



**Life Education**  
Wessex & Thames Valley

# How to ensure a successful visit to the Mobile Classroom

**It is important that the class teacher attends the whole session as follow up work is vital to the success of the programmes.** The teacher's presence demonstrates to the children that you value the visit and also satisfies Safeguarding guidelines.

**Timetabling:** A minimum of 10-15 minutes will be scheduled between sessions to allow time for children to safely enter and leave the classroom and Educators to change resources and visit the toilet.

**Please be punctual.** The timetable gives actual teaching times for the sessions. Learning outcomes are set and we need to start promptly, once children are inside the mobile classroom, to avoid missing anything out.

**Please send children to the toilet before we start and avoid interruptions if possible,** e.g. swapping teachers, music lessons, etc., as they break concentration, add time pressure, and can spoil the 'magic'!

**Children don't need to bring anything apart from themselves.** Please avoid bringing coats if at all possible as there is very limited space in the classroom.

**Please inform us in advance of any special needs/requirements,** e.g. behavioural, medical or the need for the wheelchair ramp if this has not already been requested on the booking form. Children with Autism or Asperger spectrum disorders might benefit from a pre-visit to the mobile before their scheduled session.

**Parent/Carer sessions:** This information session lasts for 20-30 minutes and can accommodate up to 20 adults. If more than 20 adults wish to attend please advise us in advance and we will schedule a rota system or a second session if time permits.

## **Follow-up activities and resources include:**

- Follow-up activity sheets plus the option of purchasing a complete online resource.
- Curriculum mapping tools enabling you to develop a PSHE scheme of work, or enhance your existing one, quickly and easily – see [www.coramlifeeducation.org.uk/scarf/](http://www.coramlifeeducation.org.uk/scarf/)
- Parent Letters – photocopiable year group specific letters with a follow-up homework activity.
- Our range of fun & informative Family Workbooks (one per year group). Copies are available to purchase from the mobile classroom during our visit or by post via our website.
- Our Website - [www.lifeeducationwessex.org.uk](http://www.lifeeducationwessex.org.uk)
- Stickers, bookmarks or certificates (depending on age) for children following their visit.
- A comprehensive report demonstrating the impact of the visit and key outcomes achieved – available if children and staff participate in the [Online Evaluation](#) of our programmes (click on link or see Resources for Schools on our website).

**Class teachers comfort!** There are two small stools or cushions provided, but if you require more back support please feel free to bring a chair if space permits.

**Teacher's Role:** Having handed your class over to the Educator, sit back, relax and enjoy the session. Bring a pen, paper and camera, it's an ideal opportunity to observe your class.....some pupils might surprise you! Or use one of our [Teacher Observation](#) sheets (click on link or see Resources for Schools on our website).

**Any feedback** about the visit would be much appreciated.

PTO

## Safeguarding

**DBS (formerly CRB) Certificates:** All Life Education Wessex Educators have enhanced DBS (formerly CRB) Certificates, which they carry with them, and wear official Life Education Wessex photographic ID badges.

**Child Protection:** Any child protection issues raised during the course of the visit or in a subsequent email to 'Harold' will be reported immediately to the school's DSP, who will then be expected to deal with the matter appropriately.

**Movement & Delivery of the Mobile Classroom:** The delivery, positioning and removal of the mobile classrooms will usually be carried out before children and members of the public arrive or after they have left the school premises. Whenever possible, we would ask that a member of the school's staff, preferably the caretaker or the site manager, be available to give assistance to the towers. It would be helpful if you could ensure that this person has a contact telephone number/s for Life Education Wessex (these can be found on the timetable) in case of emergencies. ***It is also essential that we have current after hours/emergency contact details (name/position/tel. no.) for your school.***

You will be contacted beforehand to finalise delivery arrangements. Please ensure that your Site Manager/Caretaker is aware of the arrangements and that your site is accessible for our towing vehicle. ***If you have any concerns please advise us at the earliest possible opportunity.***

**Positioning of the Mobile Classroom:** When positioning the mobile classroom, it is important that sufficient space is allowed for easy access to and from both side doors in case of emergency evacuation.

**Assistance with setting up/dismantling ramp:** Our Educator may request assistance with setting up/dismantling the wheelchair ramp and with wheeling pupils into the mobile classroom, particularly in the case of older children. If no assistance is available, pupils requiring the ramp may not be able to attend sessions.

**Electrical Power Supply:** The mobile classroom requires two separate power supplies. On the first day of our visit and/or during the pre-visit, the Educator will use an approved tester to check the sockets allocated for use by our mobile classroom. If the sockets fail, sessions cannot begin until the problem has been rectified and/or suitable alternative sockets have been identified.

**Handing Back to the Teacher:** There may be occasions when it is necessary for the Educator to hand a pupil and/or the whole class back to the teacher. These could include; nose bleeds, teeth falling out, tummy upsets, continual coughing/other health problems causing the child to be upset or uncomfortable, and extreme or disruptive behaviour that puts other people at risk.

This could result in the matter being dealt with in the mobile classroom with the assistance of the Educator, e.g. tissues or wet wipes, the teacher sending a runner back to the office to request further assistance or the teacher taking the class back to the classroom to deal with the problem with a view to returning with the class or sending the pupils in with another adult. In the unlikely event of a fire, the Educator will hand the class back to the teacher and assist with the safe evacuation of the classroom.

At the end of the session, the Educator will hand the class back to the teacher inside the mobile classroom, but will help to ensure that the children leave the mobile classroom and descend the steps safely.

***We look forward to seeing you soon & please contact us if you have any queries***

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