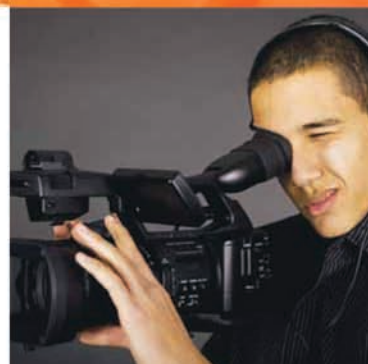


CREATE YOUR FUTURE



TEACHER'S PACK



Thank you for your interest in

CREATE Your FUTURE

This pack contains the following

- Project details
- Our responsibilities to you and what we will expect from you
- Our data protection details
- Example of a parent's letter

If you have any questions
please contact us

Best wishes,

Simon Oatley or Tatiana Renneberg
Film & Video Workshop
0207 607 8660 / 07957 122793



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 Armstrong Learning and is based on a successful previous initiative with 150 young people. The programme is now in round three having already worked with 25 schools and 440 students this year. 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 animators who were very patient with them. The finished films 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 in two parts, the first stage, (animation workshop), typically runs once a week for a couple of hours over 4 weeks in curriculum time, the second stage, (1-2-1 support), starts after the workshop and continues over the next two terms. The aim is to use the animation to capture the young person's interest and help them reinvigorate their school performance through the long-term support.

Animation

The animation and media work has been designed to be an exciting and involving experience. The staff are professional animators with at least 3 years of experience working with this target group. Our lead tutor; Kevin Griffiths received a BAFTA for his work directing stop motion animation and has 11 years experience working in schools. The student to staff ratio is 4:1 which will provide a high level of support. This will ensure the students have a positive experience and achieve a professional looking piece of work that they will be proud of. Each student will also have their own animation camera and computer so they will be able to explore their own ideas and creative direction. Their film will be loaded onto Vimeo, (a safe version of YouTube) where they can embed them into the facebook page. There will also be a screening event where we will present certificates to all the young people, any vouchers they have been awarded and a dvd of all the films for the school.

1-2-1 Support

Attached to the workshop is the long-term individual support scheme. This is through a series of at least fifteen 1-2-1 support sessions lasting about 20 to 30 minutes each. The first session is an introduction and will start the project. The following sessions will take place over the next two terms. The exact number will depend on the needs of the students however the mentor will be at the school every fortnight. The mentors are qualified and 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. It is very important we liaise with the school and build upon your ongoing work with these young people. We will ask for fairly detailed 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 take part in a sporting event, so the advisor would help the young person access the local sports opportunities. Other goals have included catching up with course work, learning attitudes, friendship issues, anger management 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 with the progress and developments in the support sessions. All details are confidential, (see enclosed child protection and data security document). To ensure that parents are aware of this project and to ask permission to collect data about their children and to contact their children outside the school (sending details of local opportunities etc) I have enclosed an opt out letter for your approval.

Timeline

Introduction - Session 1 – Two mentors will visit the school staying for about three hours. The teacher sends the students to them one at a time and each student will meet the mentor for about 20 minutes. During this session the mentors will introduce themselves, the project and start the support process. They will need a room or rooms that are big enough to ensure privacy for the students.

Workshop - Sessions 2 - 5 – The animators will visit for two hours (double lesson) once a week for four weeks working with the whole group. They will all produce their own animation and we will bring with us everything we need.

1-2-1 Support – The school mentor will start visiting the school once a fortnight shortly after the workshop ends. The students and mentor in consultation with the school will draw up a visiting schedule dependent upon the student's need. They will see the students individually.

Presentation session – After the workshop one of the animators will visit with the finished films on DVD, each student will receive one along with their certificate and voucher (if they are eligible). The presentation session could be part of an assembly or just a quiet event with the participating students.

Vouchers

The project is able to give each participating young person £30 worth of high street vouchers as a reward for attending the majority of session and completing the skills for life assessment. These will be awarded at the presentation session.

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 Skills Funding Agency, require that we prove a number of things to ensure the money is being spent well. These are:

- The young people are 14-19 at the start of the project
- All the young people have completed a skills for life literacy and numeracy assessment – We will provide these assessments for you to use with your students, the tasks take about an hour to complete and will give us valuable information about their level in these areas.
- They are potentially NEET. This is based on your schools assessment of their progress and behaviour. To be eligible you need to feel there is a danger of them either truanting, being excluded, or not entering employment or further education or training after leaving school. We will need about 20 words on why you think they are potentially NEET and a few sentences about what sort of areas we should work on.
- They have the right to live and work in the UK. If they are under 16 and have been at your school for more than three years we just need to date of enrolment. If not we will need a copy of their passport number.



How to apply

- 1 Contact simon@filmworkshop.com or phone 020 7607 8660
- 2 If there are spaces left we will then set up a meeting to talk through the project
- 3 Fill out these forms.
- 4 Once we have the completed forms the project can then start.

• Forms we will need

- **School referral form** – this is a list of the young peoples names, their date of birth, and the date they started at your school. Please print our form on your headed paper and sign it
- **Student assessment form** – we need one of these for each young person, we will fill in the details about your school, you will just need to tell us about the young person, we need your signature on each one.
- **Re-engagement matrix** – we need one of these for each student. This will give us a way of looking at improvement over the duration of the project and help us focus our work on areas of concern.

If you have any questions please contact me.

Best wishes,

Simon Oatley

Director, Film & Video Workshop
0207 607 8660 / 07957 122793

CREATE YOUR FUTURE

Statement of commitment

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

Our commitment

Before programme delivery we will

For your school:

- Clearly explain the aims, approach and intended outcomes of the programme
- Set out how the programme and any activities involved in it will be delivered
- Outline our approach to Safeguarding and supporting the pupils we engage with
- Agree how the programme details will be communicated to pupils and their parents

For teachers whose pupils are involved our advisers will:

- Discuss what the teachers feel are key factors contributing to the 'at risk' status
- Agree what objectives and targets would support and complement the needs of the pupil and the teacher or class

For pupils are involved our advisers will:

- Clearly explain the aims, approach and intended outcomes of the programme
- Set out how the programme and any activities involved in it will be delivered
- Agree what objectives and targets would support and complement the needs of the pupil and the teacher or class

During the programme, we will provide

For your pupils on the programme:

- High quality advice, guidance, support and mentoring tailored to individual needs and abilities
- Learning activities to support suited to the individual needs, abilities and goals
- Help to develop an action with clear goals, objectives and targets
- Regular reviews of progress which identify new skills and abilities developed, and progress towards the pupil's primary objective
- 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

For your teachers:

- Regular feedback about the progress we feel pupils are making towards their objectives
- Opportunities to contribute to target setting to support the needs of the pupil and their teacher or class

For your school:

- Progress reports detailing how pupils are progressing against their objectives
- A single point of contact to liaise with in the event of any concerns or issues

Following the programme we will:

- contact you to evaluate the impact of the programme on your school
- make suggestions of relevant follow-on or new opportunities available

Your commitment

To support pupils' chances to succeed we expect you, the school, to:

- work with us to provide a profile of the pupils you consider to be At Risk, 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
- inform pupils why they have been selected for the programme and encourage them to engage fully with it - including completing targets set throughout the programme, attending all sessions punctually and treating delivery staff with respect
- assist us in seeking the approval of parents or guardians for pupils to access adviser support outside school hours
- 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
- support our decision to offer alternative delivery approaches where appropriate depending on the needs and/or behaviour of each pupil
- support our approach to Safeguarding and equality and diversity, and inform us of any ways in which we can support your Safeguarding approach
- support our decision to offer alternative provision or discontinue delivery to an individual of some or all elements of the programme where necessary because of significantly poor behaviour or behaviour which negatively impacts other pupils on the programme
- assist with the completion of any external contractual required paperwork before, during and at the end of the programme

Helping us improve

Our aim is to ensure you remain delighted with our provision. To help us do this, 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



Request for confidential information about the participants

Why do we need student's data?

To maximise this opportunity Armstrong Learning's qualified advisors will develop an action plan for each young person. For this to be meaningful it has to be developed in partnership with the young person and in consultation with an identified school contact. Why are the students 'at risk'? How can the team best support each young person to sustain in education? What definition of sustained engagement would be realistic and agreeable to yourselves? It is for this reason that the team would require some introductory information on each student, this only needs to be brief a paragraph or a few bullet points on each student. This will provide a focus and enable progress to be measured against agreed targets that the school have signed off.

In addition to this information we will also need the young person's name, date of birth, date of enrolment at the school and address. These details are needed to prove to the funder that our results have not been fabricated. This data will only be used to validate our claims to the funder.

We will also ask for the students email, mobile number. We will ask the children's parents/carers permission for this data and will only use this to let the young people know about opportunities and events that we have researched for them.

The security of student's data is extremely important to Armstrong. All information that you share with the advisors relating to your students will be stored and handled according to Armstrong Beneficiary Data Security Policy to minimise the risk of misuse. A copy of the policy is available on request.

The policy highlights that:

- **Personal and sensitive data collected only by authorised staff.**
- **Personal and sensitive data recorded on the fewest, pre-determined, different documents practicable to minimise the risk of misuse.**
- **Paper copies of personal and sensitive data are stored in secure locations within Armstrong's central office.**
- **Personal and sensitive data held electronically is stored on secure network drives or encrypted Armstrong Group laptops.**
- **Any personal or sensitive data will not be shared with the student or any other third party. The only exception will be when a representative from the funding agency (YPLA) views files for compliance /audit purposes. However such reviews will be held on Armstrong premises and no information will be copied or will leave the premises.**

Armstrong Learning is also committed to practices that protect children from harm and creating a 'safer' learning environment that promotes their well-being and security. All interaction with your students will be in accordance with our Safeguarding Young People and Vulnerable Adults Policy and the express wishes of your school. The team recognise and accept their responsibilities to develop awareness of the issues that may cause harm to young people and promote the concept of the 'safe learner' in all interaction with your school. All staff have CRB clearance and we have contacted the Local Children Safeguarding Boards within Barking & Dagenham, Newham, Redbridge and Havering to introduce the project, register our initiative and join their mailing list.



Dear Parent/carer

I am delighted to inform you that your son/daughter has been chosen to participate in an exciting media and careers project.

Typically the workshop runs once a week for a couple of hours over 4 weeks in curriculum time, followed by a presentation session and a series of support sessions and. Our workshop leader is BAFTA award winning Kevin Griffiths who leads a team of professional animators and 1-2-1 specialist staff, all with extensive experience of working with young people, (inc CRB and child protection training).

The workshop will introduce the young people to animating, editing and recording sound. Each group will use our broadcast standard equipment to make their own animation that will be presented to them on DVD and placed on Vimeo. Each young person will also receive eight 1-2-1 sessions that start during the workshop and continue in the following two terms to really help your child make the most of their time at school and prepare them for the future.

As part of the reward and celebration structures of the scheme each student will be able to claim up to £30 in vouchers to spend in a high street shop depending on their attendance.

We would like to collect some information about your child, this includes their name, date of birth, address, mobile and email. This data will be kept in strict confidence and only be used for two reasons:

1. (Name, address, DofB etc) to prove to our funders that your child is eligible for the project.
2. (Mobile and email) to contact your child to let them know about activities, events and opportunities that we have researched for them).

All personal data will be destroyed at the end of the project and access during the project restricted to CRB checked staff adhering to our tight guidelines on child protection.

The Film and video workshop is an educational charity with 15 years experience running media projects in schools. Armstrong Learning is an organisation inspected by OFSTED and a specialist at providing careers support for young people. For more info visit www.filmworkshop.com/projects/create.

If you do not want your child to participate in this project or have any questions please contact me.

Best wishes

Simon Oatley

To be printed on school headed paper

Armstrong Leaning, c/o Filmworkshop, Hungerford School, Hungerford Rd, London N7 9LF

RE: 14-19 Year Olds – At Risk of becoming NEET

I confirm that the following students have been assessed as “at risk of becoming NEET” and meet the eligibility criteria to be supported on your ESF Project. Specifically all students listed below are:

- Aged 14-19 year old
- British/EU Citizens or have the right remain/work in the UK

[illegible]

School Contact (name)	Position	Signature	Date

Re-engagement matrix

Please indicate areas of concern



Students name						
Area of concern	Specific target	Very good	Good	Middle	Not good	Poor
Retention	Arrive at school on time					
	Taking days off					
	Arrive at lessons on time					
	Skipping off lessons at school					
Achievement	General progress in all lessons					
	Favourite subject?					
	Worst subject?					
	General progress in maths					
	General progress in English					
	General progress in science					
	General progress in PE					
School relationships	Relationship with head teacher					
	Relationship with head of year					
	Relationship with tutor					
	Relationship with learning support					
Friends	Relationship with tutor group					
	Relationship with other students in your year					
	Relationship with friends at home					
Family	Family support					
General well being	Contentedness					
	Interest in school					
	Health					
	Alcohol					
	Smoking					
	Drugs					
	Anger management					
	Sexual relationships					
	Depression					

Young person's assessment

14-19 Year Olds – At Risk of becoming NEET
Young Person's Assessment



This assessment form is to record the details of the Young Person you are referring for support via our ESF project. Your assessment will provide us with the Young Person's background information and assist our advisors when they are undertaking their Information Advice and Guidance session with the Young Person, the outcome of which will be an Individual Action Plan in consultation with yourselves, the Young Person and our Advisor.

Young Person			
Surname		Forename(s)	

Referral Organisation			
Name of Referral Organisation	Your school		
Contact Name and Address	School	Tel No	School number
	School road		
	School town	Email	School email
Type (please tick)	School	[x]	College
	Employer	[]	Pupil Referral Unit
	Other (please state).....		

Reason for Referral

Please specify what makes this young person "at risk of becoming NEET" and any history of violence and anti social behaviour. How do you think would could help (Min 20 words)

Are any other agencies/people working with this young person (social worker, school mentor etc). Please give details:

Is this young person involved in a similar project funded by ESF/LSC? YES NO

Safeguarding

Please detail any issues that we need to be aware off in order to provide the appropriate support and assistance.

Signed (Referral Contact):..... Date:

