

Access Academy Training

Planning and delivering an effective summer school

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Introduction and Expectations



Benefits of Summer Schools

Residential Vs Non Residential

Length of Summer School



The benefits of:

Residential Summer School

- Retention, once the participants are with you – less drop out
- Positive encounter of an authentic experience of university life
- You can actually see the participants grow through the summer school
- Get to know the participants
- Can include social activities
- You can make the programme more in depth
- Down time allows the participants to chat to the Student Ambassadors about their experience of university life.

Non- residential

- Cheaper
- Less stressful – as no night duties
- Less tiring for staff and student ambassadors
- Tight on time
- Participants may drop out after 1st day



What Should you include in the programme?

Activity: Spend next 15 minutes in groups on your table and have a brain shower

Always do a pre-summer school questionnaire and a post summer school evaluation to measure the distance travelled.



Design a programme

Spend the next half an hour and design what you think a programme could look like



Samples of programmes



Draft Summer School Programme

13-18 July – Post 16

	Day 1 Wednesday 12 July	Day 2 Thursday 13 July	Day 3 Friday 14 July	Day 4 Saturday 15 July
AM	Arrival/registration Introductions	Subject Workshop Session 10:00-12:00	Subject Workshop Session / Workplace visits 10:00-12:00	Depart Halls of residence Workshops/Talks Award presentations Closing remarks Lunch
PM	Subject workshop Session 14:00-16:00	Subject Workshop Session 13:00-16:00	Enterprise Activity	
EVE 1	Social Programme	Red Hot Buffet	Student Union, Headingley Campus Meal	
EVE 2		Cinema	Pub quiz	

Programme – Post 16

13th July to 18th July

Time	Activities	Location
8:30 – 9.30am	Registration & Welcome – Nb make choices for evening activities	Carnegie Village Halls of Residence
10:30am	Welcome & making the most of the programme (Phil Cardew)	Lecture Theatre B, James Graham Building, Headingley Campus
11:45pm	Coaches from HC to CC	HSS/FBL students
12.00pm	Lunch	Campus Central, HC <i>or</i> Rose Bowl, CC
1-2:00pm	Faculty Introduction / Keynotes	Check individual faculties for times
1:30pm	Transport from HC to Scrap (Farsley) Also from HC – Headingley Pavilion	Art/Design students only (max 40) Tourism & Hospitality Students ()
From 2:00pm	Academic Sessions begin SEPARATE FACULTY PROGRAMME	Rooms, individual timings and venues on separate documents
3-3:30pm	Photographer	PD7, Physio/Sports Therapy
4.45pm	Transport from Scrap to HC	Art/Design students only (max 40)
4.45pm	Coaches from CC to HC	HSS/FBL students (max 150)
5:30pm	Meal – Foods of the World	Buffet - Headingley Campus
7.00pm	TP Festival	Green Gym, The Acre, Jubilee Room, Great Hall
10:00pm	Close	

Programme – Thursday 14 July 2016

Time	Activities	Location
7:30am	Breakfasts begin (nb Staff / SAs)	
8:00am	Briefings Staff/SAs	
9:00am	Personal Statements	LTB 9:00 – 9:30am
9.30am	Coaches from HC to CC (60 + 32 + 17 + 35 +SAs + staff)	HSS/FBL/Arts & Design/ Computing & Technology students only (max 160)
9:40am	Coaches from Little London School to HC	60 children + staff
9:30am	Coach from HC to Thackray Museum	Max 30
10.00am	Academic Sessions SEPARATE FACULTY PROGRAMME	Rooms and venues on separate documents
12.00pm	Lunch – Rose Bowl	
12:00pm	Coach from Thackray Museum to CC	Max 30
1:40pm	Taxis from HC – CC	Education Students – childcare workshop
2:00pm	Return coaches from HC to Little London Primary School	60 children + staff
12:45pm	Coach from HC to Coca-Cola factory, Wakefield	Tech/Engineering/Computing students (max 25)
1.00pm	Academic Sessions SEPARATE FACULTY PROGRAMME	Rooms and venues on separate documents
2-3pm	Photographer PD806	Pain workshop
3:30pm	Coach from Coca-Cola factory, Wakefield to HC	Tech/Engineering/Computing students (max 25)
4.30pm	Coaches from CC to HC	HSS/FBL + Arts & Design students only (max 150)
	Down time to get ready for evening	Drinks and kitkats available in foyer of Carnegie Village
7:00pm	Coaches from HC to Leeds City Centre	ALL (max 300)
7:30pm	Red Hot Buffet	
9:00pm	Everyman Cinema	
11:00pm	Coaches from Leeds City Centre to HC	ALL (max 300)

Programme – Friday 15 July 2016

Time	Activities	Location
7.30am	Breakfast for SAs/Staff	Participants from 8:00am
8:00am	Briefings – staff/SAs	
9:15am	Coaches from HC to CC	HSS/FBL/Arts & Design/ Computing & Technology students only (190 max)
9:30am	Transport from CC for workplace visits - FBL Business only	Taxis(?) from CC
10.00am	Academic Sessions SEPARATE FACULTY PROGRAMME	Rooms and venues on separate documents
11:00am		
12:00pm	Return transport from workplace visits to HC - FBL Business only	Taxis? (Max 40)
12:00pm	Coach from CC to Headingley Campus	HSS/FBL Law only/ Computing & Technology/ Arts & Design students only (max 160)
12:30pm	Lunch – Headingley Campus	
1:15pm	Brief for Dragons Den (all groups/strands)	Lecture Theatre B, Headingley Campus
1.45pm	Dragons Den Preparation and Presentations	See separate list for room reservations
	Down time to get ready for evening	Snacks available in Foyer of Carnegie Village
7.30pm	SU night inc. meal, quiz, music & photo booth	SU, Headingley Campus

Programme – Saturday 16 July 2016

Time	Activities	Location
7:30am	Breakfasts begin (for SAs/Staff)	Participants from 8:00am
8:00am	Briefing for morning activities – Staff/SAs	
10:00am	Sign out, hand in keys and sort luggage	
10:00am	Parents' session – Lecture theatre	Refreshments followed by a talk
10:30am	Student Futures (alumni) activity	Lecture Theatre Lecture Theatre Jubilee Room
11.30am	Awards/Presentation & Close – parents and school staff invited	Great Hall
12.30pm	Evaluations followed by Lunch	Refectory Counters (nb incl visitors)
2:00pm	End of Residential Coaches to Leeds Train Station	Also return coach to Wakefield (Minsthorpe)



Draft Summer School Programme

17-19 July

Year 10 Full Student Life Cycle

	Day 1 Thursday 17 July	Day 2 Friday 18 July	Day 3 Saturday 19 July
AM	Arrival – Registration – Book into Halls Introduction + lunch	TASTER SESSIONS	Depart Halls of residence ENTERPRISE CHALLENGE Lunch
PM	UCAS FAIR + ACTIVITIES	TASTER SESSIONS + STUDENT FINANCE + SA –Q & A	DRAGON'S DEN ENTERPRISE PRESENTATION 3MIN PITCH 3MIN QUESTIONS EVALUATION Award presentations Closing remarks
EVE 1	FRESHERS FAIR	SOCIAL ACTIVITY MEAL	
EVE 2	STUDENT UNION ACTIVITIES	BOWLING	

When designing a programme:

What should you consider?

Who has the ultimate
responsibility?



- Risk assessments
- Health & Safety
- Safeguarding
- Be inclusive
- Disability
- If residential how do you sort out the accommodation
- Recognising your participant, - Lanyards with badges with photos
- Bags – named
- Group the yp in groups of no more than 10
- 2 Stu Ambs assigned to each group, male and female
- Enterprise day
- Making sure all student ambassadors working on the programme are trained and DBS checked
- If based on different sites – plan in the travel time
- If using external agencies make sure they have risk assessment in place.



Social Activities

What should be included?



Eating out, Bowling, cinema, Dinner dance, Theatre,
Student Union activities, BBQ, Sports, fun activities



Recruitment of Student Ambassadors and Training



- This is really important – for any summer schools you want the best students for your ambassadors.
- If you already have a pool of student ambassadors – be selective
- Get them to apply for the role
- They need to be committed, proactive, good listeners
- Act as a role model for young people
- Great representation of your institution and their course
- Training – either a month before or attach it a day before the beginning of the summer school
- Training should include safeguarding, H&S, role of an ambassador, understand the programme, taking responsibility, hard work and fun, ground rules, no drinking while working on the summer school
- All the Student ambassadors need to have a clear DBS check
- Pay needs to be discussed, we paid them lump sum
- Day ambassadors/ night ambassadors, need handover briefing
- All Ambassadors stayed at the halls
- Long days, SA start an hour earlier than the participants, start with a briefing session
- De briefing at the end of the day
- Each member of staff and SA have a card with all the important telephone numbers

Parental Engagement



- Many ways to get the parents engagement
- Pre-summer school event for information
- Previous year's DVD
- Short presentation about what the summer school is going to look like
- How their children are going to be looked after regarding – accommodation, food, what they going to get out of the experience
- Introduce the Student ambassadors – get SA to talk about the experience about the SS and their experience as life at uni.

End of Summer School

- Invite parents to the final day
- Do a short presentation – no longer than an hour
- Parents always enjoy seeing their child saying something – group presentations to the parents
- Final day can be hectic – as you need to make sure the participants have checked out of the halls – handed in the keys, get them to the main campus, store luggage, breakfast.
- Get the participants sorted for presentations
- Presentations can be discussed with your team what and how they need to work.

While the parents are been presented to, participants to attend a careers type talks.

Get 3/6 speakers and get participants to choose 2 to attend, this can be a real positive role model

Choose the speakers that have made it from a WP background or reflecting the participants.

The career they chose and how they got there.

Finally, optional – a campus tour at the end – whilst participants fill in their evaluation forms.

