



THE ENTERPRISE PROJECT

# TEACHER'S PACK

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# Thank you for your interest in the Enterprise project

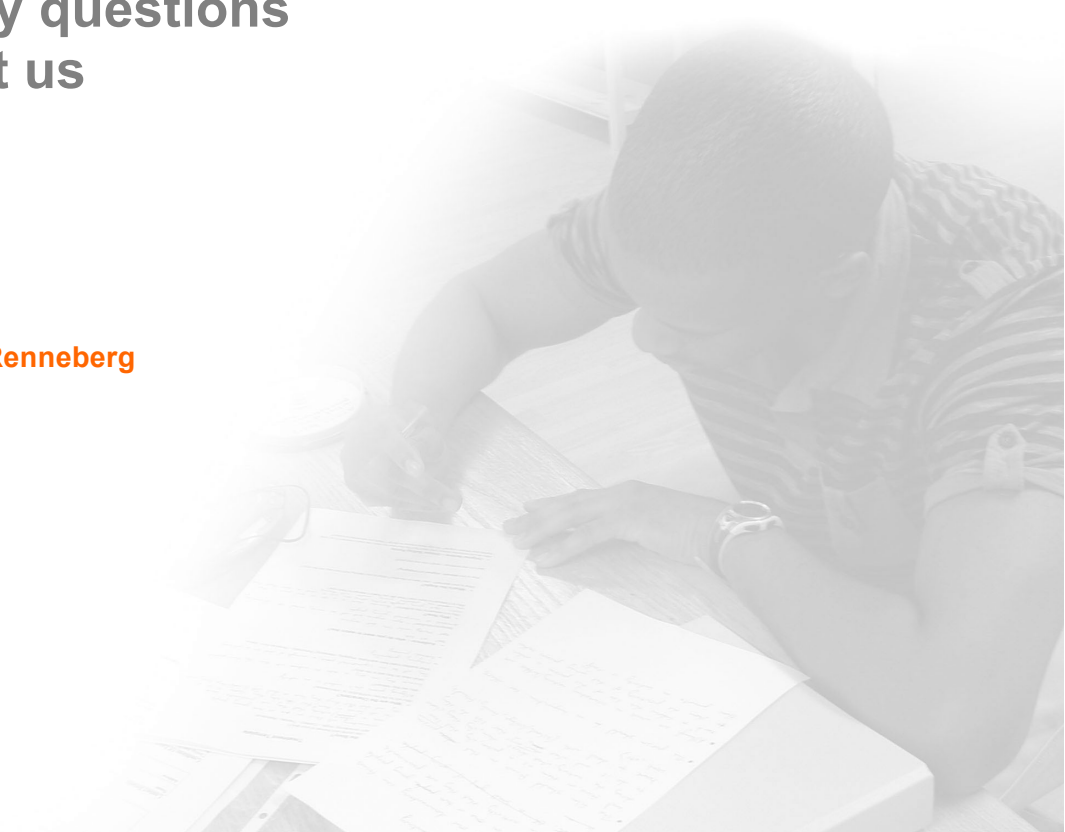
This pack contains the following

- Project details
- Our responsibilities to you and what we will expect from you
- Example of the schools' referral letter

If you have any questions please contact us

**Simon Oatley or Tatiana Renneberg**

Film & Video Workshop  
0207 607 8660  
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# Project details

This free project is aimed at helping potentially NEET young people stay engaged and excited with the learning process and to add to the school's own programme to prevent them becoming NEET during, or on leaving school. It is run by The Film and Video Workshop and is based on a successful previous initiative with 150 young people. The programme is now in round four having already worked with 50 schools and 450 students since 2012. Reactions from all of the schools so far have been very good:

“ I have not seen these young people so focused for a very long time – the project is excellent – a couple of parents have rung to thank us as their children have come home really excited” *Stephen Morgan, deputy head - Elthorne Park*

“ Very good indeed. The pupils gave very positive feedback from the animation course and thoroughly enjoyed themselves. The level of concentration they demonstrated was a credit to the tutors who were very patient with them. The finished work were very revealing and what they achieved in the time scale was very impressive indeed” *John Kerr, head of Yr10 - Salvatorian College*

The project is divided into two parts. The first stage (the workshop) typically runs once a week for three hours over 4 weeks in curriculum time. You can choose Animation or Lego robotics/Coding. By using a high staff ratio, 1:4 and short engaging sections, we ensure that the students will succeed and feel empowered. The second stage, (1-2-1 support), starts after the workshop and continues every month for 6 months. The aim is to use the workshop to capture the young person's interest and help them reinvigorate their school performance through the long-term support.

## Animation

BAFTA award winning Kevin Griffiths leads our team of professional animators, all with extensive experience of engaging with young people. The sessions will introduce students to animation, editing and recording sound using broadcast standard equipment. They will make their own animation that will be presented to them and placed online.

## LEGO robotics/Coding

Our expert tutors will help the students build, design and programme LEGO robots. The sessions will cover general movement, sensing objects, avoiding collision and ultrasonic sensors. The sessions end with the Robo-challenge where the students pit their machines against a maze and each other. We have enough robots for students to work in pairs or individually. We will also be using Arduinos.

## 1-2-1 Support

Attached to the workshop is the long-term individual support scheme. This is through monthly 1-2-1 support sessions lasting about 20 to 30 minutes each. The support tutors are experienced youth advisors whose role it is to help the young people focus on any difficulties they might be having and in particular build their career paths. This delicate work is carried out carefully and thoughtfully; ensuring that the young person is engaged and not alienated by the process. We will liaise with your school and build upon your ongoing work. We will ask for information from you about the young person and what you would suggest would be good areas to work on. A series of goals are agreed between the advisor and the student and each session will build on the last. For example a goal

might be to research college places, so the advisor would help the young person assess potential courses and institutions and then provide a report they can share with their parents/carers. Other goals have included catching up with course work, discussing friendship issues and improving attendance. The advisors will have extensive knowledge of the local cultural, sporting and youth participation and support opportunities and will also research specific options. We will report back regularly to the school and all details are confidential.

## Vouchers

The project is able to give each participating young person a £10 high street vouchers as a reward for attending each of the support sessions. These will be awarded during the process after completing the four 3 hour workshops.

# Funding requirements

Although the project is free to the school the high level of staffing and long-term support is a considerable investment and the funders, The Greater London Authority, require that we prove a number of things to ensure the money is being spent well. These are:

- The students are 14-16 at the start of the project
- The students have had at least one exclusion within the previous school year and one this year

or

have had at least two exclusions within the current academic year

## How to apply

It's very easy and should take no longer than 15 minutes of your time, if you need any help just give us a ring. There are three steps.

- 1** Contact [tatiana@filmworkshop.com](mailto:tatiana@filmworkshop.com) or phone 020 7607 8660.
- 2** If there are spaces left on the programme fill out the attached form.
- 3** Once we have the forms we will set up a meeting to start the project.

### • Forms we will need

- **School referral form** – this is a list of the young peoples names, their date of birth, the date they started at your school and the date of their exclusions. Printed on headed paper and signed by you.
- **Letters confirming students' status** - later on the funders will need evidence that the students have a) finished the workshops, b) are still at school 26 weeks later, c) are still at school 52 weeks later.

We look forward to working with you,

**Simon Oatley**

Director, Film & Video Workshop 0207 607 8660

# Statement of commitment

This agreement sets out what you can expect from us, and what is needed from your school. The commitment to fulfill these expectations is an essential element to help ensure the success of this project.

## Our commitment

### Before programme delivery we will

#### For your school:

- Clearly explain the aims, approach, delivery and intended outcomes of the programme.
- Outline our approach to Safeguarding and supporting the pupils we engage with.
- Agree what objectives and targets would support the needs of the pupil and school.
- Provide a progress reports detailing how pupils are progressing against their objectives.
- Provide a single point of contact to liaise with in the event of any concerns or issues.

#### For pupils are involved our advisers will:

- Clearly explain the aims, delivery, approach and intended outcomes of the programme.
- Agree the objectives and targets of the sessions.
- Provide high quality advice, guidance, support and mentoring tailored to individual needs and abilities.
- Learning activities suited to the individual needs, abilities and goals.
- Help to develop an action plan with clear goals, objectives and targets.
- Equality of opportunity in line with our policies.
- A safe and secure programme in line with our Safeguarding policies and procedures.
- The opportunity to evaluate and review our service.

## Your commitment

### To support pupils' chances to succeed we expect you to:

- Provide a pupil's profile including why they have been classified as At Risk, the possible root causes and any key targets you feel may be appropriate for them
- Inform us of any relevant learning difficulties and/or disabilities pupils have so we can offer appropriate support wherever possible.
- Notify your teachers about the programme, their role in it, and the need for them to engage with our staff for the benefit of all stakeholders in the programme.
- Seek the approval of parents or guardians for pupils to access the programme.
- Release the pupils for agreed sessions with advisers and/or for learning activities wherever possible.
- Support the effective planning and accommodation for sessions within the school.
- Assist with the completion of any contractual required paperwork before, during and at the end of the programme.

### Helping us improve

#### To help us improve our service, please:

- Tell us immediately if you have any concerns or complaints about our provision.
- Provide feedback on the quality of the programme to help us evaluate the impact it has had on your school and identify how we can improve our provision.

# To be printed on school headed paper

To - The Film and Video Workshop, Hungerford School, Hungerford Rd, London N7 9LF

## **RE: 14-16 Year Olds – At Risk of becoming NEET**

I hereby confirm that the following learners have received at least two school exclusions (have had at least one exclusion within the previous school year and have had at least one other exclusion within the present or previous term; **or** have had at least two exclusions within the current academic year) and are at risk of becoming NEET:

Full Name of Student	Date of Birth	Date of first exclusion and duration	Reason	Date of second exclusion and duration	Reason

Parental Consent has been sought and received by the school for the learners listed above to take part in the Enterprise project.

Yours sincerely,

School Contact (name)	Position	Signature	Date