

LOGISTICAL PREPARATION FOR WORKSHOPS:

Workshop Hours: The workshop will **begin at 8:30 am** with registration and refreshments and will **run until 3pm**. If these hours are not possible for your school due to long travel distances please let us know immediately and the schedule can be moved back, within reason.

Field Trip Form: Your school is responsible for ensuring that **all students have a valid and completed field trip permission form**.

Photo Release Form: We provide the photo release form. Please ensure that **each student has a signed release form** and that you provide us with these signed forms on the first day of the workshop.

Local Press Coverage: It would be wonderful if you and your **school could invite local press to cover the workshop** - Perhaps you are in contact with a local journalist who may be interested? This might be the school magazine or a local community newspaper. If this is possible, please let us know in advance (it's important to us to know who will be visiting the workshops and when). Similarly, if you or members of your school staff will photograph the workshop, please let us know and share your photos with us!

Dress code and Behaviour: As you are aware, this program brings students from (sometimes, very) different backgrounds and cultural contexts together. It is **essential to the success of the program that students are aware of what is culturally acceptable and unacceptable in the presence of your partner school** including dress code and interaction between the genders. Please make sure to communicate the relevant information to your students as per discussion with your partner teacher.

Buses: As outlined in previous correspondence, **your school is responsible for arranging transport to your partner school on the day that you are being hosted**. Please make sure that the bus driver has the necessary Waze or Google Maps information to find the school and be in touch with your partner teacher for details on where to park and enter.

Student List and Table Allocation: As you know your students much better than we do, we ask that you play a key role in group delegation. Please provide us with a **list of the students who will be attending from your school**. It is important that this list contains the correct spelling of the student's full names as well as **gender** and **email**. In addition, during the workshops the students will be working in groups of 8. Each group will be equally comprised of students from both schools. Using the template we provide you, **please assign your students to a group number with four members in each group, keeping in mind with which peers they are likely to work well**.

Room Organization: Please ensure that the room (with no obstructing pillars), with a projector and screen and with enough working tables, each with 8 chairs, **is ready on the day of the**

workshop.

Food: Your school is responsible for providing food on the day that you host. This includes (at a minimum) light snacks when the students arrive in the morning and lunch. Please ensure to meet any dietary requirements that your partner teacher indicated and in addition please ensure to provide a vegetarian option. If the food is being delivered, please ensure it arrives by 11:45am as lunch is set for around 12pm (for every workshop that begins at 8:30).

ROLE OF THE TEACHER - IN PREPARATION FOR THE WORKSHOP

In addition to logistical preparations, much of the success of the program depends on the preparation and follow up the students receive in the classroom.

Setting expectations and providing the students with a clear picture of what the program and workshop entail is therefore of critical importance.

The **2-day workshop offers an intensive, interactive experiential learning opportunity.** The **workshop will be followed by opportunities to consolidate the learning** and apply the skills obtained in the workshop.

As such, please **DO NOT prepare the students on content**, as this will interfere with the experiential learning process for the students, whereby they discover and learn by doing and reflecting. However, please DO ensure that the students understand **this program is about learning to negotiate everyday life issues** and it is not about politics or dialogue. The workshop is focused on teaching a methodology and providing skills that can help students in their lives on a personal, familial and communal level.

It is also a **great opportunity for the students to practice their English** with peers and with native speakers. And importantly, the workshop provides the students **an opportunity to meet and learn with other students** from a different background.

Please note that there will be a **pre and post workshop survey** for the students that you will receive. This survey is aimed at helping us improve the program and the learning experience for the students.

ROLE OF THE TEACHER - DURING THE WORKSHOP

We want you on our team! - During the 2-day workshop, we will operate as a team. That is, the PATHWAYS staff and the teachers from both schools together will form the leadership team.

While we are responsible for facilitating the workshop, **we ask that you be involved in helping with the working groups.** We will need one teacher from each school to keep an eye on 2-3 of the

working group tables (our team will take the others). Your role will be to help stimulate discussion, to encourage quieter students to participate and to ensure students stick to the task at hand. And of course, you can help out with English if they have questions! That said, please do not give students answers or guide them.

In addition, we may call on you to participate in a role-play, or to help with an ice-breaker game.

If your school is bringing more than one teacher, then **we ask that one teacher be primarily responsible for logistics, discipline and any other broader issues** so that we have a main contact point.

It is important that teachers help us to ensure there is no talking, no use of cell phones, that bathroom breaks are managed with teacher's permission, that students participate with a respectful attitude and that students return to the room after breaks and lunch as requested.

Thank you! We look forward to working together.