



Parent and Student Handbook

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Welcome from the Founders

Dear Parents and Guardians,

Welcome to Cresconova Labs, a project born from our belief that every child deserves access to inspiring, hands-on education that nurtures both creativity and critical thinking. We are so excited to have your family join us as we launch this unique learning experience. Cresconova Labs was founded with the goal of building a place where students can dream, design, and develop ideas with real-world tools — from 3D printers to laser cutters, robotics, and immersive technologies. This vision was shaped by our desire to make cutting-edge learning accessible to all, especially to students from underserved communities who may not otherwise have access to these resources.

Our home at 47 Redcliffe Gardens in Chelsea — the former site of the historic Redcliffe Gardens School — has been carefully renovated and reimagined as a hub of innovation and exploration. We believe in empowering young people to become inventors, creators, and problem-solvers. Through project-based learning, interdisciplinary classes, and mentorship from passionate educators, Cresconova Labs offers students aged 8–16 the opportunity to learn by doing — and to do so with purpose.

We look forward to learning and growing together.

Warm regards,

The Co-Founding Trustees

Cresconova Labs

Meet the Core Team

Christine Braun – Chief Creative Officer and Designated Safeguard Lead

Chris Bull – MakerSpace Manager

Archibald Young – Educator

Harriet Deakin – Legal Advisor

Sarah Vanlint – Business Administrator

Miranda Jones – Executive Assistant

How to Find Us

Address: 47 Redcliffe Gardens, London, SW10 9JH

We are located a short walk from Earl's Court and West Brompton stations. To maintain our role as a supplemental provider, each child may attend for up to 15 hours per week. School holiday intensives may be offered as separately bookable sessions.

While located in Chelsea — a borough known for its educational institutions and cultural richness — Cresconova Academy specifically seeks to serve a wide catchment area including neighbouring boroughs such as Hammersmith & Fulham and Westminster. By

combining high-quality instruction, creative tools, and financial access, Cresconova offers an innovative pathway for students from every background to thrive.

About Us

Thank you for choosing Cresconova Labs. We are a supplemental educational provision that complements formal education with real-world tools, creative thinking, and hands-on projects.

Our approach is guided by 7 educational principles:

1. Creative Passion-Driven Learning
2. Experiential & Hands-On Projects
3. Student Autonomy & Self-Direction
4. Interdisciplinary Integration
5. Reflection & Metacognition
6. Mentorship from Practicing Professionals
7. Innovation with Purpose

We serve children from all educational backgrounds — whether they attend school full-time or are home educated. Our students work on projects that span science, literature, art, technology, design, and beyond.

Cresconova is committed to inclusivity and access. We operate a scholarship programme to ensure that children from underserved communities can benefit from our classes, regardless of their ability to pay. In line with our mission to complement — not replace — formal education, attendance is capped at **15 hours per week per child**.

Our Social Mission

Cresconova Labs aims to:

- Bridge socioeconomic gaps by promoting inclusive, collaborative learning.
- Provide access to cutting-edge tools and facilities rarely available in state schools.
- Track key performance indicators (KPIs) including:
 - Student Diversity – Ensuring access across socioeconomic backgrounds.
 - Collaborative Learning Outcomes – Evaluating teamwork and problem-solving across mixed groups.
 - Social-Emotional Growth – Measuring empathy, communication, and resilience.
 - Academic Performance – Monitoring improvements in critical thinking, creativity, and problem-solving.
 - Long-Term Impact on Underprivileged Youth – Assessing progress in education, engagement, and career paths.

- Parent and School Satisfaction – Using feedback to guide programme quality and value.
- Retention and Growth – Tracking enrolment, especially among underserved students.

Keeping Children Safe

At Cresconova Labs, the safety and wellbeing of every child is our highest priority. We are committed to creating a secure, inclusive, and supportive environment where all students can thrive.

Our Safeguarding Approach Includes:

- **Designated Safeguarding Lead (DSL):**
Christine Braun serves as our Designated Safeguarding Lead, trained to manage all safeguarding and child protection concerns. She is supported by trained staff who act as deputy safeguarding leads.
- **Safer Recruitment:**
All staff, contractors, and volunteers undergo enhanced DBS checks, reference checks, and appropriate safeguarding training before working with children.
- **Clear Reporting Procedures:**
Children and parents are encouraged to speak to any staff member if they feel unsafe. Staff are trained to follow clear procedures if they are concerned about a child's welfare.
- **Health and Safety:**
Our learning environment is risk-assessed regularly to ensure safety with tools, equipment, and materials. First aid kits are available, and trained staff are always on site.
- **Secure Premises:**
We operate a controlled entry system and CCTV monitoring to ensure children are safe within our facilities at all times.
- **Online Safety:**
Internet access is filtered and monitored. Children are supervised during all online activities and must follow our Responsible Internet Use policy.
- **Code of Conduct:**
We foster a respectful community through clear behavioural expectations for students, staff, and families. Bullying, harassment, or discrimination of any kind is not tolerated.
- **Parental Communication:**
We maintain open communication with families, and will always inform parents or carers of any significant concerns about their child's welfare.

For more information, please refer to our full **Safeguarding and Child Protection Policy** on our website: [Safeguarding](#)

If you ever have a concern or question about your child's safety, please contact our Designated Safeguarding Lead directly at communication@cresconova.org

Fire Safety and Evacuation Plan

The safety of our students, staff, and visitors is of paramount importance. We have a full fire risk assessment in place and clear procedures to follow in the event of an emergency. Please refer to our Health and Safety Policy for detailed

What to Expect:

- **Evacuation Drills:**
We carry out regular fire evacuation drills so that staff and students are familiar with the procedure.
- **Alarm System:**
If the fire alarm sounds, everyone must stop what they are doing immediately and follow staff instructions.
- **Assembly Point:**
The designated fire assembly point is located corner of Tregunter Road and Redcliffe Gardens
- **Evacuation Routes:**
Clear signage is posted throughout the building showing primary and secondary exit routes. Students will be shown their nearest exit and the route to the assembly point during their first session.
- **Registration and Headcounts:**
Staff will take registers at the assembly point to ensure all children and staff are accounted for.
- **Re-entry:**
No one may re-enter the building until it has been declared safe by the Fire Marshal or emergency services.

Please speak to a staff member if your child has any medical or mobility needs that may affect evacuation so we can ensure appropriate adjustments are in place.

Arrival and Collection

To ensure the safety of all children, Cresconova uses fingerprint technology to securely sign students in and out of the premises. Children must be accompanied by an authorised parent or guardian on arrival and collection unless prior arrangements are made. Please notify us in advance if someone else will be collecting your child.

Communication with Parents

We maintain regular communication with parents and guardians through email newsletters, updates, and urgent notifications when needed. Please ensure your contact details are kept up to date. You can reach our team at any time via communication@cesconova.org. We welcome feedback and aim to respond to enquiries within 48 hours.

What to Bring

Students should bring a water bottle, any required medications (clearly labelled), and a notebook if they wish to keep personal project records. We provide all necessary materials for classes. Students should dress comfortably and in accordance with our Dress Code Policy, which encourages practical and appropriate clothing for creative and hands-on activities.

Lost Property

Please ensure your child's belongings are clearly labelled. Any lost items will be stored in our Lost Property Box for a period of two weeks. Unclaimed items may be donated or disposed of after this time.

Mobile Phones and Personal Devices

We recognise that some students may carry mobile phones for safety, especially when travelling independently. However, mobile phones must be kept in bags and not used during sessions unless specifically authorised by staff. Cresconova is not responsible for lost or damaged personal devices.

Scholarships and Financial Assistance

Cresconova Labs is proud to offer scholarships and means-tested fee remission to support access for students from underserved communities. Details of eligibility, application procedures, and deadlines are outlined in our Fee Remission and Scholarship Policy, available on our website.

Policies

All parents and guardians are required to read and confirm their understanding of the policies published on our website here: [Policies](#)

By submitting the consent form appended to this Handbook, you agree that you have read, understood and agreed to the contents of the Policies.

Parental Consent

Consent Agreement Summary

Thank you for choosing Cresconova Labs. To ensure clarity and mutual understanding, we require your acknowledgement and agreement on the following items. You will be asked to confirm these items via a digital form at the end of this document.

A. Data Protection and Privacy

You consent to Cresconova collecting, processing, using, storing and transferring your child's personal information as required to provide services. This includes:

- Full name, contact details, date of birth, medical information, educational history, and biometric data (e.g., facial recognition/fingerprint for safeguarding) where necessary.
- Use of CCTV for security and safeguarding.
- Sharing data with our affiliated entity, Cresconova Academy, Inc., as needed.

All data is processed in accordance with our [Privacy Policy](#) and applicable data protection legislation.

B. Educational Provision Statement

- You confirm that your child is enrolled in a full-time or homeschool educational programme elsewhere.
- You acknowledge that Cresconova provides only supplemental education and is not a school.
- You understand that our services are designed to support, not replace, formal education.

C. Responsible Internet Use

You and your child agree to use Cresconova's internet and email systems in accordance with the Email and Internet Usage Policy. Cresconova is not liable for content accessed online.

D. First Aid Consent

You may choose whether to authorise Cresconova to administer basic first aid to your child in the event of an emergency.

E. Photography and Publication Permission

You may choose whether to permit Cresconova to use images or videos of your child for newsletters, internal materials, and public media (e.g. website, social media).

4. Consent Confirmation Form

Please complete the form below to confirm your consent. This form may be submitted digitally via our secure online platform.

Parent/Guardian Consent Checklist (please tick as appropriate)

Policy Agreement

I confirm that I have read, understood, and agree to all Cresconova policies outlined in this handbook and linked online.

Data Processing Consent

I consent to Cresconova collecting and processing my child's personal data, including biometric and medical information in accordance with Cresconova's Data Protection and Privacy Policies.

First Aid

- I consent to Cresconova administering first aid to my child.
 I do NOT consent to Cresconova administering first aid to my child.

Emergency Treatment

I consent to Cresconova arranging emergency medical treatment for my child, including calling emergency services or transporting them to hospital, if necessary.

Photography & Publication

- I give permission for Cresconova to use images/videos of my child in newsletters, social media, and promotional materials.
 I do NOT give permission for Cresconova to use any images/videos of my child.

Responsible Internet Use

I confirm that I and my child have read and understood the Email and Internet Usage Policy and that we agree to abide by it.

Educational Provision Statement

I confirm my child is in full-time education elsewhere and that it is understood that Cresconova is a supplemental programme.

If your child has any known allergies or medical conditions, please provide full details below, including any relevant treatment plans or medications:

If your child uses an inhaler or carries an EpiPen, please indicate your consent for Cresconova staff to administer these in the event of an emergency:

I give consent for Cresconova to administer my child's inhaler and/or EpiPen if required during sessions.

Student Information

Child's Full Name: _____

Preferred Name: _____

Address: _____

School name/address (where applicable): _____

Date of Birth: _____

Preferred Pronouns: _____

Parent/Guardian Information

Full Name: _____

Signature: _____

Date: _____

Emergency Contact Information

Please confirm contact details of at least two individuals who may be contacted in case of emergency.

Full Name:

Contact telephone number:

Address:

Full Name:

Contact telephone number:

Address:

If you wish to amend your consent at any time, please contact us at communication@creconova.org

Cresconova Labs aims to provide a safe and enjoyable experience for every child or young person. To help us do this, please note the following important information.

- All questions on the consent form must be completed and signed by the parent or carer before any child takes part.
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- Parents and carers must make arrangements for children to be brought to and from the sessions safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the sessions.

Thank you for supporting your child's learning journey with Cresconova Labs.

Cresconova Academy t/a Cresconova Labs
47 Redcliffe Gardens, London, SW10 9JH
Company Number: 15767926
Registered Charity Number: 1214957
Registered in England & Wales