- 6 **Completed Story** - Each learner will use all these ideas to produce an illustrated storybook to take home

Each learner will benefit from the many colourful and useful resources that will be provided and demonstrated.

Reports are not issued but your child will have useful notes to take home.

Don't forget to bring a packed lunch!

Sense-ational Spelling Strategies

Thursday 29 July

Fee £105

"Early Bird" Fee £80
(book at least 1 month before)

Age: Key Stage 2 (Yrs 4, 5, & 6)

10.00am – 3.00pm

Maximum number of students 10

Many different spelling strategies will be covered in a colourful, fun and multi-sensory way. Children will be encouraged to reflect on which of their senses they are using for each strategy and which methods are the most effective in their personal spelling success. They will create a handy reference key ring, providing a convenient and easily portable memory aid to support their spelling. The day will focus on encouraging the children to learn effectively using games and movement and should appeal to their creative side. Weather permitting they will be encouraged to learn both indoors and outdoors in a safe environment that should encourage them to have a go and be successful. Children are asked to have two words in mind that they would particularly like to learn to spell.

Areas of spelling covered:

- 1 Origins of English words
- 2 Look, say, cover, write, check
- 3 Drawing pictures
- 4 Using Mnemonics
- 5 Rainbow writing
- 6 Spelling rules
- 7 Common letter patterns e.g -tion, -le
- 8 Dividing words into syllables
- 9 Visualisation
- 10 Root words, prefixes/suffixes
- 11 Homophones

Reports are not issued but your child will have useful notes to take home.

Don't forget to bring a packed lunch!

Handwriting Skills

Friday 30 July

Fee £90*

"Early Bird" Fee £75*
(book at least 1 month before)

****this fee is for parent and child***

Age: Key Stage 2 (Yrs 4, 5, & 6)

10.00am - 1.00 pm

*maximum number of students 10
with parent*

This course is designed to assist children who might be having difficulties with letter formation, slow or untidy handwriting. This will be a fun interactive yet relaxed learning experience for both child and parent alike. On this course children will be taught ways to improve their handwriting skills through the use of multi-sensory techniques. Learners will be able to practise their skills and will take useful resources home with them to aid further practice.

The session will include:

- ❖ Quick, fun activities to maintain interest and enthusiasm
- ❖ Multi-sensory activities using a variety of media
- ❖ Opportunities for the parent to familiarise him/herself with current handwriting techniques

Each learner will benefit from the many colourful and useful resources that will be provided and demonstrated.

Reports are not issued but your child will have useful notes to take home.

Get Organised!

Monday 2 August

Fee £105

"Early Bird" Fee £80
(book at least 1 month before)

Age: 9 – 12 years

10.00 am – 3.00pm

maximum number of students 10

A one day workshop designed to help children in the following areas:

- Organisation of time, belongings and ideas
- Understanding of left and right brain and different ways of learning
- Mind–mapping and its uses
- Making notes
- Memory strategies
- Homework and organisational skills

Reports are not issued but your child will have useful notes to take home

Don't forget to bring a packed lunch!

Leap Forward in Literacy

9 – 13 August

Fee £265.00

"Early Bird" Fee £199
(book at least 1 month before)

Age: Key Stage 2 (Yrs 3 & 4)

9.30 am - 12.30 pm

maximum number of students 16

This course is designed to boost literacy skills through games and fun activities. Sessions will include:

- Working on the underpinning skills for literacy with emphasis on syllable work and phonology
- Strategies to improve sight vocabulary and reading comprehension
- Introducing a variety of spelling strategies
- Addressing confidence and self-esteem through 'Circle Time'
- Improving listening skills and concentration using brain gym activities
- Exploring memory strategies
- Mind-mapping
- Understanding learning styles

Reports are not issued. A folder of your child's activities will be given to you at the end of the week, indicating areas that have been covered.

Talking Listening and Making Friends

16 – 20 August

Fee £420

"Early Bird" Fee £345
(book at least 1 month before)

Age: Key Stage 2 (Yrs 4, 5, & 6)

10.00 am - 3.00 pm

maximum number of students 10

The course focuses on

- listening
- looking (including awareness of facial expression and body language)
- turn taking
- sharing
- appropriateness
- emotional literacy
- problem solving

The course is based on the SULP (Social Use of Language programme).

It is appropriate for children who have, or are at risk of having difficulties making and keeping friends and also those who are unsettled or unfocused learners who have difficulty with concentration.

Also for children who are seen as bullies or are bullied.

The course is designed so that children can practise their new skills in a supportive environment away from their home and school context.

Usually children who fail in school can succeed here.

Led by a Specialist Teacher and a Speech and Language Therapist.

A folder of your child's activities will be given to you at the end of the week, indicating areas that have been covered.

Important: *in very rare instances, it can become clear to the tutors during the course that a child/student is unlikely to benefit and/or may make it difficult for others to do so. If this should occur, we will require the child/student to be withdrawn from the course and a proportional refund of the fee will be made.*

Don't forget to bring a packed lunch!

Touch Typing

23 – 27 August

Fee £180

"Early Bird" Fee £130
(book at least 1 month before)

Ages 10+

Time slots to be advised
maximum number of students 6 per session

- Introduction to touch typing for ages 10+
- Week long course taught in **5** daily one-hour sessions
- Learners taught position of letters on keyboard using multi-sensory techniques
- By end of week learners will have progressed to simple punctuation and document layout
- Short homework tasks after each session to consolidate skills
- Sessions should be backed up by regular practice at home to promote automaticity
- Upon completion of the course, learners should have gained a good basic knowledge of keyboard and have a sound foundation on which to build speed and accuracy
- Our tutor also recommends the *Typing Instructor* CD-Rom to further skills, available from the HADC bookshop

Registration Forms

The Registration form is on pages 11 & 12 with a spare copy on pages 13 & 14.

These have been designed so that you can remove them from the booklet and retain all the course information.

If you need more Registration forms, please photocopy.

A Registration form can also be found on our website: -

www.helenarkelldyslexiacentre.org

Please print it out, complete and post it to us at:

Courses
The Helen Arkell Dyslexia Centre
Arkell Lane
Frensham
Farnham
Surrey
GU10 3BL

It is important to secure a place on our courses as soon as possible, so please do not let the lack of a photograph or school/assessment report, where required, hold you up!

Just complete the Registration form and Questionnaire and return it with your payment.



Summer 2010

Space for recent photo of child/student

Registration Form

Please tick your course choice(s) below:

"Early Bird" Bookings
Substantial discounts if you book AT LEAST one month before course date

Date	Course	Fee	"Early Bird" Fee	Tick to register
26 July	Miracles with Maths	£105	£80	
27 July	Race Ahead with Reading	£105	£80	
28 July	Successful Story Writing	£105	£80	
29 July	Sense-ational Spelling	£105	£80	
30 July	Handwriting (parent & child)	£90	£75	
2 Aug	Get Organised!	£105	£80	
9-13 Aug	*Leap Forward in Literacy*	£265	£199	
16-20 Aug	*Talking Listening and Making Friends*	£420	£345	
23-27 Aug	Touch Typing 10+	£180	£130	

Child/Student Details - Key Stage: Year:

Surname		Forename
Date of Birth	M/F	School

Parent/Guardian Details

Surname		Forename	Title
Home Address			
			Post Code
☎ Home		☎ Work	
☎ Mobile		✉ Email	

In an Emergency

Contact Name	Telephone Number
Is your child on medication, or have any allergies or dietary restrictions? Please give details:	

Please ensure that this form is returned with (if applicable):

- ✓ Completed questionnaire overleaf
- ✓ Cheque for relevant amount payable to HADC

Where the course is marked with *, we will need a recent assessment or school report before we can finalise registration

**Questionnaire
Private and Confidential**

This questionnaire will be given to the tutors to enable them to plan the most helpful programme for all the pupils. If, on receipt of this information, it appears that your child/student would not benefit from the group programme we will let you know as soon as possible and return your cheque. All information sent by you will remain confidential. Please affix an additional sheet of paper for any further information. **By signing below you acknowledge that you have read and understood our cancellation policy.**

What do you feel are his/her strengths?		
What do you feel are his/her weaknesses?		
How would you describe his/her listening skills and concentration?		
Is there anything else you feel it is important for the tutors to know?		
Signed	Print name	Date
How did you hear about this course? (please be specific!)		

Cancellation Policy: the following terms apply to all registrations:
Included in the price is a booking fee of £30. This is not refundable unless the course is cancelled by the centre.

- *no fee will be refunded if we receive less than one month's notice of cancellation*
- *50% of the course fee paid, less the booking fee, will be refunded for cancellation made more than one month before the course date.*
- *Please note that course fees are non-transferable.*

Please register as soon as you can

Before the course it would be useful to have a photograph of your child.

Registration Form

Please tick your course choice(s) below:

"Early Bird" Bookings
**Substantial discounts if you book AT LEAST one month
before course date**

Date	Course	Fee	"Early Bird" Fee	Tick to register
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Child/Student Details - Key Stage: Year:

Surname		Forename	
Date of Birth	M/F	School	

Parent/Guardian Details

Surname		Forename		Title
Home Address				
			Post Code	
☎ Home		☎ Work		
☎ Mobile		☎ Email		

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Contact Name	Telephone Number
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Private and Confidential

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How would you describe his/her listening skills and concentration?		
Is there anything else you feel it is important for the tutors to know?		
Signed	Print name	Date
How did you hear about this course? (please be specific!)		

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- *no fee will be refunded if we receive less than one month's notice of cancellation*
- *50% of the course fee paid, less the booking fee, will be refunded for cancellation made more than one month before the course date.*
- *Please note that course fees are non-transferable.*

Please register as soon as you can

Before the course it would be useful to have a photograph of your child.

Personalised Study Skills or Literacy Sessions

Dates: appointments available during the summer break during the weeks of **26-29 July** and **2-5 August**.
Times: one hour long sessions by appointment
Age: KS2 – KS4
Tutor: Elaine Breen
Fee: One-to-One session: £47.50
Shared session with one other student: £32.40 per student

Topics covered will include:

- Organisation of time and motivation
- Understanding of left and right brain
- Memory
- Learning styles
- Writing skills
- Reading for comprehension
- Spelling strategies
- Proof reading
- Revision techniques
- Mind mapping
- Listening skills
- Basic literacy skills (if necessary)

Booking:

**In the first instance please contact Julie Hall at the Centre who will advise you on availability –
jhall@arkellcentre.org.uk or 01252 792400.**

Use separate booking form on page 21 after you have booked your appointment(s).

CHECK LIST

When registering ...

- ✓ Please fill in and sign the reverse of the registration form as well as the front, making sure you have read the cancellation policy.
- ✓ Please photocopy the registration form if you have more than one child: and don't forget the back!
- ✓ Please let us know how you heard about our children's courses
- ✓ Let us know about any allergies or illnesses

Please return completed form and any relevant documents to:

Courses Coordinator, Helen Arkell Dyslexia Centre,
Frensham, Farnham, Surrey, GU10 3BL

Tel. 01252 792400 Fax. 01252 795669
Email. courses@arkellcentre.org.uk
Web. www.helenarkelldyslexiacentre.org.

On the day...

- ✓ **Bring a packed lunch for any day-long course**
- ✓ The Centre provides drinks and biscuits for break times
- ✓ Please check your directions and make sure you know where you are going on the day

Please be aware that course fees are non-transferable

If your child is absent from a course he/she will not be permitted to transfer to another in lieu of a refund.

Personalised Learning Booking Form

Please book the date(s) with the Centre before completing this form. You will be sent a Family Questionnaire to complete and return with this form.

Child/Student Details - Key Stage: Year:

Surname		Forename	
Date of Birth	M/F	School	

Parent/Guardian Details

Surname		Forename		Title
Home Address				
			Post Code	
☎ Home		☎ Work		
☎ Mobile		✉ Email		

In an Emergency

Contact Name	Telephone Number
Is your child on medication, or have any allergies or dietary restrictions? Please give details:	

Please ensure that this form is returned with (if applicable):

- ✓ Completed Family Questionnaire
- ✓ Cheque for relevant amount payable to HADC

Appointment(s) booked:

Date(s)

Time(s)

Degrees of Success
Moving on to University
'Understanding the Game Plan'

Wednesday 21 July
or
Wednesday 8 September
Fee £105

"Early Bird" Fee £80
(book at least one month before)

For first and second year University students

Many learners experience difficulties adjusting to the challenges of studying in a university environment. This workshop is designed to give learners the opportunity to develop the skills that they will need, and adapt existing strategies to their new environment. Learners will be able to practise their skills and will take useful resources home with them to aid further practice and to use as reminders.

The session will include the following:

- Organisation/time management
- Research skills/selecting the right resources
- Reading strategies
- Note-taking
- Revision/examination techniques
- Writing essays/reports/reflective writing
- Editing /proofreading skills
- Referencing (Harvard Style)

The session will be delivered by Glynis Lavington who is a Consultant and Practitioner specialising in the field of dyslexia and higher education. She has worked for many years in the higher education sector as an assessor, tutor and trainer.

Please use the booking form on page 25

Don't forget to bring a packed lunch!

The Helen Arkell Dyslexia Centre Book Shop

When you drop your child off at the Centre for his or her course, why not browse in our bookshop?

There are over 500 titles and specialist resources to choose from.

The shop will be open on each of the course days, so you may prefer to buy on the last day after you receive advice from the course tutor.



The shop is open every day and orders can be made by telephone, fax or by e-mail.

Details of all our resources are available by catalogue or on the website: -

www.arkellcentre.org.uk



Registration Form

Summer 2010

Space for recent
photo of student

"Early Bird" Bookings
Substantial discount if you book AT LEAST one month
before course date

Date	Course	Fee	"Early Bird" Fee	Tick to register
21 July	Degrees of Success	£105	£80	
8 Sept	Degrees of Success	£105	£80	

Student Details -

Surname		Forename
Date of Birth	M/F	College/University
Programme of Study	Year of study	

Home Address	
	Post Code
Term time address if applicable	
Home	Work
Mobile	Email

In an Emergency

Contact Name	Telephone Number
Are you on medication, or you have any allergies or dietary restrictions? Please give details:	

Please ensure that this form is returned with (if applicable):

- ✓ Completed questionnaire overleaf
- ✓ Cheque for relevant amount payable to HADC

Recommended book for this course –
Effective Study Skills – unlock your potential
By Geraldine Price and Pat Maier
£14.99 available from the Bookshop (enclose a cheque made payable to HADC to pre-order this book and collect it on the day of the course)

Questionnaire
Private and Confidential

This questionnaire will be given to the tutor to enable her to plan the most helpful programme for all the students. If, on receipt of this information, it appears that you would not benefit from the group programme we will let you know as soon as possible and return your cheque. All information sent by you will remain confidential. Please affix an additional sheet of paper for any further information. **By signing below you (or your parent or guardian if under 18) acknowledge that you have read and understood our cancellation policy.**

What do you feel are your strengths?		
What do you feel are your weaknesses?		
How would you describe your listening skills and concentration?		
Is there anything else you feel it is important for the tutors to know?		
Signed	Print name	Date
How did you hear about this course? (please be specific!)		

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Please register as soon as you can

Before the course it would be useful to have a photograph

Consultations

Discussing possible solutions

When your child is attending one of our courses during the summer, we offer the chance to have a 15 minute consultation with our Principal free of charge.

Where possible this will be arranged on day that your child attends the course and is limited to one consultation per parent during the summer.

This consultation appointment is not intended to give feedback about the course that your child is attending.

If you would like to take advantage of this offer, please contact our Head of Operations when you register your child on a course.

Telephone 01252 792400
and ask for the Head of Operations or email
msimpson@arkellcentre.org.uk

Back to work

Why not consider one of our professional courses?

- if you are a parent who is already working in a supporting role in school and would like to gain a qualification as a Teaching Assistant
- if you are a qualified teacher who is thinking of returning to the workplace but would like to update your skills and train for something with a different focus

You will full details of all our professional courses on our website www.helenarkelldyslexiacentre.org

Registration forms can be downloaded from the website.

For more information please contact the Head of Operations on 01252 792400 or email msimpson@arkellcentre.org.uk.



The Helen Arkell Dyslexia Centre

Arkell Lane
Frensham
Farnham
Surrey
GU10 3BL

The Centre is on the A287 between Farnham and Hindhead. Frensham is South of Farnham and North of Churt.

Maps are available on request or you can download them from our website

Important Numbers

Main telephone	01252 792400
fax	01252 795669
web	www.helenarkelldyslexiacentre.org
email	enquiries@arkellcentre.org.uk
Bookshop	01252 792400

*For **all** preliminary enquires, other than the Bookshop, please call the Centre Coordinator on 01252 792400*