

FESTIVAL OF FRIENDS

A toolkit for practitioners and schools
supporting service children



UNIVERSITY OF
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ACCESS & OUTREACH



Hampshire
County Council

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FESTIVAL OF FRIENDS 2018

ABOUT THIS TOOLKIT:

The University of Winchester, in partnership with Hampshire County Council, have successfully trialled a new model of collaborative activity for supporting service children across the region. With funding from the Armed Forces Covenant Fund, the Festival of Friends project drew upon the expertise of staff from across schools, the local authority and a university to work together on the provision in the county for service children. This toolkit shares the two organisations' experiences of developing and delivering the project and includes case studies of schools activities.

The first section provides a guide to setting up an initiative based on the Festival's model for higher education providers and local authorities. The second section is written for our colleagues in schools and includes a variety of best practice examples of how to set up and run initiatives for service pupils, all drawn from award-winning projects submitted by Hampshire schools.

BACKGROUND:

The University of Winchester and Hampshire County Council have been working together for over four years to support service children's awareness of and aspirations towards higher education since 2014. Both partners have signed up to the Armed Forces Covenant and are committed to supporting the armed forces community. The University hosts Creative Forces days for service children in Hampshire primary and secondary schools which offer pupils the opportunity to share experiences with Student Ambassadors from service backgrounds. During these days, Hampshire County Council have offered CPD sessions for teachers and other school staff to develop understanding and awareness of how to support service children.

ACKNOWLEDGEMENTS:

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The University would also like to acknowledge the schools who participated in the Festival of Friends project and who have allowed their projects to be shared as case studies.

1.1. The model for the Festival of Friends

The Festival of Friends project was undertaken as a joint project between the University of Winchester and Hampshire County Council. Funding for the project was provided by the Armed Forces Covenant Fund. A partnership agreement was agreed prior to the start of work which outlined responsibilities and expectations of how the project would be delivered. The project consisted of three core elements:

- the establishment of a District Service Pupils Network;
- the creation and administration of an awards scheme;
- a celebration event to recognise submissions for the awards scheme.

1.1.2. Rationale behind project:

The concept of the Festival of Friends was developed by staff at the University of Winchester in response to research into the experiences of service children at school and feedback from outreach events for this group of pupils. A theme around peer support and integration emerged. Across the county, a number of schools were working to address this but this was often done in isolation.

The Festival of Friends project was developed to establish strong connections between schools in the county and to address the needs identified by service children. The project also sought to pilot a new model for bringing together key stakeholders to support the integration and progression of service children.

1.1.3. Objectives of the project:

- Establish a progression partnership (also referred to as a network) of district based coordinators for the integration of service children.
- Use this network to invite children and staff in Hampshire schools to develop and deliver mini-projects that do one or more of the following:
 - improve the integration of service with non-service pupils;
 - grow awareness of service children (and life for service children) with their teachers and classmates;
 - help service families to integrate more smoothly and effectively with their school;
 - promote effective practices for improving the integration of service and non-service pupils and families that can be shared with others.
- Raise the profile of excellent work going on between schools and families that promote a positive view of the Armed Forces and service families.
- Celebrate and promote the best examples of service and non-service pupils collaboratively in a celebration and awards event.
- Create numerous examples of best practice that we will use to inspire more and better work to change practice both locally and nationally.

1.2. Hampshire County Council – District Service Pupils Network Groups:

In June 2011, Hampshire County Council signed up to the Armed Forces Covenant, thereby committing the Local Authority (LA) to ensuring that children from a Service family background are not disadvantaged in any way as a result of their specific and unique circumstances. The now well-established Civilian Military Partnership (CMP) was also set up at that time. The Civilian Military Partnership Education Sub-Group leads on the delivery of the education strand of the CMP Action Plan. One key component of the current Plan (2017-2020) has been the setting up of an infrastructure of district Service pupils network groups.

During the summer term 2017, the School Improvement Manager (Education & Inclusion), Test Valley, and the Children's Service lead for Service pupils, worked on behalf of the LA with key school-based practitioners to put in place ten district Service pupils network groups covering the whole of Hampshire and the Isle of Wight, based on local government boundaries. This involved:

- Identifying, and naming, ten school-based district co-ordinators for Service pupils, who would be expected to take a lead in their district in terms of bringing teachers together, communicating with schools, information sharing and disseminating good practice; they were also expected to be part of the work with The University of Winchester, for example in planning and delivering future conferences.
- Encouraging schools to nominate a 'Service pupil champion'.
- Organising the first round of district Service pupils district meetings during June and July 2017.

Also during the summer term 2017, and in collaboration with The University of Winchester, the planning started for the delivery of the 'Festival of Friends' Conference in the spring term 2018.

In May 2017, the first county-wide meeting of the ten district Service pupils co-ordinators took place in Winchester. At the meeting, the following were confirmed as district co-ordinators for the 2017-2018 academic year:

HIAS District	Number/% of Service Children (2017)	Position of Co-ordinator(s) at school
East Hants	195/ 1.6%	Headteacher
Fareham	941/ 6%	Headteacher
Gosport	1091/ 10.1%	Pupil Premium Champion Armed Forces Link Worker
Hart	637/ 4.6%	Deputy Headteacher
Havant	399/ 2.2%	Headteacher
New Forest	356/ 1.7%	Deputy Headteacher
Rushmoor	1193/ 10.7%	Student Support Officer
Test Valley Basingstoke & Deane	779/ 5% 129/ 0.6%	Headteacher
Winchester Eastleigh	400/ 2.7% 100/ 0.6%	Headteacher
Isle of Wight	82/ 0.5%	Headteacher

During June and July 2017, the first meetings of the District Service Pupils Network Groups were organised by the respective co-ordinators. These have been followed by further meetings in each of the districts in November/December 2017 and March/April 2018.

The pattern of meetings that has been followed during the 2017-2018 academic year, and which will

continue moving forward, is that all the district co-ordinators meet together with the Children's Services lead for Service pupils in a central location during the first half of each term, with the district network group meetings being held during the second half of each term.

The **key aims** of the district network groups are to:

- Support schools in delivering on the strategic principles of the Armed Forces Covenant, namely the promise from the nation to those who serve or have served in the armed forces, and their families, that they are treated fairly and not disadvantaged in any way due to their circumstances.
- Support the implementation of the Hampshire County Council CMP Action Plan 2017-2020.
- Ensure that the needs of Service pupils are understood by schools and the best use possible is made of the Service Pupil Premium (SPP) so that academic progression is at least comparable to non-Service pupils.

The **key objectives** of the Groups are to:

Provide a forum for networking opportunities.

- Foster school to school support.
- Build links between schools, and between schools and other organisations, in order to support effective provision and best practice.
- Celebrate good/best practice in schools and ensure this practice is shared as widely as possible, for example in overcoming the challenges faced by Service pupils during transition from one school to another.
- Facilitate the dissemination of valuable and important information, for example, census information, Service pupil achievement data, policy changes, research, the outcomes of consultation, etc.
- Ensure all schools know of the work of key organisations, for example the DCYP, SCISS, the CMP and SCiP, amongst others.
- Promote national and local events and activities.
- Create an upward flow of information regarding the needs of pupils from a Service family background to support the sharing of good/best practice, particularly with regard to supporting the integration of service children.
- Influence policy development within the district and the LA as a whole, for example in helping to shape the annual Leadership and Learning Partner (LLPR) review process between the LA and schools.
- Support the planning of key events and conferences, for example those organised in collaboration with the University of Winchester.

School-based members of the district network groups work in collaboration and seek to:

- **Understand** the needs of pupils from a Service family background, the challenges they face and how best to support them at key times in their lives.
- **Act** in order to make a difference for Service pupils, particularly through the use of the SPP.
- **Lead** the introduction, and sustainable embedding, of new ways of working in order to strengthen the provision for Service pupils so they make good progress.

During the 2017-2018 academic year, 75 maintained schools in Hampshire – mostly primary - engaged, at some stage, with one of the district Service pupils network groups. This represents approximately 17% of primary schools in Hampshire. Small beginnings, but a start! Plans are already in place to strengthen the engagement of schools still further during the 2018-2019 academic year.

1.3.1 Festival of Friends celebration and awards:

The University of Winchester administered the awards scheme and led the organisation of the Festival of Friends celebration event within the project. The awards offer an opportunity to recognise the work of schools and share effective practice for supporting service children's within schools. If financial prizes are offered for winners, the awards also provide a means to support the sustainment of projects beyond the event. The focus of the Festival of Friends was on supporting the integration of service children, in line with the needs identified in our local area and the remit agreed with our funders. A similar event could adapt and tailor the focus of the awards scheme to meet the local needs of service children and schools. The celebration event then offers an opportunity to bring together service and non-service children, with school staff and other stakeholders who support service children.

This organiser's checklist provides a 'how to' guide for any institutions looking to run a similar project.

1.3.2 Organiser's checklist:

12-6 months ahead:

Awards scheme:

- Decide on your award categories and allocate prize funds. The Festival of Friends had two categories of award for schools to apply for: Raising Awareness and Welcoming Military Families. Each category had separate prizes for Primary and Secondary.
- Produce guidance on submitting a project for the awards (including the submission deadline and celebration event).
- Publish this information through as many channels of communications as you can. This could include, but is not limited to, any networks dedicated to the support of service children (ie, a Coordinators' Network), social media platforms, local authority communications with schools, and any existing contacts you may have with eligible schools.
- Decide how entries will be judged. The Festival of Friends awards were judged by an external panel, which drew in national experience and expertise of working with service children. The panel held deliberations, using the project guidance as a reference point for assessing submissions. Alternatively, you could develop a framework to award points based on the submission criteria.

Celebration event:

- Set the deadline for submissions and the date of your celebration event. It's also worth ensuring that you have sufficient time in between your deadline and a celebration event for schools to plan their trip to the celebration event.
- Book a venue for your celebration event. Consider parking arrangements for the day.
- Establish how guests will be able to sign up for your celebration event. This could be done online, via email or through paper applications.

3 months ahead:

Awards scheme:

- Support schools in submitting applications for the Festival of Friends.
- Finalise arrangements for judging of entries, including ensuring that visitor car parking, refreshments etc.
- As projects are submitted, encourage schools to sign up for the celebration event.

Celebration event:

- Confirm the programme for your celebration event. A sample programme from the Festival of Friends is included in this pack.
- Invite any relevant organisations to present at the Project Showcase, including the respective Family Federations and any other military service charities that support service children.

6 weeks ahead:

Awards scheme:

- Close entries for the Awards scheme on the date advertised in the guidance.
- Prepare packs for the judging panel of all submitted projects.
- Convene your judging panel and write up decisions for the awards.
- Let schools know the outcome of the awards and encourage winners to sign up for the celebration event.
- Ask schools to prepare displays for the project showcase and provide guidance as to what could be included.

Celebration event:

- Arrange staffing for the event, including student ambassadors. Confirm timings, uniform requirements and roles.
- Complete your risk assessment for the event in line with your organisation's and/or your venue's respective policies.
- Order refreshments appropriate for the variety of guests attending.
- Confirm arrangements with schools attending (map, parking, timings, clothing, any dietary or access requirements).
- Prepare your evaluation strategy for the event, including any evaluation forms.

2-3 weeks ahead:

Awards scheme:

- Discuss with finance departments what the best method is for paying schools their prize money.
- Develop certificate designs for the awards and send through to printers. Consider how to present the certificates (ie, in frames) and order any necessary materials.

Celebration event:

- Confirm numbers and any special dietary requirements with catering.
- Plan your publicity strategy, including a preparing a press release.
- Prepare programmes.
- Check with any workshop facilitators delivering on the day.

1 week ahead:

Celebration event:

- Send final confirmations to all guests including schools. Provide details for parking, where to register and final programme details.
- Prepare any slides for your Welcome talks.
- Confirm final arrangements with your special guest. Consider who will host them throughout the event.
- Print programmes.
- Prepare and print name badges for staff, teachers and pupils. Colour code to indicate who has photo permission.
- Prepare staff/ambassador packs including registers, risk assessments, pens and any other necessary materials.

On the day:

Celebration event:

- Brief your staff/ambassadors on health and safety, safeguarding and arrangements for the day.
- Set up your registration desk and ensure that catering is in place.
- Monitor progress of any tours or taster sessions for pupils and staff and keep to the programme.

After the event:

Awards scheme:

- Issue prize funds to winning schools.
- Post any uncollected prizes back to schools.

Celebration event:

- Send thank you emails to schools and special guests for attending.
- Process data from data capture and photo permission forms, ensuring compliance with data protection regulation.
- Review evaluation forms.

1.3.3 Lessons learned:

Consider how your event programme can cater for the variety of guests attending. Pupils may range in age from the age of 8 through to 16. An event such as this is an excellent opportunity to broaden their understanding of higher education and the opportunities available to them in the future. Interactive campus tours, mini taster sessions or other pupil-centric activities can also contribute to ensuring that pupils have an enjoyable and positive experience at the event.

Wherever possible, consider the timing of school holidays in relation to your event. Events immediately after a holiday mean that schools may have limited time to contact parents and make the necessary arrangements for the trip.

Be prepared to clarify what could be included within a project submission. Schools may have pre-existing initiatives that have been running in previous years that they may have developed and grown during the academic year that could be recognised by the awards.

Consider the format of the application forms. Editable formats, such as Word documents, cuts down on the time schools need to spend writing their applications.

Attending coordinators' meetings can be helpful for gauging engagement and clarifying any questions around an awards scheme and celebration event. Feedback from coordinators can then feed into the planning of the latter.

2. TOOLKIT FOR SCHOOLS WITH SERVICE CHILDREN:

2.1 – About the projects:

The Festival of Friends Awards recognised project submissions from schools across Hampshire with service children pupils. The submissions from schools across Hampshire demonstrated the high quality of practice being undertaken and commitment of staff in supporting their service children. The case studies included have been published with the kind permission of the schools involved in order to share their experiences and practice for supporting service children.

2.2.1 'The Adventures of Nelson the Sailor Bear' book project – Ranvilles Junior School

Aims of the project:

- Improve the integration of service with non-service pupils.
- Grow awareness of service life (and life for service children) with their teachers and classmates

Ranvilles Junior School's submission focused on their development of an existing project, led by Nelson the Sailor Bear. Nelson is a teddy bear who deploys with serving parents and originally reported back to pupils at Ranvilles Junior School in the form of postcards and emails back about his adventures. This allowed the whole school to share in Nelson's experiences and learn about life in the Royal Navy.

Prior to the Festival, the school recognised the opportunity to develop this project further and successfully applied for a grant from the MoD Education Fund to produce a hardback book about Nelson's adventures for all children in school to read. As well as growing awareness of what service life is like across the school's population, it also gave service children a record of the adventures that they could read whenever their parent was away. In addition this, the school developed a 'Top Tips' section within the book for when parents were away to provide additional support for service children.

Alongside Nelson's reports back, the school also holds a number of 'Service' days throughout the year. These days are based on Nelson's travels and explore military themes. Serving military personnel have attended and share their experiences and what their life is like with the students.

Their submission for the Festival of Friends awards also included the recent development of Nelson's Twitter account. In addition to this Twitter account being accessible to all children and families at the school, it also provides a platform for the wider community to access the project and Nelson's adventures.

Impact:

At the time of submission, Ranvilles estimated that 52 service children and 183 non-service children had engaged in or been impacted by the project.

Resourcing:

Teddy bear or similar to represent the school on deployments;
Parent engagement in the project, particularly when deployed;
Organisation and specific resources required for in school events.



Nelson the Bear on deployment. *Photo published with the kind permission of Ranvilles Junior School.*

2.2.2 MJS Troopers Diversity Exhibition – Marchwood Junior School

Aims of the project:

- Grow awareness of service life (and for service children) with their teachers and children. In particular, to develop understanding and celebrate the diversity of the lives of service children and their families.
- Establish a platform for service children to voice their opinions and realise who else is in a similar situation.
- Create a peer network for service children.

About the project:

MJS Troopers was born in September 2017 following an initial discussion with the school's service child population about service life and its potential impacts. The school quickly recognised that many of the service pupils were unaware of that there were so many other service pupils at the school. The MJS Troopers initiative was developed to provide service children with a mechanism for identifying themselves and others from service backgrounds at the school.

The initiative was developed further after school staff attended a SCISS (Service Children in State Schools) conference and gained further insights into the diversity of service family life. From this, the Troopers' objectives (see above) were established. MJS Troopers now operates on a model of termly events that bring together all service children and a lunchtime 'drop in' club to provide additional support and an opportunity to discuss any concerns, such as deployments.

The termly events are for service children from all years within the school and have included activities such as den building in the school forest and creating a cardboard city. At the time of submission, the Troopers were preparing for a Diversity Exhibition which will showcase the geography, history and cultures of the MJS service families. Each child had developed their own A3 presentation to be displayed in the main school hall. Service pupils would then bring their classes down to share their experiences with non-service peers. The exhibition was also open after school to share the presentations with parents. The school had also invited staff and pupils from nearby schools through the New Forest Service Children Network to visit the presentation.

This type of activity has provided an informal, fun opportunity for service children to work together and create supportive bonds amongst themselves. It also allowed staff to have relaxed conversations with the pupils about the challenges and experiences that service children can face. The school intends to continue both the termly events and the lunchtime 'drop in' club into the next academic year. There are also plans to develop links with welfare officers based at the local military base.

Impact:

At the time of submission, 49 service children has engaged or been impacted by the project. This number may have increased since submission, dependent on the visits to the Diversity Exhibition by other schools.

Resourcing:

- Meeting with service children to establish the project and build the identity of the group;
- Staffing for termly events and lunch time 'drop in' sessions;
- Planning informal, fun termly events for service children and providing any resources necessary for each activity.

'Top tips' from the school for anyone looking to run a similar project in school:

- Create termly activities that promote collaboration so as children are happy talking with one another and overcoming problems
- Ensure the lunchtime activities are child led and active. Particular favourites of MJS Troopers is Shove Hapney and paper aeroplanes.
- Don't make the mistake of giving service children a 'voice' and forgetting they are a community of individual voices. Take the time to celebrate their differences and not just their common identity.
- Contact your local army welfare officer, they will be more than happy to support with resourcing termly events such as cardboard boxes, flags, cargo nets, tarpaulin etc.

2.2.3 Service Families Summer Picnic – Alverstoke C of E Junior School

Aims of the project:

- Grow awareness of service life (and life for service children) with their teachers and classmates.
- Help service families to integrate more smoothly and effectively with their school.

About the project:

Every year, Alverstoke C of E Junior School hosts two events for service children: a Christmas party and a summer picnic. This academic year, they developed their Christmas party by inviting other local schools to attend the party and hosted over 160 children and parents. Last year's summer picnic was also opened up to the service children in two nearby schools. Both events have been a huge success with children and parents have commented on the benefits of meeting other service families in the area. It has proved to be positive when new families have moved into Gosport as they have been able to build new friendships and find support within the community.

Following this success, the school has planned and received support from the local Royal Navy establishments to host another summer picnic for service families. All 25 schools within the Gosport district will receive an invite. It is hoped that this will provide further opportunities for service families in the local area to network and socialise. There will be a wide variety of exciting activities for the children including tug of war, football and badminton led by military personnel from local establishments and marching drills with the local Cadets and Field Gun team.

Tri-service charities and support groups will also be invited to have their own stands as well as national charities, offering parents a source of information for any concerns they may have. Services within the local community will have also agreed to attend including the local library and college who will be providing information on their new project which provides free short courses for adult learning. All will be beneficial to our service families. The University of Winchester will also be supporting the event as many of the schools in area have engaged with the university's Creative Forces Days for service children.

Resourcing involved in such a project:

- Staff time to organise and coordinate events, including communications with other schools and arranging activities.
- Staffing to help host and provide a safe environment for our families to relax in.
- Funding for entertainment and refreshments.
- Venue to host the events.

'Top tips' from the school for anyone looking to run a similar project in school:

The hardest part has been building a relationship with our local establishments but this has very much been done through getting to know all my service parents in school. I have held many activities such as coffee mornings and even a Saturday brunch to build those strong relationships, if one event does not work, find another. I think my time as a serving person and a military wife has helped in my understanding and approach to such matters. Through the work I do with the children, the parents have been very helpful in persuading the establishments to support me. If schools, establishments and parents work together, it provides the best support for our children therefore making that time away during deployments just a little bit easier.

My top tips are:

- Build strong relationships with your parents.
- Get involved with your cluster group, contact other schools.
- Never stop thinking of new ideas because they will eventually pay off.

2.2.4 Wellington Troupers After School Club - Wellington Community Primary School

Aims of the project:

- Grow awareness of service life (and life for service children) with their teachers and classmates.
- Help service families to integrate more smoothly and effectively with their school.

About the project:

Wellington's Troupers Club was inspired by similar clubs at other schools. The Club meets after school and offers a wide variety of activities and support for service children. Every session includes a drink and snack for the pupils and a discussion of what is happening at home and how their families are in an open, supportive and friendly manner. Books about missing family members or feelings are used as stimuli for activities, such as the construction of paper dup dragon 'roarers' to help vent any anger that pupils might be feeling followed by a discussion of how they can get over such feelings. Other activities have included making dens, trying ration packs and making campfires.

The Club keeps in touch with parents and encourages communication of any deployments or training exercises. The Club also has a box of Superhero Bears who are given to children ahead of any such absence to provide comfort and a link with the parent who is away. These bears sometimes join the parent on deployment and photos are shared of their travels or they remain with the child to remind the child of their strength if they are missing their parent.

At the time of writing, the school was further developing their provision by creating welcome packs and integration folders and developing links with organisation such as Little Troupers and MKC Heroes.

Impact:

At the time of submission, 28 service pupils have attended the club.

Resourcing:

- Staffing the Club – more than one member of staff allows for 1:1 support if a child needs it.
- Resources for the activities during sessions.
- 'Superhero Bears' or equivalent mascots to give to children throughout deployments.
- Venue to host the sessions.

2.2.5 Knitted Deployment Dolls – Crofton Hammond Infant School

Aims of the project:

-Grow awareness of service family (and life for service children) with their teachers and classmates.

About the project:

The project was originally inspired by the Royal Navy Royal Marines' Children's Fund 'Knit the Family' initiative. A volunteer knitter was found in the headteacher's mother-in-law and a prototype doll was produced.

From this, dolls have become an embedded part of the 'deployment package' offered by the school. Every child and parent are offered a pair of knitted dolls. Children often bring their dolls into school and parents have reported that they are particularly important at bedtime. Parents send home photos of their own 'mini-me' on deployment or use video-calling software with their dolls.

Impact:

Over 50 children and their parents have been provided with knitted dolls, with over 100 dolls being produced for this project. The school has noted that the project has improved knowledge of what 'deployment' is amongst children at the school.

Dolls have also been given provided for non-service children who may have parents away for a long period or who works away Monday to Friday. This helped broaden awareness of non-service children who have parents who work away from home.

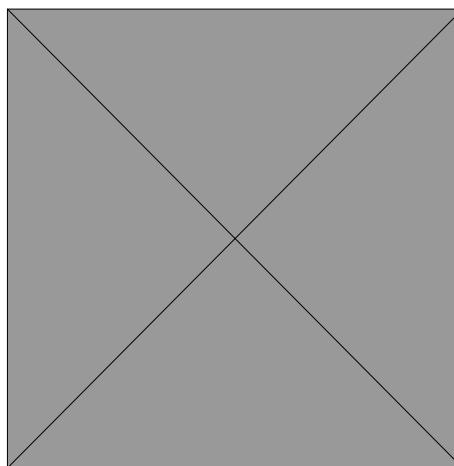
Additionally, the school noted that the benefits of this project also extended to the deployed parents. The dolls helped parents identify other parents from the school on ship, which gave them the opportunity to forge new links.

Resourcing involved in such a project:

- Knitter(s) willing to produce the dolls for the school.
- Lots of wool.
- The RNRM Children's Fund 'knit the family' pattern book.

Any 'top tips' for anyone looking to run a similar project in school?

- Ensure that you have good communication with parents so that they give you enough warning of deployment dates – this gives time for the dolls to be knitted.
- Try and personalise the dolls if possible with the right colour uniform for the children, including hair colour and style. It makes it more personal. (We don't do different 'ranks' though).
- Take lots of photos as a record!
- Ask parents to send photos for display and for feedback – this helps measure the impact of the project.



Crofton Hammond Infant School receiving their award at the Festival of Friends.

3. USEFUL DOCUMENTS

This section contains a number of template documents that might be of use if using the Festival of Friends model.

3.1 - Sample programme for Festival of Friends

FESTIVAL OF FRIENDS PROGRAMME

14.00	Arrivals and refreshments
14.45	Welcome Talk
15.15	Campus Tour
16.00	Projects Showcase and refreshments
17.00	Awards presentation & Guest Speaker
18.00	Departures

3.2 - Sample application form for the Festival of Friends Awards

FESTIVAL OF FRIENDS PROJECT AWARDS APPLICATION FORM 2017/18

School:

Name of Headteacher:

Name of key staff member for service children:

Number of service children in the school:

Award applying for (Please tick):

Awareness Raising Award (Primary)

Awareness Raising Award (Secondary)

Welcoming Military Families Award (Primary)

Welcoming Military Families Award (Secondary)

Name of Project:

Please indicate which area(s) you have targeted as part of your project:

Improve the integration of service with non-service pupils

Grow awareness of service life (and life for service children) with their teachers and classmates

Help service families to integrate more smoothly and effectively with their school

Promote effective practices for improving the integration of service and non-service pupils and families that can be shared with others

How many service children have engaged or will have been impacted by the project?

How many non-service children have engaged or will have been impacted by the project?

Please write a short summary of your project (500 words max.):

Briefly describe how you plan to sustain your project:

Please complete this form and submit via post or email to:

The deadline for project submissions is:

3.3 FAQ document to support applications for the Festival of Friends Awards and attendance at the celebration event

This document was provided alongside the application form to support schools in their development of projects.

FESTIVAL OF FRIENDS FAQ:

The Festival:

What is the Festival of Friends?

The Festival of Friends, funded through the Covenant Fund, is a celebration event taking place at the University of Winchester to recognise the work that schools in Hampshire have been undertaking to support the integration of service families in partnership with Hampshire County Council. Awards will be presented to winning submissions of 'mini-projects' that have been developed by schools as part of the Service Pupils Distract Coordinators network.

Who should attend the Festival of Friends?

The University warmly invites anyone with an interest in supporting the integration of service families and service family children. We would suggest that schools invite a small selection of both service and non-service pupils who are representative of those who have been involved in the project. In addition to service children and non-service children and their parents, invited school staff could include teachers, careers advisors and pastoral support staff.

Are parents able to attend?

Parents and carers are warmly invited to join us for the Awards presentation, from 16:00 onwards. It is the responsibility of each individual school to liaise directly with parents and carers about the release of pupils following the event in line with their respective policies on this matter.

If travel for parents is a concern given the distance of the school, please get in touch with the Access and Outreach team to discuss further.

What will the day entail?

Following discussions with the Service Children Network Coordinators, we have confirmed the programme for the day. The first half of the Festival has a focus on school parties attending, with parents and other guests encouraged to join from 16:00 to visit the Projects and attend the Awards presentation:

13:30 Showcase rooms available for setup.

14:00 Arrivals from 14:00 onwards with refreshments provided. First opportunity to visit the Project Showcase.

14:45 Welcome Talk by the University of Winchester. This interactive talk will introduce the concept of University to attending pupils and will seek to encourage the aspirations of both service and non-service children.

15:15 Campus Tour led by current Student Ambassadors. Campus tours have been enthusiastically received by both primary and secondary visits.

16:00 Projects Showcase and refreshments. Suggested arrival time for parents and other guests.

17:00 Awards presentation & Guest Speaker

18:00 Departures

What age pupils can we bring along?

Both primary and secondary schools are invited to attend the Festival. On the sign up form, we have suggested Year 1 upwards, however, it is at the discretion of individual schools to decide which pupils they feel would benefit from the day. Please get in touch with the Access and Outreach if you would like to discuss further or have any questions.

What parking facilities will be available on the day?

Visitor parking at the University is extremely limited and coaches may drop off but are not able to park on campus. We have secured some reserved parking for the event, however, using this must be arranged in advance with the Access and Outreach team. For guests arriving after 16:00, parking restrictions will no longer apply however, parking may still be very limited.

Alternatives for travelling to the University include using Winchester's four Park and Ride services or using public transport.

'Mini-projects' and Awards:

What counts as a 'mini-project'?

Mini-projects could take a variety of forms. A mini-project could be an initiative or activity that supports the integration of service children and families that the school has developed or is in the process of developing. It may be that it is an initiative or activity that the school has run in the past for service children but have developed or are developing further this year.

For Primary and Secondary, there are two awards to apply for and each award has cash prizes for both 1st and 2nd place. If you are uncertain as to whether an initiative or an activity could be submitted, please get in touch with either your District Coordinator or with the Access and Outreach team at the University of Winchester.

How will the mini-projects be presented at the Festival of Friends?

Following feedback from the Service Coordinators Network, mini-projects will displayed in an exhibition-style Showcase during the Festival of Friends.

How do I submit a 'mini-project'?

Submissions are made using the Awards Application Form. This can be completed and returned via email

Can we attend the Festival without submitting a project?

Yes, the Festival is open to all who would like to celebrate the work being done by Hampshire schools to support the integration of service families and schools are welcome to attend without submitting a project. However, we would strongly encourage any schools who have projects or initiatives that support the integration of service family children to consider how they could develop this with the support of the District Coordinators Network and apply for an award.

