



EXPO...Further Information...

This document includes information on:

- Student Participation Forms
- Transport and drop off details
- Session times and school group information
- Health and Safety information
- Publicity forms
- Chatter Race
- Student PowerPoint
- Event evaluation information

Link to documents - <http://www.lebp.co.uk/expo.htm>

STUDENT PARTICIPATION

If you have not completed your Student Participation Form by now, please can we ask that you do so and fax back to us on 01254 584 099. We have been tasked with organising EXPO 2010 and in turn need to collate evidence with regards to attendance and participation. You can download a form from the EXPO page on the LEBP website.

MAP AND VENUE

EXPO 2010 is being hosted by Accrington and Rossendale College who are collapsing their timetable and providing their fantastic building as the events venue. The college's staff and students will be supporting the event to ensure you and your students are looked after at all times. You will be escorted around the premises to ease the pressure for you and your attending staff so you too can make the most of EXPO.

TRANSPORT

You will be picked up from your school at a mutually convenient time by Robinsons Coach Company who will then drive you to the college. A schedule will be emailed to you confirming your pick up time. For the morning session you need to get there for 09:15 and for the afternoon session 11:45.

Below is the information required for the transport company, which would be useful for you to take note of, this will also provide support for any students arriving separately for any reason. .

Dropping off and pickups

The coaches will need to drive up Sandy Lane to the turning circle at the top, and then drop off just before Oak Lane entrance so as not to block or congest the traffic flow in Sandy Lane.

Accessibility

Smaller vehicles can drive onto the Coppice car park and drop off at the Coppice entrance, same arrangement for picking up. Any advice or assistance needed on the day ring reception on 01254 354012

Hazards identified

2 Marshals will be placed at the entrance to direct traffic, assist and report any traffic problems arising

Young Peoples Services have been provided with your contact details and will be in touch to discuss how they can support you for the event, you may wish an advisor to travel with you.

Session times and information

Session one is from 09:30 – 12:00 and Session 2 from 12:00- 14:30. You will be sent a student event briefing by email to deliver on the morning of the event, following this Young Peoples Services and a Student Ambassador will then escort you and your students to your first Zone.

During each session students will be split into three groups where they will rotate to each Zone, please make sure the students are ready to move onto the next zone at the appropriate time so there is no congestion around the college. Please make sure you have sufficient staff to support your students if they have been separated over 2 Zones. EXPO Zones will be made up of various hands on stands with activities and demonstrations designed to engage and inspire.

Health and safety

We are in the process of collecting all of the Employers and attending Partners Risk Assessments, which we will put onto a CD upon request. Please let us know if you would like a copy for your records or if you have any further questions regarding Health and Safety.

Lunch and refreshments

There will be no refreshments provided at the event therefore can you please make sure Students bring a bottle of water where necessary. If you are scheduled for the afternoon, students may eat their lunch on the coach as they travel to the event.

However please make sure your students are tidy as the Robinsons coach company have made an exception on this occasion and will be using the coaches after the event. Vending machines will be available, should the teachers require anything.

MORE ABOUT THE ZONES...

Zone 1 eXplore

Zone 2 Potential

Zone 3 Options

The college has been split into 3 Zones with students visiting each for a period of 45minutes. Workshops and employer stands will be in all three zones which will support the student's knowledge and understanding of what's available after school, what they need to do to achieve their potential in and out of school and raise awareness of employer expectations.

Students must be provided with a coloured and letter coded ticket that will gain them entry to the 10-minute activity, that you have been provided with. Please make sure students know the time and location of their workshop. If students are late for their allocated workshop they may be turned away, after all that's what the world of work is like, if you are late for an appointment, you may miss it! Please pass these out on the coach before the event to avoid any students losing their tickets, as there will be no replacements available on the day.

Event Publicity

Hyndburn, Rossendale and Ribblesdale Valley students currently undertaking the Creative and Media Diploma and students from the College will be filming the event, which will be collated into a final EXPO 2010 film. We will need this form completed before the event. The Publicity Forms enable us to take photos and film you and your staff at the event. However, if you do not want to be part of the filming for any reason, please let us know and we will work with you at the event to ensure we accommodate your request. You can download publicity form from the EXPO page on the LEBP website.

EXPO EXTRAS

A few extras will include a **Chatter Race** for any student's who may need additional support in making the most of the EXPO opportunity. The Chatter Race uses questions employers have provided and is aimed at those who don't have the confidence to interact with adults. This will be a form of support and will provide students with a purpose to visit different employers and find out more. You can download a copy from the EXPO page on the LEBP website.

There will be a **'Big Brother' diary room** where Young Peoples Services will gather important information from students about their knowledge and awareness of what they need to do to achieve their best. This will form part of a final film and evaluation report.

There will be various **Competitions** throughout the event which students can enter in order to win prizes which employers are kindly donating. In addition to this Lancashire Education Business Partnership is offering students the chance to write their own story and press releases of their experiences at EXPO and the winning entry will be posted on our website and promotional material.

Student PowerPoint

We have also sent you a student PowerPoint that you may wish to show to the students in assembly to inform them of what EXPO is all about, what to expect and the rules and expectations of the day. Included with the PowerPoint is a script that will help you deliver the presentation.

Event Evaluation

Finally Lancashire Education Business Partnership will provide an online evaluation for all the students and teachers to complete before the event, after the event and in June or July, This will be a fantastic way of measuring what the students have achieved and how EXPO supported this.

We have uploaded the first evaluation questionnaire for both you and your students to complete by the 22nd of January. Please can you work with your students to complete this on-line following the link below and we can then gather your feedback and your comments which will feature as part of the final EXPO report for your records and will include the EXPO film and photo library.

<http://www.lebp.co.uk/expo.htm>

SO WHAT'S NEXT...

With all events should there be any last minute issues/problems we will keep you fully informed both prior to and during the event.

Finally, if the weather is bad and the event has to be cancelled (we are praying this doesn't happen after all the hardwork everyone has already committed) we will contact you by email and phone on Monday the 25th of January, if we are unable to contact please check your email or contact us on 01254 584 000 prior to leaving for the event?