

The BIG Day

Planning, organising and implementing a major community learning event at your school

A one day course giving practical advice and examples of good practice for schools looking to increase their impact in the community.

"Through collaboration between schools, their local communities and other agencies, young people's achievements and aspirations can be raised."

National College for School Leadership

"A cohesive community is one where...strong and positive relationships are being developed between people from different backgrounds in the workplace, in schools and within neighbourhoods."

Community Cohesion Standards for Schools

Target audience: Specialist School Managers, Community Co-ordinators, Senior Managers, Citizenship Co-ordinators and staff involved in community projects.

Dates:

Outline Programme:

09.15	Registration. Tea and coffee will be available.
09.45	Welcome. Presentation and discussion: Anatomy and features of a successful community learning event.
10.30	Brainstorming workshop: Ideas, themes, scope, scale, costs and target audience. Creating your rough plan.
11.15	Break and refreshments.
11.30	Community learning in the wider context - the reasons for your Big Day.
12.00	Doing it yourself - what can you make or do "in-house" to achieve your aims?
12.30	Lunch.
13.20	Feeding back and sharing of ideas and rough plans.
14.00	Detailed planning workshop: The essential issues for events planners.
15.00	Active plenary using interactive voting consoles.
15.30	Depart.

Course Leaders: John Walker is a former Assistant Principal, Science College Manager and Head of Science at a large community college. As well as organising community learning events, he has delivered training at LEA level and for the Association of Science Education, and has acted as a consultant to several schools with their successful bids to become Specialist Schools. John now works as an independent consultant.

Kirsty Morris is an experienced international events coordinator, currently working as the Specialist School Coordinator for Wrenn School, Wellingborough. Kirsty has arranged global events for the Human Genome Organisation, and now applies her skills and knowledge in organising school and community events and exhibits. She recently presented the workshop 'Alternative Approaches to Promoting Specialist School Status' at the National Specialist Science Conference in York.

Cost: £199 + VAT To include lunch, all refreshments and course materials.

For booking details and how to pay please see overleaf

All delegates will receive a file containing resources to take away and copies of presentations used. A CD-ROM with electronic versions of all presentations and resources used will be provided.

Previous praise for this course:

"This was even more useful than I thought it would be."

"Inspirational - thanks!"

"What a lovely practical course - lots of ideas and time to talk to others."



Booking Form

To book **online** please visit www.timestwotraining.co.uk

To book by **fax** please complete the order form and fax to 01226 202506

Otherwise complete and return the booking form to

TimesTwo, 3 Victoria Street, Barnsley, S70 2BJ. Retain a copy for your records.

The BIG Day

DATE & VENUE

Please tick your preference

PERSONAL DETAILS

Please print details **clearly** using block capitals:

Surname: _____ Forename: _____

Title: _____ Position in School: _____

Name of school/college: _____

Address: _____

Postcode: _____

Tel: _____ e-mail: _____

Emergency contact no.: _____

(Home or mobile - optional)

Special dietary needs: _____

Special access or mobility needs: _____

PAYMENT

Payment method - please tick

I enclose a cheque for £233.83 (£199+17.5% VAT)

*All cheques should be made payable to TimesTwo
Training & Consultancy Ltd*

Please invoice Order reference (if you have one): _____

CONDITIONS

1. The full fee for this course is payable within 7 working days of receipt of an invoice from TimesTwo. Invoices will be issued prior to the course date.
2. If a delegate cancels the booking and written notice of cancellation reaches TimesTwo at least 1 calendar week before the date of the course, a full refund will be given. Any cancellation received after this date will receive no refund.
3. Bookings will be confirmed in writing, with details of the venue and directions for travel. If you have not received this within a week of the date of the course please contact us by telephoning 07976 855769.
4. This course may be subject to minimum numbers, in which case notice of cancellation will be given one week prior to the date of the course, and a refund given.
5. TimesTwo Training & Consultancy Ltd reserves the right to amend or cancel a course due to events beyond its control. Where a cancellation is made delegates will be informed and offered an alternative venue or a refund.