

**FREE STEM Day sponsored by National Grid and  
delivered by The Smallpeice Trust  
APPLICATION FORM**

If you would like to book a STEM day for your school, please complete and return this form to  
Tara Adams – Schools Liaison Coordinator at [Tara.Adams@smallpeicetrust.org.uk](mailto:Tara.Adams@smallpeicetrust.org.uk)

**1. MAIN CONTACT**

<b>Surname</b>		<b>First Name (s)</b>	
<b>Title</b>	<b>Job Title</b>		
<b>Telephone</b>		<b>Email</b>	
<b>School</b>			
<b>School Address</b>			
<b>Postcode</b>			

**2. DETAILS OF STEM DAY**

<b>Available Dates between April – June (Day/Date/Month/Year)</b>			
<b>Year Group</b>		<b>No. of Pupils</b>	
<b>Please indicate the school times so that the programme can fit into your school day</b>			
<b>Start of Day:</b>			
<b>Morning Break:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Lunch:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>Afternoon Break:</b>	<b>Start:</b>	<b>Finish:</b>	
<b>End of Day:</b>			
<b>Any other information:</b>			
<b>Please provide details of how the students have been selected to benefit from this STEM Day.</b>			
<b>Do any of the students participating have any Special Educational Needs (SEN) or mobility issues that we should be aware of in order to best support them during the STEM Day?</b>			

**3. SPONSORED RESIDENTIAL COURSE PLACES**

**\*The first 20 schools to return their completed booking forms will be offered 2 FREE places on the National Grid Residential Course – this is on a first-come-first-served basis\***

The STEM Day sponsored by National Grid also provides 2 FREE places on our year 10 residential course National Grid Engineering Experience. For details about residential courses please visit [www.smallpeicetrust.org.uk](http://www.smallpeicetrust.org.uk). The Education Officer delivering the STEM Day will produce 2 FREE place application packs to be given to the nominated students. Please list below the names of students you would like to nominate for these places.

Student Names	
1.	3. (RESERVE)
2.	4. (RESERVE)

#### 4. PRE-STEM DAY CHECKLIST

The Smallpeice Trust have a team of experienced delivery staff who are trained, DBS checked, first aid trained and used to working with students of all abilities and backgrounds. However, in order for the day to run smoothly, safely, and to schedule, we ask that staff involved in the day are prepared to be engaged with the students throughout. Staff should act as mentors to encourage team work, help groups to meet deadlines, and to help The Smallpeice Trust Education Officer in ensuring that all teams understand the objectives of the day. Teams will all be expected to showcase their work and give a short presentation at the end of the day, to all other groups. We ask for support to ensure this runs smoothly. Staff do not need to be experts in STEM subjects to be helpful, but we do ask that staff be watchful and vigilant to assist with health and safety matters, and to control behaviour where necessary.

**The below checklist contains essential criteria required in order for The Smallpeice Trust to carry out a STEM Day:**

	School Requirements	Check
<b>Total number of students</b>	<ul style="list-style-type: none"> <li>Maximum of 60 students – please advise if less than 55.</li> </ul>	
<b>Arrival of Education Officer</b>	<ul style="list-style-type: none"> <li>Parking for one car, close to the main school entrance.</li> <li>The Education Officer will require access to the room to set-up, 30-45 minutes before the programme starts.</li> <li>There will be a large amount of kit to transport – please have a member of school staff on hand to assist the Education Officer.</li> </ul>	
<b>Groups team split</b>	<ul style="list-style-type: none"> <li>The Education Officer will advise regarding group sizes the students should be placed into (usually 5 or 6 per team).</li> <li>Schools are advised to organise groups in advance, and to be on hand to organise students into these teams on the day.</li> <li>Avoid having female students as a minority in any given team.</li> </ul>	
<b>Project room</b>	<ul style="list-style-type: none"> <li>A large room such as the school hall or drama studio, suitable for cutting up materials with space for the students to move around. The room will be used for the whole day.</li> <li>Each team will need a large table to work on for the day with chairs. The Education Officer will also need 3 large tables at the front of the room to act as a resource shop.</li> <li>Two tables should be also placed near to a plug socket to enable the use of hot glue guns.</li> <li>Two tables should be placed in a clear space to act as a cutting station.</li> <li>Please note, if using the school hall, the stage can be used as a shop and cutting station depending on height. The Education Officer will bring cutting mats and cover any areas for glue gun use to prevent damage to tables and surfaces.</li> <li>Please ensure bins/bin bags are available so students can keep their tables tidy as the day progresses to maintain a safe working environment.</li> </ul>	
<b>Electronic equipment</b>	<ul style="list-style-type: none"> <li>The Education Officer will present from their own laptop but will need a projector, screen and sound. AV support should be on-hand at the start of the day to assist in case the set-up is not straight forward. If the Education Officer will not be able to connect up their own laptop, please advise in advance. (Please note, we present using Prezi, which isn't always supported by school systems).</li> </ul>	
<b>Teacher support</b>	<ul style="list-style-type: none"> <li>To ensure a safe working environment, we rely on teacher support for the smooth delivery of our STEM Days. We need <b>at least 2 members of staff at any one time</b> to be present to help monitor the glue gun station and to deal with discipline issues.</li> <li>The Smallpeice Trust will facilitate the learning experience as best we can throughout the day to ensure the students enjoy themselves, but student discipline is the responsibility of the school and we should not be involved in this. The day can only run smoothly if the students follow instructions.</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Students will be using cutting knives and hot glue guns. A safety briefing will be given at the start of the STEM Day to remind students of the importance of safety when using the equipment. We have a risk assessment available for each project we deliver should you wish to see it.</li> </ul>	
<b>Media consent</b>	<ul style="list-style-type: none"> <li>As a charity, we are funded by external sources who are keen to see the results of the STEM Day. Therefore, we are required to take photographs of students at work. Please advise us of any problems.</li> </ul>	
<b>Resources</b>	<ul style="list-style-type: none"> <li>We will provide all necessary project kit, but it would be helpful if you could provide pencils and A3 and A4 paper.</li> <li>For the Sustainable Island Project, and the Smart Building Project, we will require some paper towels for any water spillages during testing.</li> </ul>	
<b>Refreshments</b>	<ul style="list-style-type: none"> <li>As the visiting Education Officer will have usually stayed away from home to deliver the STEM Day, they will not be able to bring refreshments with them. Whilst we do not ask schools to provide lunch, the Education Officer may ask where they can buy food. There may be visiting guests from the sponsoring company who also may be in the same situation.</li> </ul>	

## 5. DECLARATION

To be eligible to apply for this **FREE** STEM Day, you agree to the following criteria (please tick):

- You agree to receive a **FREE** STEM Day for up to 60 of your Year 9 students
- The STEM Day needs to take place by June 2018
- You will select 2 students to be offered a FREE place on a residential course
- You agree to the conditions and requests as set out in the PRE-STEM DAY CHECKLIST
- You will need to complete a feedback form at the end of the STEM Day
- I certify that the information I have provided on this form is true and correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return the complete booking form to Tara Adams

Any questions please feel free to call 01926 333200 or email [Tara.Adams@smallpeicetrust.org.uk](mailto:Tara.Adams@smallpeicetrust.org.uk) who is on hand to answer any queries you may have about the STEM Day.

We look forward to working with you and your students on this exciting and dynamic STEM Day.