

SSCo Festival Guidelines

1) Size of Festival

Suggestions Pupils to stay in larger school group's approx 6 -10 for the duration of the festival. Schools allocated to set activity areas (so staff can easily monitor pupils from their school).

2) Number of Young Leaders

Suggestions Young Leader ratio 1 : 8

At all festivals a minimum of 2/3 young leaders per activity (More for KS1)

3) Young Leader training

Young leaders to be met beforehand and instructed to clearly demonstrate each activity. They will be briefed to provide a lot of positive feedback. They will also be briefed on how to differentiate activities. (Pupils aware of STEP principle)

Suggestions Primary / First School teaching staff / Helpers to assist young leader development.

4) Organisation

i) SSCO's to allocate stickers before festival

ii) Schools to provide leaders with name labels.

iii) Schools will be sent a plan of the festival included with the information letter to staff. Included on this will be a mission statement explaining what the festival hopes to achieve.

iv) Schools to be advised beforehand on what will happen if the weather is inclement.

v) **Schools / Pupils greeted on arrival** by staff and young leaders and taken to

vi) **Allocated & signed school bases.**

vii) **STAFF BRIEFING:** As part of the staff, helpers and pupils briefing Health & Safety points will be explained: All pupils will be explained boundaries of site / out of bounds, where First Aid point and toilets are and what to do if lost. There will be advice on staff from first schools helping young leaders. Sheet sent to schools before every festival to explain this

viii) **Adults Helpers** to have staff / helper stickers

ix) **First Aid point**

x) **Warm up activities.** young leaders to organise warm up games so that pupils are active and not waiting for schools to arrive.

xi) **Breaks.** Pupils to return to school base for drinks / snacks. Staff to supervise toilet visits during this time. Breaks may be staggered so that not all schools stop at once.

xii) **Toilets** Staff to take pupils to toilets.

xiii) **SEN** pupils to be clearly identified prior to the festival and appropriate provision made by the SSCO in terms of the differentiation of the task by the young leaders.

xiv) **Ensure risk assessments are updated Risk Assessments** and accessible on SASP / Tone schools website

xv) **Activities** Each activity station to have work cards with differentiated tasks. Activities reviewed regularly.

xvi) **Young Leaders** to stay with an activity for the duration of the festival

xvii) **Structured end to festival,** Thank you. + Club link info for yrs 3 upwards

xviii) **Staff and pupil feedback form** will be given out on the day. Please return to the SSCO so that festivals can continue to improve. (Young leaders will also fill in feedback forms).