



Guidelines for Schools

Thank you for booking with Aspiring4Excellence. We are looking forward to working with the school and your students

To ensure the successful running of the event and to provide an enjoyable day for all, we have produced this Guidelines for Schools document.

The Guidelines for Schools document is to help teachers to understand the processes involved in the programme and to assist them to brief key staff and students.

The Programme

Our Programmes are interactive and students often move around the room and sometimes between different areas. Please make sure that the rooms or areas where the students will be do not present any health and safety issues.

The event will run during the normal school hours with breaks and lunch built into the programme at the normal school break times.

Please ensure there is a teacher present in each class at all times. Should an incident occur where a teacher is not in the room we will have no choice but to suspend the programme until such time a member of school staff is available.

If there is an emergency of any sort in the classroom, or bad behaviour by the students, we will expect the member of staff in the room to take control.

The Team

Our staff (The Team) consists of the Team Leader and Business Representatives – they cover a wide range of professions and are keen to support the development of students.

The Business Representatives will deliver the programme using their business skills, experience and knowledge.

The Team will arrive at 8am on the morning of the event. At the start of the day, please brief the Team Leader of the emergency and evacuation procedures.

The Team will require a space which they can use to collate materials for the programme at the start of the day and as a meeting point during break, lunch and end of day.

The Business Representative's do not have teaching experience or classroom management skills and will look to the teachers to maintain discipline and take control where needed.

Students

Please brief the students about the aims and objectives of the programme and expectations of their conduct and behaviour in advance of the event. Students will be asked to behave in a business manor and their attitudes and actions will need to reflect this.



Punctuality and time keeping will be important on the day and they will be given the responsibility for managing their own punctuality and that of their teams.

Please ask students to bring pens, colouring felts, pencils cases and calculators as they will need this for the activities.

The day is made up of various activities which will draw on their creativity, teamwork and listening skills and will require their full cooperation and involvement. Students who complete the programme successfully will be awarded a Certificate of Achievement.

Teachers

The Business Representatives will require the full support of the teachers in the class room, especially with a lively class.

Please advise the teachers supporting the event to feel free to get involved. The most successful Programmes are when teachers take an active interest in what the students are doing.

Please note that we reserve the right to suspend a Programme if the students' behaviour and/or discipline is not acceptable or if a teacher is not present in the room at all times.

Feedback forms

It is essential that teachers involved in the event complete the Teacher Feedback forms at the end of the day as this will enable us to improve the planning and delivery of our programmes.

We hope that your students will enjoy the Programme and gain valuable learnings and experience.

We appreciate your support and thank you in advance for your understanding and co-operation.

Kind Regards

Usha Nair

Managing Director
Aspiring4Excellence

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