

A Guide for Teachers / School Staff who have booked SEPnet Workshops

- 1) SEPnet Outreach Workshops aim to deliver activities which communicate the following messages to students in Key Stage 3:
 - a) Anyone can do physics.
 - b) Physics is exciting, relevant & important; it goes beyond the classroom.
 - c) Studying physics further broadens career possibilities.Delivering these three messages will help build and maintain students' [Science Capital](#).
- 2) SEPnet Workshops are designed to enrich and support the KS3 and KS4 curriculum, rather than teach specific parts of it. Please check with the SEPnet Outreach Officer if you need to clarify the content of the workshop when booking.
- 3) The workshop will be delivered by one of our [SEPnet Outreach Officers](#) or an experienced Student Ambassador. In some cases there may be additional Ambassadors supporting the workshop. These will be collectively be referred to as SEPnet Staff. The Outreach Officer is responsible for booking the workshops and all the Ambassadors.
- 4) On booking the workshop please let the Officer know the following:
 - a) The number of sessions you would like them to deliver.
 - b) The number of students per session.
 - c) A rough idea on the ability of the students.
 - d) If there any specific registration processes that are required with the school reception.
 - e) Who their point of contact is on the day.
 - f) Any additional needs the students may need. This includes letting SEPnet staff know of any student sensitivity to loud noises, lights etc.
 - g) If SEPnet staff are required for the whole day, please let the SEPnet staff if they need to provide their own lunch, can buy inside the school or if the school will be providing them with food. If SEPnet staff can purchase their lunch at school, please do let them know of any cash-free systems in place.
- 5) SEPnet Outreach Officers will have Risk Assessments available for all their workshops and are available on request.
- 6) If you need to cancel a workshop, please let the Outreach Officer know as soon as possible, if possible give them a day notice. Most of the SEPnet Officers have work mobile numbers; if they do and there is less than 24 hours to the workshop, please call or message them too.
- 7) In most cases at least one person delivering the workshop will have a valid Standard DBS Certificate, however when it is a group of Undergraduate Ambassadors this may not be the case. If it is school policy that at least one person delivering the workshops needs one, let the officer know. However as we do not need a standard DBS Certificate for most of the activity SEPnet deliver, they may not be able to arrange this.
- 8) At no point in time should any of the SEPnet Staff be left alone with students in the school.**
- 9) For the workshops themselves we ask for a teacher to remain with the students, if possible the students' science teacher. This teacher is then responsible for:
 - a) Setting the students expectations for the workshop.
 - b) Actively participate in the workshop along with the students.
 - c) Managing the students' behaviour throughout the workshop.**

10) SEPnet Staff have the right to terminate the activity at any time if the behaviour of the class deteriorates or if they feel unsafe.

11) On the day please let the SEPnet staff know:

- Where the bathrooms are.
- Where they can get refreshments.