



Welcome to La Jolie Ronde

This is your “All you need to know” Information Pack

Thank you for wanting to find out more about what we do and how we do it. La Jolie Ronde is one of the UK and Ireland’s leading early language learning organisations recognised by government agencies for its award-winning and proven method of teaching languages to young children.

The La Jolie Ronde programme is unique and of the highest quality. Established in 1983, the La Jolie Ronde programme is used in schools and nurseries both as part of the curriculum and as an after-school activity to tens of thousands of children, both in the UK and Ireland and around the world. In addition, the baby and toddler programme for 0-3-year olds gives you even more opportunities to build a successful business and open up language learning to the very young, which is proven to be the absolute best time for children to learn a new language. Due to increasing demand in the UK and Ireland, we are looking for motivated individuals to run their own La Jolie Ronde business and you could be one of them.

With La Jolie Ronde, you can count on the highest standards, first-class tried and tested material and full support, which will enable you to establish and/or develop skills, confidence and your career. We are with you all the way!

We have two ways you can work with us; we have the option of starting your own business and teaching your own classes; we call this person a ‘Licensee’. Our other option is for you to teach as part of a licensee’s business; we call this person a “Tutor”. We will use this terminology within this information pack.

Included in the enclosed pack you will find:

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We recommend you read the entire information pack and hope that it will help you decide on whether the licensee or tutor path is right for you. You will need an excellent level of French and/or Spanish, as well as fluent English, a desire to teach children and the will to succeed; the rest we’ll help you with.

If you haven’t already, please book a telephone appointment, so that we can conduct a short interview to assess your suitability, answer any questions you may have and assess your spoken French and/or Spanish (and English if you are a non-native speaker). For additional information you can also visit our website.

We look forward to speaking to you soon.

La Jolie Ronde



www.lajolieronde.co.uk



www.lajolieronde.ie



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Why choose La Jolie Ronde?



Happy Language Learning

Well, there are many reasons, all of which are detailed on our website and in the various sections throughout this pack; not least the low start-up costs, fantastic support and high-quality teaching materials. You too can become part of our ever-growing network in the UK and Ireland delivering quality language classes to thousands of children every week. Just read on to find out more.

The La Jolie Ronde method

The La Jolie Ronde method is at the very heart of successful language learning. For your teaching to be a success, you must believe wholeheartedly in the product. The method takes the children through logical steps so that they feel confident with the language and have fun too. It fosters positive attitudes towards language learning and other cultures and its main objectives are to develop communication and linguistic skills.

For children between 0 and 12 years old we believe we offer the best, most comprehensive programme of the highest quality. Our baby and toddler programme for 0-3 year olds, written to comply with the Statutory Framework for EYFS (effective 1st September 2012), opens up even more opportunities for teaching the very young and for your business to reach the wider community. It has been specifically designed for use with adults and a mix of babies and toddlers up to three years old.



Our excellent nursery programmes, which have been produced in accordance with the Early Years Foundation Stage (EYFS), are a perfect starting point for 3 and 4 year olds to learn a second language. One of the great benefits of the La Jolie Ronde programme is that children can start learning at any age and immediately join a structured and progressive course specifically tailored to their age group. The programme will take the children's happy language learning experience right through to secondary school and beyond, cementing lifelong skills, not only in language learning, but also by increasing their confidence and social skills.

Safeguarding children

La Jolie Ronde is fully committed to providing a safe environment for the children who attend our classes. In addition to all our Licensees and Tutors being criminal record checked through their national agency, we require all Licensees and Tutors to undertake and refresh safeguarding training. If you have not completed safeguarding training within the last 3 years, we can offer an online course from an approved provider, with a substantial discount compared to their standard price.

Ongoing support and training

From day one of your enquiry you will receive our full support. Initially we are here to help and support you in deciding whether La Jolie Ronde is right for you. Then when you join us in becoming a licensee or tutor you will have a whole team at La Jolie Ronde dedicated to helping and guiding you along every step of the way. We always treat you as an individual and give you as much time and support as you need, you can contact us about anything via phone or email.

You will receive full training in our methodology via our home-based online training programme, which covers methodology, lesson planning, child development, how children learn, classroom management, safeguarding and behaviour management. You will see live classes in action with our licensees all before starting to teach.



www.lajolieronde.co.uk



www.lajolieronde.ie



[lajolierondeltd](https://www.facebook.com/lajolierondeltd)



[@lajolierondeltd](https://twitter.com/lajolierondeltd)

Additional Licensee Support

As a licensee you have a dedicated person at head office and an Area Support Advisor, who is also an experienced La Jolie Ronde licensee. From the point you join us the team will support you in setting up your business, marketing for your first pupils and setting up your classes. Our support is based around your needs, which include weekly and fortnightly calls, but you can also contact us too.



You also have access to our Marketing Hub; this contains everything you will need for setting up your business. Here you will find sample marketing letters to send to schools, nurseries and parents, enrolment pack samples, lesson taster packs for baby and toddler, nursery and primary aged children, public liability insurance policy documents, price lists and parent testimonials.

Our support doesn't stop just because you have started teaching, we make sure you know we're here throughout your teaching career with La Jolie Ronde, starting with two Quality Assurance visits from your Area Support Advisor within your first year. These are designed to support you, provide

feedback on your teaching, to offer any extra support you may need and give you a chance to review your business with your Area Support Advisor in person.

Your licence fee also includes attendance at one of our Annual Licensee Training Meetings, which we host 5 times a year across the UK and Ireland. This is the perfect opportunity for you to meet the Head Office team, receive training on various aspects of your business and share good practice and network with other licensees. The days are very popular, and licensees get a lot out of them.

In addition, your Area Support Advisor will invite you to attend an Area meeting with your local licensees.

Additional Tutor Support

As you will be tutoring as part of a licensee's business, it is your licensee who will predominantly support and guide you through the whole process. They will invite you to see their classes in action, introduce you to the schools, nurseries and children of the classes you will be teaching, arrange regular meet-ups and be there to answer any questions you may have. You will also get the chance to work alongside your licensee to help deliver classes until you are both satisfied that you are ready to go it alone.

Our ongoing commitment to you as a tutor means that within your first term of teaching you will receive a Quality Assurance (QA) visit from your licensee. These are designed to support you, to let you know how your classes are going and to offer any extra support you may need now you are teaching.

Quality materials

If there is one word above any other to describe La Jolie Ronde it would be quality. Quality teachers, quality materials and quality support. La Jolie Ronde is a quality brand that has stood the test of time in the challenging and ever developing world of pre-school and primary language provision and is going from strength to strength.

From its humble beginnings in 1983 when our founder, Colette Leclercq-Hallam, had a simple dream to provide quality language learning for all children, La Jolie Ronde has built its enviable reputation as one of the UK and Ireland's leading primary and early years' language providers by producing top quality teaching materials tailored to each age group.



Activity books and audio material



Two key elements of the La Jolie Ronde structured and progressive programme are the children's activity books and audio material. These are an integral part of the programme, tailored by age group, and enable both the teacher and parent to chart the child's progress. The book also enables the children themselves to see tangible evidence of their achievements. The activity books are generally used for completing homework activities, leaving the classes themselves for as much listening and speaking as possible, creating interactive learning. After all, the parent is not paying you to watch their child colour something in! The audio material is actively used within the classes themselves and the child is also encouraged to listen in between lessons at home or on the go to consolidate his or her learning. The audio material is available via our media player app, website and on CD.

Certificates and medals for achievement

With La Jolie Ronde each child receives a certificate of achievement on completion of each programme, provided to you free of charge. This encourages children to complete the whole programme. They are also something for the children to be really proud of as they continue their La Jolie Ronde journey. Medals of achievement for each programme are also available to purchase.



A sound preparation for secondary school

At La Jolie Ronde we lay solid foundations, preparing children for secondary school and beyond. La Jolie Ronde has carefully devised its course in order to enhance and not pre-empt what the pupils will meet at secondary level.



Licensee Information

At La Jolie Ronde our aim is to help you get started and become successful in the best way possible and not to leave you out of pocket while you start your business. We offer several different payment options to spread the start-up costs. We feel your licence is outstanding value for a language learning method of such high quality.

Low start-up costs

La Jolie Ronde is designed to be an affordable, flexible part time business that fits perfectly around your family and working life; in short it gives you a good work/life balance. We are not interested in charging you thousands of pounds to set up a business with us; what we are interested in is giving you our full support to ensure your business is a success.

For an initial investment of just £120 (€144) you will receive all this: -

1. A comprehensive marketing pack:
 - An introduction on how to use the La Jolie Ronde course
 - Advice on becoming self-employed
 - How to market your business effectively and efficiently
 - How to contact potential customers
 - Promotional fliers and posters to advertise your classes
 - How to set up your first centres
 - Guidance on teaching children
2. Exclusive access to our online marketing hub:
 - Initial product training, including videos
 - Introductory sample letters, booking forms and enrolment packs
 - Taster classes for baby and toddler, nursery and primary children
 - Licensee price lists
 - Cashflow calculator
 - Policies and insurance documents
 - Testimonials from fellow licensees
3. Personalised support:
 - Weekly telephone support from our specialist licensee team at Head Office
 - One-to-one support from a designated Area Support Advisor, including a face-to-face meeting
 - A friendly Head office team available by telephone and email

Once you are successful in your marketing, by which we mean you have managed to recruit at least 20 pupils, you should be ready to get started and only at this point will you pay your licence fee.

For your start-up licence fee of just £480 (€576) (which can be paid in instalments for a small fee) and an annual licence renewal fee of £120 (€144), you will benefit from the following: –

1. Being part of the longest-established early language learning organisation and benefiting from its reputation
 - Use of the multi-award winning La Jolie Ronde brand name, logo and methodology
 - Unique licence number
2. Quality teacher guides
 - Access to 7 French and/or 7 Spanish quality teacher's guides, resources and audio material
3. Ongoing support
 - Continued support and advice from Head Office and your Area Support Advisor
 - Quality Assurance support visits from your Area Support Advisor, (2 within your first year, then every 3 years)
 - Attendance to a national annual training meeting
 - Regular regional meetings with your Area Support Advisor and licensee network
 - Inclusion on a 12-month group public liability insurance policy, which provides £10,000,000



Licensee fees and costs

Total start-up costs*		(£)	(€)
Marketing Pack Fee	For your Marketing Pack, Training and Support	£120	€144
Licence Fee	Payable when you sign your contract once you have enough pupils to start to teach. Note: Available to pay in 2 instalments for an additional admin charge of £10/€12 or in 6 instalments for an additional admin charge of £20/€24	£480	€576
Refundable bond for the teaching materials	Paid with licence fee. Refunded on return of your teaching materials once you decide to end your teaching agreement	£150	€180
Child Protection Training	Discounted online course. If you have already completed an approved safeguarding training course within the last 3 years and can provide a certificate of attendance, there will be no charge <i>*For applicants from the Republic of Ireland, Tusla provide a free of charge online safeguarding course</i>	£18	FREE

*All prices correct as of March 2020 and include VAT at the current rate. VAT not applicable to teaching material bond.

Enhanced disclosure*		(£)	(€)
England, Wales & Northern Ireland through the Disclosure & Barring Service (DBS)		£60	N/A
Scotland through Disclosure Scotland (PVG)		£71	N/A
Republic of Ireland through Garda Vetting		N/A	€22.50

*All prices correct as of March 2020 and include VAT at the current rate. VAT not applicable to teaching material bond.



Ongoing costs*		(£)	(€)
Course Royalty Fee (4-12 years)	You will pay a royalty fee per child, per lesson per term. These royalties are paid within 3 weeks of the start of each term, giving you time to collect payment from parents	£0.83	€1.00
Baby and Toddler / Nursery Royalty Fee (0-3 years)	A percentage of gross income earned is paid each term	15%	15%
Annual licence Renewal Fee	Set price regardless of how many centres you teach at	£120	€144

*All prices correct as of March 2020 and include VAT at the current rate. VAT not applicable to teaching material bond.

Potential earnings

La Jolie Ronde is designed to be a low-cost business opportunity to teach French and/or Spanish to children between the ages of 0-12 years, that can fit into your current lifestyle and has potentially great rewards. We are here to help you succeed, but ultimately it is up to you how much energy you put into developing it, and this will determine the level of reward you will receive in return.

We have a national network of licensees all teaching anywhere between 30 and 39 weeks a year, to suit them and their business. Remember, you are in control and can decide how many weeks per term you teach. Depending on a licensee's personal goals and available time, the earnings potential can vary greatly from licensee to licensee.

Here is a list of some, but not all, financial reasons why people choose to earn an additional income with La Jolie Ronde: -

- cover weekly childcare costs
- supplement the household income
- an additional income while indulging a passion for languages and working with children
- pay for additional weekends away/extra holidays
- pay for the annual holiday
- build a part time income to grow as the business and family grows
- build up to a substantial income by taking on one or more tutors to free up the licensee's time to do more marketing and expand the business even further

When thinking about the potential earnings, key things to remember are how many hours a week you can teach, how many classes a week you can teach, the number of weeks you'd teach each year and potential room hire costs.

Following our initial call with you, if you are interested in finding out more, we will give you access to sample teaching materials, research documents and a cash flow calculator spreadsheet, which will enable you to work out your potential earnings based on what you charge for your classes, how many pupils you have overall for your business and how many weeks per term you teach.



Tutor Information

Position Description

As a tutor you could be teaching French and/or Spanish (depending on the languages you speak) to children between 0-12 years old in nurseries, schools and other public venues. The locations and classes would normally be discussed with your local licensee(s) should you wish to find out more.

You will operate as a self-employed tutor and as such it is your responsibility to pay your own tax and national insurance. You will need to invoice your licensee for your hours worked.

Responsibilities

- a) To instruct pupils in the French / Spanish language and culture in accordance with the teaching methods prescribed by La Jolie Ronde.
- b) To maintain a professional appearance (for example jeans & trainers are not appropriate)
- c) To keep the number of children in any one class to a reasonable level to allow proper attention to each pupil; no more than 12 in primary classes and no more than 8 in pre-school classes.
- d) To abide by generally accepted principles of good conduct of teaching and any rules or regulations in force in the establishments where the teaching is undertaken.
- e) To keep a register of pupils and their attendance and to mark work regularly.
- f) To liaise closely with the parents of students and the company as regards the progress of pupils.
- g) To report to your licensee on a weekly basis and to discuss any problems with the teaching and any complaints from schools or parents.
- h) To pay your own costs of travel to the agreed teaching establishments.

Please note, this is a long-term position and for reasons of continuity for the children it will be a condition of your contract that you remain in the position for at least 3 terms i.e. one academic year. You will need to confirm this and sign your commitment on the contract. One full academic term's notice will also be required at the end of this period.

Potential earnings

Tutors teach between 30 and 39 weeks a year, mostly term time only. The number of classes you teach could range from one class a week, to multiple classes a day, depending on the pupil interest in classes and your availability to teach.

Licensees usually fix your fees based on either a per pupil rate or a per class rate. This would be discussed with the licensee(s) you are interested in working with.



Tutor Costs

		(£)	(€)
Refundable bond for the teaching materials	Refunded on return of your teaching materials once you decide to end your teaching agreement	£25 per programme taught (up to maximum of £150)	€30 per programme taught (up to maximum of €180)
Child Protection Training	Discounted online course. If you have already completed a safeguarding training course within the last 3 years and can provide a certificate of attendance, there will be no charge <i>*For applicants from the Republic of Ireland, Tusla provide a free of charge online safeguarding course</i>	£18	FREE
England, Wales & Northern Ireland through the Disclosure & Barring Service (DBS)		£60	N/A
Scotland through Disclosure Scotland (PVG)		£71	N/A
Republic of Ireland through Garda Vetting		N/A	€22.50

**All prices correct as of March 2020 and include VAT at the current rate. VAT not applicable to teaching material bond.*



Is La Jolie Ronde right for me?

Now you have read this information pack, please read the short check list below to help you consider which path is for you.

Become a licensee

- I am passionate about languages and working with children
- I speak fluent French and/or Spanish with an authentic accent and correct pronunciation
- My spoken and written English is of a very high level
- I have teaching experience or have always wanted to teach
- I have entrepreneurial spirit and want to be my own boss
- I am a self-starter and have a head for business
- I have an outgoing personality and bags of enthusiasm
- I am very professional in everything I do and have a desire to succeed
- I am articulate and an effective communicator
- I want to work flexible hours decided by me
- I am 100% committed to making this business a success
- I understand that there is no guarantee of success but that I will receive full support from day one

Become a Tutor

- I am passionate about languages and working with children
- I speak fluent French and/or Spanish with an authentic accent and correct pronunciation
- My spoken and written English is of a very high level
- I have teaching experience or have always wanted to teach
- I have an outgoing personality and bags of enthusiasm
- I am very professional in everything I do and have a desire to succeed
- I am articulate and an effective communicator
- I want to work flexible hours decided by me
- I just want to teach and not run it as business

What happens next?

If you have provided your telephone number, we will set up a call with you via our online calendar with one of the licensee team. We will give you call to chat with you about the two options as well as discuss your suitability. You will have the time to ask any questions you have. Within this conversation we can also discuss the next steps of becoming a licensee or tutor should you be interested.

If you haven't provided your telephone number but would like to chat with us, [book your call here](#).

Alternatively, go back to our email which sent this pack and you will find a link to book a call.



Employment/Licensing of ex-offenders with La Jolie Ronde

- As an organisation using the Disclosure & Barring Service (DBS), Disclosure Scotland and Garda Vetting, to assess applicants' suitability for positions of trust, La Jolie Ronde complies fully with their respective codes of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- La Jolie Ronde is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within La Jolie Ronde and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows La Jolie Ronde to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in La Jolie Ronde who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the relevant Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment or licence.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

