

3.2 HOW TO GUIDES

3.2.1 Creative Forces Days toolkit

Rationale

Universities are in a good position to support children from military families in their local community who face a unique set of challenges and to raise their confidence and aspirations. The event brings together children and teachers from lots of different schools, some with many children from military families and an established programme of support, some with only one or two. A day like this gives these children a voice and contact with other service children, enables their teachers to network and reflect on how best to support them and the children a chance to reflect on their future and how they can best use their special strengths. Meeting university students from a similar background who draw on their strengths to succeed in their HE studies has a powerful effect on the children's aspirations and confidence.

Objectives

- Improve children from military families' aspirations for and awareness of further and higher education
- Impact positively on the confidence, aspirations and awareness of children from military families
- Impact on support for service children in schools, especially those with little experience of supporting children from military families

Key activities

- Sharing experience, challenges and strengths with university students from a military family background
- Tailored university tasters
- Top Tips for support
- Children feedback to their teachers
- Networking and advice on best practice for teachers

Organiser's checklist

12 Months ahead

- Decide dates and target age range
- Book venue: 2 large workshop rooms, one room to seat everyone carousel-style and somewhere for lunch
- Identify students from a military service family background and invite them to work as ambassadors. Check SOC2010 codes for parental occupation: 33110 (NCOs), 11710 (officers) on your student record system and put out a general notice to all students
- Invite workshop facilitators, exploring how they will adapt their approach to the audience

6-12 Months ahead

- Draft programme
- Identify schools with military service children through county council and local connections.
- Decide how many pupils to invite per school to ensure a wide mix of schools and teachers can benefit
- Prepare photo permission / data capture forms
- Produce a flyer and invite schools by post, followed up with an email
- Write a risk assessment
- Book parking on campus for minibuses and cars (depending on numbers invited per school)

6 - 8 weeks ahead

- Confirm arrangements for the day with schools (map, parking, timings, clothing, refreshments)

3 weeks ahead

- Note and organise any special requirements and confirm catering arrangements
- Allocate groups for workshops. Record which schools groups need to be where on the presentation and on door signs
- Prepare children's name labels (colour coded for photo consent and group number) and spares
- Prepare student ambassador and staff name labels
- Note and organise any special requirements
- Prepare and check presentations
- Prepare evaluation forms for staff and for children
- Print programmes for staff
- Plan a press release

1 week ahead

- Email confirmation including a programme and transport arrangements to all schools
- Confirm ambassadors, allocate job roles and ask them to arrive half an hour early for briefing and set up.
- Create ambassador packs:
 - Registers with photo permissions
 - Programme annotated with their role in each session
 - Name labels and pens
 - Fire Assembly map
 - Spare staff / pupil evaluation forms
- Print notices for doors, including details of which schools are in each workshop group
- Create organiser pack including:
 - Rubbish bags
 - Room signs and blutac
 - Pens
 - Paper roll and Wipes
 - Camera (fully charged)
 - Mobile
 - Flip chart paper and white board pens
 - Important phone numbers (catering, porters, security, school contacts)

On the day

Allocate clear roles, talk to all teachers and keep carefully to time

After the Event

- Thank student ambassadors
- Thank school and send top tips write up and photos
- Thank University staff

Workshop suggestions

- University programmes such as sports / drama/ art / journalism.
- Try to find a military service link e.g. Creative writing allowing children to reflect on experiences and write stories exploring their experiences without pressure of school
- Radio interviewing skills with local radio station

Sample programme		
Time	Activity	Room
10 am	Arrival and refreshments	
10.15 am	Welcome	
10.30 am	Sharing experience University students from military service families Q & A with students	
11 am	Taster Sessions 1	Group A Group B
11.40 am	Break	
11.50 am	Taster Sessions 2	Group A Group B
12.30 pm	Healthy picnic lunch	
1.00 pm	Supporting Service Children Top Tips - Children's top tips for how schools can support them better Sharing best practice for school staff	Pupils Staff
1.40 pm	Children feedback to school staff on their 'Top Tips'	
2.05 pm	Close and evaluation School staff complete feedback	
2.15 pm	Depart	