

SCiP Alliance Thriving Lives conference round 2020

Hub pathway

This document draws on the experiences of Hub Leads in Yorkshire and the North East and presents a pathway to support organisers in other areas in organising a teacher CPD conference.

The aims of the conferences are:

1. Delegates feel better informed about the challenges and opportunities for Service children.
2. School staff feel equipped to use the Thriving Lives Toolkit and confident to put it into practice.
3. Delegates know who they can contact to help develop work with Service children; the foundations for new relationships and partnerships are created.
4. Wider partners understand the Toolkit and how to use it to help schools support Service children.

The Yorkshire and NE Hub held a conference spread over 2 sessions on Zoom in November 2020:

Session 1: Wednesday 18th November, 9am – 12pm - *Understanding Service children's lives and how the Alliance helps, How schools can use the Thriving Lives Toolkit to help Service children thrive.*

Session 2: Tuesday 24th November, 9am – 12pm - *Who can help schools help Service children thrive, and how?*

A recording of the event is available from the central SCiP Alliance team.

Steps to a successful conference

- Identify the lead team (this does not have to be the Hub leads)
- Identify 4 workshop leads (the Alliance central team can help with this if you need it)
- Confirm 2 dates for online sessions, 3 hours each. Research with schools by the Yorkshire and NE Hub suggested two dates in consecutive weeks works well. Lancashire schools indicated that twilight sessions would be helpful.
- Send information to Georgina.abbott@winchester.ac.uk for the flyer, Eventbrite listing, SCiP Alliance website listing and delegate training programme:
 - a. Dates and times
 - b. Name of Hub

- c. Logos of Lead organisation(s)
- d. Agenda with timings and details of workshops (this is for the training booklet so can follow later; items a-c will be sufficient to get the registration and flyer organised)
- e. Contact email for queries
- Schedule an online practice session with tech support, speakers and workshop leads
- Confirm with workshop leads
 - Name, role and workshop title for the programme
 - Deadline for PPT slides
 - Insist that they attend the practice online session and get it in the diary early
 - Reiterate the focus on Thriving Lives principles listed in the programme and ask which of the principles their workshop addresses. Include this in the information for the training booklet.
 - The event will be recorded and run according to the SCiP Alliance privacy policy – ask them to read the Alliance [privacy policy](#).
- Identify someone to present the local context in session 2. This might be someone from a military base in the area for example.
- Advertise locally using the flyer and link to event page on SCiP Alliance website
 - Ask all HEIs in the area who include Service children in their APPs or have signed the Armed Forces Covenant to contact their partner schools and ITT departments
 - Ask Uni Connect partnerships to contact partner schools.
 - Ask LAs to include in school comms
 - Advertise in Cobseo newsletter (SCiP Alliance central team can do this)
 - Contact (or ask the central SCiP Alliance team) DCYP who can email schools on their database, and SCISS for promotion to schools in England via their social media channels.
 - Use social media – both SCiP Alliance central team and tagging local partners.
- Allocate someone for tech support on the day (monitoring chat for tech problems and answering tech queries, helping people join or understand Zoom controls, muting/unmuting, screen share). Contact the Alliance team if funding the time is an issue.
- Write out detailed time and role listing (see example)
- Practice online session for speakers and workshop leads
 - a. Welcome and introduce speakers
 - b. Run through timings
 - c. Talk about muting/unmuting
 - d. Agree who is control of slides and practice screen sharing
 - e. Explain how workshops will work re recording, sharing, chat, timing and focus
- Collate speaker PPTs into the provided master slide pack
- The SCiP Alliance central team will provide a delegate training pack containing everything the delegates need to make the most of the day such as the agenda, links to the national evaluation, reflection exercises.

With thanks to Louisa Dobson and Matt Blyton, SCiP Alliance Yorkshire and NE Hub