

YOUR LIFE YOU CHOOSE!

A Citizenship Day About the Dangers of Crime For Year 7 Pupils

Here are some suggestions which should help you to organise a happy and successful Citizenship event of this kind, remain friends with your colleagues and maintain your sanity. Also included, are some examples of information handouts, a sample programme, and self-assessment pro-forma for your pupils and supporting teachers so that they might reflect on their experience and help provide evidence for pupil Progress Files and some Citizenship assessment.

A CHECKLIST OF ESSENTIALS – AEONS BEFORE THE EVENT

- Secure the support of the Head teacher for holding this event.
- Find a date convenient to the visiting team and to the school, well in advance, avoiding other competing events like exams or Year 7 trips.
- Put the date clearly in the School Diary and have it entered on the School's calendar of events for all to see, if possible.
- Obtain contact details of magistrate co-ordinating the visiting team for your school on the day and liaise frequently to gain specific details about numbers, names and requirements of visitors on that day.
- Ask the teacher or administrator in charge of cover and room changes for you and all Year 7 tutors to be covered on that day. You may need to create some extra 'hybrid' groups, drawn from existing forms and so other teachers may be needed.
- Submit relevant forms/ requests for the use of the main Assembly Hall, and other rooms for Workshops on that day, to accommodate the 5 visiting agencies and groups of Year 7 pupils (maximum of about 20 pupils per group).
- Identify and inform teaching staff affected by the event, e.g. through loss of teaching space on the day, in person. Negotiate to limit disruption and bad feeling.
- Submit request for refreshments at break and at lunch time for your visitors. Specify nature of refreshments (e.g. coffee/tea/fruit juice/water/biscuits for break; sandwiches, fruit, and beverages for lunch) and identify appropriate School fund for covering the costs.
- Speak directly to School's Catering Manager early on and provide a written copy of your request to permit planning/ ordering.
- Identify a location for visitors to leave their belongings securely and to have refreshments. The Staffroom may not be appropriate.

- Submit relevant form /request for ICT equipment and technician support for the day (Laptop, projector, large screen and speakers for the DVD play in the Assembly Hall for the first activity; other resources as identified by the magistrate co-ordinating the visiting team).
- Speak to Site Manager/ Caretaker directly and provide diagrammatic details of needs, including chair arrangements for Assembly Hall and Workshop rooms, and request car space allocation for 15-20 visitors if feasible.
- Plan appropriate order for reproduction of handouts, e.g. starting with Staff Assessment and Pupil Self-Assessment forms.
- Identify rough costs of paper and reproduction, plastic wallets or card folders for group work packs, and secure funding from Head if you have no capitation yourself. (N.B. Allow sufficient time to design, type up and reproduce handouts/ submit to Reprographics staff. Always run off several more copies than you think you need).
- Design a programme for the event (e.g. select a design from Microsoft Publisher and adapt to your event). Include a description of the event, DVD content and workshops, timetable for the day, list class groups and teachers, names of visitors and their agencies, and thank everyone who ever did anything for you to make the day possible.
- Draw up a list of visitors and their agencies. Give a copy to the Office or Reception and request visitors' badges for the day.
- Draw up a rotational plan for all the groups on the day, including times, rooms and teachers, so that all attend the DVD showing, 5 Workshops, each lasting about 40 minutes, and a Plenary of about 20 minutes at the end of the day. Run off copies of this and Programme for group leaders, visitors and Reception (in case of emergency contact needs on the day), once all details confirmed.
- Run off reduced versions of timetable, plan and copies of Programme for pupils. Produce packs of handouts for Year 7 tutors, other group leaders, visitors, other relevant staff e.g. Head Teacher, your Line Manager, and YOURSELF, and run off a few spares for your records and future reference, in case you wish to repeat the experience.
- Produce the handouts from white paper originals, but use different colours for greater interest and to help check contents of packs.

A FINAL CHECKLIST

- Inform all staff of the forthcoming event, several days before, perhaps through Morning Briefing, if this is a feature of your school day.
- Invite Year 7 tutors and other group leaders to a briefing to explain what is happening on the day and what you wish them to do. Provide them with a register and some paper to record the names of students who make the most valuable contributions during the course of the day. Ask them to supervise the filling out of the Self-Assessment forms, as soon as possible (e.g. during form time following the event). Ask them to return completed sets for you to check and to return their own Self-Assessment forms on the day of the event, since you will need to send these off to the Co-ordinating Magistrate.
- Type out, print and laminate (if possible) labels for the doors of rooms where the 5 agencies will be running their Workshops, Yr. 7 form group labels to identify where you want the groups to sit in the Hall for the beginning and Plenary sessions, and any notices to 'bluetack' to doors, where you need to inform but also perhaps, to restrict access for other pupils to areas where the Crime of Your Life will be taking place.
- Enlarge copies of room change listings and place these visibly so pupils displaced from normal teaching rooms will see them and not disturb the Workshops.
- Check the day before the event that arrangements for Staff cover, ICT, furniture organisation, and catering are still going to plan.
- Turn up early on the day of the event, and expect some things to go wrong.
- Give out the tutor packs on the day itself, in case there is an unexpected absence.
- Make sure you have a camera to record some of the activities, to provide evidence of your work, and to illustrate an article for your school's newsletter, if it produces one.
- Don't forget to thank your visitors, pupils and group leaders at the end of the Plenary, and to clear away posters, door notices, and abandoned programmes and handouts at the end of the day.
- Stay calm and enjoy the event yourself

John Byrne. Citizenship Co-Ordinator

The Ellen Wilkinson School



Year 7 Citizenship day – Tuesday 8th July 2008

The purpose of this initiative today is for the Year 7 girls to gain a better understanding of the problems and consequences of crime, as part of their education for Citizenship. It will give them the chance to meet with various agencies involved with crime and its consequences in the local community and encourage them to think about their own actions, responsibilities as well as rights as members of that community.

As part of this pack, you should have received a number of items to help you during the day. These include;

- copies of the programme for your group,
- a list of your group members,
- a teacher's timetable for the location and timings of the 5 workshops,
- copies of the pupil self-evaluation sheet to be completed at the end of the day and to be placed in their **PROGRESS FILES**, and
- a questionnaire from the magistrates seeking your views about the value of the day

As you will know, all **year 7 girls will be off timetable on Tuesday 8th July** so that they can participate in this initiative to gain a better understanding of the problems and consequences of crime.

The 8 forms will **register with you in form rooms and then you will need to accompany them to the Hall. They will be seated in one of ten set areas, according to their group.** Each section of the seating area of the Hall will be marked out for each of the ten groups. Please sit with your group. After a brief introduction, the girls will be watching a 50 minute DVD produced by..... on the consequences of crime.

After the play, you will accompany YOUR group to a particular room in the L-Block to attend the first of the five 40 minute workshops of the day. Visiting presenters from outside agencies, including The Police, Magistrates, the Youth Offending Team, the Prison Service and Victim Support, will each lead two parallel workshops on the work that they do. These will be interactive and so the girls should participate where they can.

Note that breaktime today will be from 10.45-11.00 and the girls may go to the canteen quietly or stay around the L-Block during this time. They must remember that the rest of the School will be back in lessons during their breaktime. The visitors will be going to the Library for coffee at Breaktime and you are welcome to join them..

After break, there will be three more workshops, all held in the L-Block, and then **lunch at normal time.**

After lunch, girls will return to the L-Block for the fifth workshop before going to the Hall where there will be a plenary and final conclusion to the day by 3.20PM.

Your role will be to ensure your group is in the right place for each part of the day, help to maintain good behaviour, and hopefully enjoy the day yourselves. You should also make a note of any pupils who make a particularly-positive contribution during the day so that we can use this for Citizenship-reporting.

I would be grateful also if you could decide with your class how your class might be divided since we need to create 10 groups of about 20 pupils out of our 8 forms in year 7. Please will you select 5 girls from your form to join one of two additional groups on the day. Obviously, you will not permit known trouble-making groups (if you have any) to disrupt the day by joining the additional workshop groups. Could you also cross out and add names to your list where there have been changes.

I will need to have the names of these 'breakaway' pupils from your form by please so that I can finalise my programme for the day.

Please also see the provisional accompanying programme for further details and ask me if there are still areas of confusion. I assume you will be available on Tuesday andwill be arranging cover. Please let me know by this Friday if there are problems.

John Byrne. Citizenship Co-Ordinator
The Ellen Wilkinson School

Timetable for the day (staff copy)

- 8.40 Registration in forms
Transfer to **Hall** for 8.50. Introduction
- 9.00 **DVD. PLAY: 'YOUR LIFE YOU CHOOSE'**
- 10.00 1st Workshop – **L/Block** (See Groups and rooms below)
- 10.45 **Break**
- 11.00 2nd Workshop
- 11.40 3rd Workshop
- 12.20 4th Workshop
- 1.00 **Lunch**
- 2.15 5th Workshop
- 3.00 Plenary in the **Hall**
- 3.20 Thanks & Home-time

Workshops, rooms and groups

10.00-10.45 **Workshop Session 1**

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Byrne	L1/L2 – The Police
2	7CRU	Mr Rule	L1/L2 – The Police
3	7MDG	Ms Douglas	L3 – Magistrates
4	7MUN	Mr Daniel	L8 – Magistrates
5	7QBN	Mrs Bendifallah	L5 – Youth Off.Service
6	7QGS	Mrs Gass	L6 – Youth Off.Service
7	7RHY	Ms McCallum	L4 – Prison Service
8	7RRS	Ms Calvin	L7 – Prison Service
9	7AA1	Mrs Bye	L9 – Victim Support
10	7AA2	Mr Miller	L10 – Victim Support

(N.B. Youth Off.Service = Youth Offending Service)

YOUR LIFE YOU CHOOSE – TIMETABLE AND WORKSHOPS

10.45-11.00 Breaktime – You may go to the canteen / toilets quietly but **not return to your form rooms** as the rest of the School will be having normal lessons. You must be back in the L-Block for the next session promptly by 11.00AM.

11.00-11.40 Workshop Session 2

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L9 – Victim Support
2	7CRU	Mr Rule	L10 – Victim Support
3	7MDG	Ms Douglas	L1/L2 – The Police
4	7MUN	Mr Daniel	L1/L2 – The Police
5	7QBN	Mrs Bendifallah	L3 – Magistrates
6	7QGS	Mrs Gass	L8 – Magistrates
7	7RHY	Ms McCallum	L5 – Youth Off.Service
8	7RRS	Ms Calvin	L6 – Youth Off.Service
9	7AA1	Mrs Bye	L4 – Prison Service
10	7AA2	Mr Miller	L7 – Prison Service

11.40-12.20 Workshop Session 3

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L4 – Prison Service
2	7CRU	Mr Rule	L7 – Prison Service
3	7MDG	Ms Douglas	L9 – Victim Support
4	7MUN	Mr Daniel	L10 – Victim Support
5	7QBN	Mrs Bendifallah	L1/L2 – The Police
6	7QGS	Mrs Gass	L1/L2 – The Police
7	7RHY	Ms McCallum	L3 – Magistrates
8	7RRS	Ms Calvin	L8 – Magistrates
9	7AA1	Mrs Bye	L5 – Youth Off.Service
10	7AA2	Mr Miller	L6 – Youth Off.Service



12.20-1.00 Workshop Session 4

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L5 – Youth Off.Service
2	7CRU	Mr Rule	L6 – Youth Off.Service
3	7MDG	Ms Douglas	L4 – Prison Service
4	7MUN	Mr Daniel	L7 – Prison Service
5	7QBN	Mrs Bendifallah	L9 – Victim Support
6	7QGS	Mrs Gass	L10 – Victim Support
7	7RHY	Ms McCallum	L1/L2 – The Police
8	7RRS	Ms Calvin	L1/L2 – The Police
9	7AA1	Mrs Bye	L3 – Magistrates
10	7AA2	Mr Miller	L8 – Magistrates

1.05-2.10 Lunchtime (followed by Registration in L room for Next workshop session)

2.15-2.55 Workshop Session 5

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L3 – Magistrates
2	7CRU	Mr Rule	L8 – Magistrates
3	7MDG	Ms Douglas	L5 – Youth Off.Service
4	7MUN	Mr Daniel	L6 – Youth Off.Service
5	7QBN	Mrs Bendifallah	L4 – Prison Service
6	7QGS	Mrs Gass	L7 – Prison Service
7	7RHY	Ms McCallum	L9 – Victim Support
8	7RRS	Ms Calvin	L10 – Victim Support
9	7AA1	Mrs Bye	L1/L2 – The Police
10	7AA2	Mr Miller	L1/L2 – The Police

3.00-3.20 PLENARY IN THE HALL

3.20-3.25 HOME-TIME



Timetable for the day (pupil copy)

- 8.40 Registration in forms
Transfer to Hall for 8.50. Introduction
- 9.00 Showing of DVD.
- 10.00 1st Workshop-L/Block (See Groups and rooms)
- 10.45 **Break**
- 11.00 2nd Workshop
- 11.40 3rd Workshop
- 12.20 4th Workshop
- 1.00 **Lunch**
- 2.15 5th Workshop
- 3.00 Plenary in the Hall
- 3.21 Thanks & Home-time

Workshops, rooms and groups

10.00-10.45 Workshop Session 1

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Byrne	L1/L2 – The Police
2	7CRU	Mr Rule	L1/L2 – The Police
3	7MDG	Ms Douglas	L3 – Magistrates
4	7MUN	Mr Daniel	L8 – Magistrates
5	7QBN	Mrs Bendifallah	L5 – Youth Off.Service
6	7QGS	Mrs Gass	L6 – Youth Off.Service
7	7RHY	Ms McCallum	L4 – Prison Service
8	7RRS	Ms Calvin	L7 – Prison Service
9	7AA1	Mrs Bye	L9 – Victim Support
10	7AA2	Mr Miller	L10 – Victim Support

(N.B. Youth Off.Team = Youth Offending Team)

10.45-11.00 Breaktime – You may go to the canteen / toilets quietly but not return to your form rooms as the rest of the School will be having normal lessons. You must be back in the L-Block for the next session promptly by 11.00AM.

11.00-11.40 Workshop Session 2

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L9 – Victim Support
2	7CRU	Mr Rule	L10 – Victim Support
3	7MDG	Ms Douglas	L1/L2 – The Police
4	7MUN	Mr Daniel	L1/L2 – The Police
5	7QBN	Mrs Bendifallah	L3 – Magistrates
6	7QGS	Mrs Gass	L8 – Magistrates
7	7RHY	Ms McCallum	L5 – Youth Off.Service
8	7RRS	Ms Calvin	L6 – Youth Off.Service
9	7AA1	Mrs Bye	L4 – Prison Service
10	7AA2	Mr Miller	L7 – Prison Service

11.40-12.20 Workshop Session 3

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L4 – Prison Service
2	7CRU	Mr Rule	L7 – Prison Service
3	7MDG	Ms Douglas	L9 – Victim Support
4	7MUN	Mr Daniel	L10 – Victim Support
5	7QBN	Mrs Bendifallah	L1/L2 – The Police
6	7QGS	Mrs Gass	L1/L2 – The Police
7	7RHY	Ms McCallum	L3 – Magistrates
8	7RRS	Ms Calvin	L8 – Magistrates
9	7AA1	Mrs Bye	L5 – Youth Off.Service
10	7AA2	Mr Miller	L6 – Youth Off.Service

12.20-1.00 Workshop Session 4

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L5 – Youth Off.Service
2	7CRU	Mr Rule	L6 – Youth Off.Service
3	7MDG	Ms Douglas	L4 – Prison Service
4	7MUN	Mr Daniel	L7 – Prison Service
5	7QBN	Mrs Bendifallah	L9 – Victim Support
6	7QGS	Mrs Gass	L10 – Victim Support
7	7RHY	Ms McCallum	L1/L2 – The Police
8	7RRS	Ms Calvin	L1/L2 – The Police
9	7AA1	Mrs Bye	L3 – Magistrates
10	7AA2	Mr Miller	L8 – Magistrates

1.05-2.10 Lunchtime (followed by Registration in L room for Next workshop session)

2.15-2.55 Workshop Session 5

Group No.	Form	Teacher	Location / Session
1	7CDK	Mr Jarvis	L3 – Magistrates
2	7CRU	Mr Rule	L8 – Magistrates
3	7MDG	Ms Douglas	L5 – Youth Off.Service
4	7MUN	Mr Daniel	L6 – Youth Off.Service
5	7QBN	Mrs Bendifallah	L4 – Prison Service
6	7QGS	Mrs Gass	L7 – Prison Service
7	7RHY	Ms McCallum	L9 – Victim Support
8	7RRS	Ms Calvin	L10 – Victim Support
9	7AA1	Mrs Bye	L1/L2 – The Police
10	7AA2	Mr Miller	L1/L2 – The Police

3.00-3.20 PLENARY IN THE HALL

3.20-3.25 HOME-TIME



YOUR LIFE YOU CHOOSE – TEACHER'S EVALUATION

Name of school		Date of workshop	
Evaluation completed by...			

Please complete each of the following								
	Content : please circle a number: 1=poor – 4=excellent (for students)				style (delivery method etc) : please circle a number: 1=not at all appropriate – 4=very appropriate			
DVD	1	2	3	4	1	2	3	4
Magistrates	1	2	3	4	1	2	3	4
Police	1	2	3	4	1	2	3	4
Prison	1	2	3	4	1	2	3	4
Youth Offending Team	1	2	3	4	1	2	3	4
Victim Support	1	2	3	4	1	2	3	4
Plenary	1	2	3	4	1	2	3	4

Please comment on the day as a whole			
As a teacher what did you learn today?			
Did the students enjoy and respond well to the programme?			
Is the material relevant to and meeting the needs of the Citizenship Curriculum?			
Which sessions collectively contribute to any of the five 'Every Child Matters' outcomes? Please tick			
Be Healthy	<input type="checkbox"/>	Make a Positive Contribution	<input type="checkbox"/>
Stay Safe	<input type="checkbox"/>	Achieve Economic Wellbeing	<input type="checkbox"/>
Overall, the quality of the work delivered during the day was.... (please circle)			
Poor	Average	Good	Excellent
Any other comments: (please continue overleaf)			

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS EVALUATION FORM



YOUR LIFE YOU CHOOSE – WHAT DO YOU KNOW? WHAT DO YOU THINK?

School:	Date:	Male / Female (please circle)		
How much did you know about the following Agencies before today?				
Magistrates - circle one answer	Nothing	A little	Quite a bit	A lot
Police - circle one answer	Nothing	A little	Quite a bit	A lot
Prison - circle one answer	Nothing	A little	Quite a bit	A lot
Victim Support - circle one answer	Nothing	A little	Quite a bit	A lot
Youth Offending Service - circle one answer	Nothing	A little	Quite a bit	A lot

How useful did you find the following?	☹ Not at all (1)	Not very (2)	Quite (3)	☺ Very (4)
DVD	1	2	3	4
Magistrates	1	2	3	4
Police	1	2	3	4
Prison	1	2	3	4
Victim Support	1	2	3	4
Youth Offending Service	1	2	3	4

Have your say!	
What did you learn today?	
What did you find most surprising?	
What did you like best?	
What will <u>you</u> do differently now?	
Any other comments?	

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS EVALUATION FORM

