

## The SCI-FUN Scottish Science Technology Roadshow Notes for Organisers of SCI-FUN Primer Sessions



The Scottish  
Science Technology  
Roadshow

The following notes are intended to give you some indication of the requirements for the visit. There is flexibility in our system, and every effort will be made to accommodate your requirements. Communications between SCI-FUN and the schools will normally be through email. SCI-FUN Primer is available in conjunction with a SCI-FUN Roadshow visit to a local secondary school.

- While the main SCI-FUN Roadshow is at a secondary school, SCI-FUN Primer sessions are offered to the associated primary schools. These sessions are designed for Primary 7 classes, although they are also suitable for P6, and feature experimentation and discussion on a range of hands-on exhibits.
- Setting up takes up to 30min from arrival at the school, depending on ease of access to the room where the session is taking place. Our equipment is all wheeled in on a small trolley and so we would appreciate help from, for example, a janitor if we are required to negotiate any flights of stairs. Our equipment is transported in a people-carrier, for which we would require a parking space.
- We require a room equipped with enough tables and chairs to accommodate the pupils in each session. The tables should, if possible, be set out in 5 or 6 groups, with the chairs evenly distributed. No electrical sockets are required.
- The equipment can be set up in the P7 classroom, a general purpose area, or a hall set up with tables. If an occupied classroom is used, we would ask for the children to vacate the room while we set up. The desks and the floor beneath the desks should be cleared before our arrival.
- If there is more than one session at the school, we would need to stay in the same room for all sessions to save time between sessions.
- 20 – 30 mins is required to pack up and load the equipment for moving on to another school
- We would appreciate a light lunch and Tea or Coffee at break time if time permits. Generally 2 SCI-FUN staff will visit the school, along with possibly some senior pupils from the Secondary School.

### Session planning

- Each session should be 60 - 90 minutes, although this can be adjusted slightly to fit into the school's timetable. If we have to have one session immediately after another then we would need to allow 5 minutes to prepare the equipment between the two sessions.
- If we are visiting more than one primary school in a day then travel time needs to be taken into account. This will obviously depend on traffic and location. Under certain circumstances we could manage 3 single-session schools in a day, although this would depend on travel time, length of sessions etc.
- The ideal group size is 20 to 25 pupils. We generally accommodate one class at a time, although classes can be combined (i.e. P7 plus P7 pupils from P6/7) so long as the combined class is not bigger than about 30.
- We require teachers to be present at all times. This is partly to help with discipline, but primarily to allow teachers to experience for themselves the activities in which the pupils are engaged. It also allows teachers to refer back to the children's experiences in future lessons.



## SCI-FUN PRIMER BOOKING APPLICATION

SECONDARY SCHOOL:

SECONDARY SCHOOL LIAISON:

PRIMARY SCHOOL NAME:

PRIMARY SCHOOL CONTACT:

POSITION:

EMAIL ADDRESS:

TELEPHONE NUMBER:

NUMBER OF PUPILS IN P7:

DATE OF VISIT:



Please fill in the following information for each SCI-FUN Primer session in the school

	Start and Finish Times	Class	Number of P7 Pupils	Name(s) of Teacher(s)
Arrival & set-up		Assistance with unloading would be very much appreciated		
Session 1				
Session 2				
Session 3				
Session 4*				

\* Should a fourth session be needed for a very large primary school then the arrangements should be specifically arranged with the SCI-FUN staff.

### ADDITIONAL INFORMATION REQUIRED

- Please indicate the start, break, lunch and end of school times for the school, if not clear from the above.
- Please describe the layout of the school, in particular the following points: Car park; Main entrance; Reception; Room/Area to be used.

**Thank you for your help with this information.**

Please email, fax or post the completed form to the address below.

