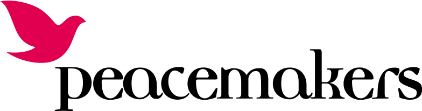
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**Junior Peacemaker Workshops 2021**

**Booking Form**

*Please note there is important information about us, and our terms & conditions at the end of this form. Please complete, sign and return to us and keep a copy for your records.*

***About you***

**Name:**

**Role:**

**School:**

**Address:**

**Phone Number:**

**Alternative Contact Number:**

**Email Address:**

***Preferred Dates***

We can offer workshops on a Monday, Tuesday or Wednesday. Please give us 3 dates we can choose from for Summer or Autumn term 2021:

**1st Choice:**

**2nd Choice:**

**3rd Choice:**

***Workshop Choice***

Which workshop would you like us to run? Highlight one.

Creating a Healthy School ~ wellbeing & relationship building

Peace begins with me ~ what can we learn about ourselves by going outdoors

Climate Justice ~ peace, sustainability and rights

A Sense of Belonging ~ welcoming refugees & asylum seekers

***Who will we work with?***

Which KS 2 year group would you like us to work with?

How many classes are there?

[NB: In a 3 form entry school, we can work with 3 classes, if a teacher is willing to facilitate alongside us. We will rotate the 3 classes through 3 activities and will ask the teacher to facilitate one of these. We will provide the activity and the resources and let you know beforehand what this will be].

How many children would you like us to work with?

[NB: If you prefer we can work with a smaller group selected from the year group who can share their learning with their peers, for example in a larger school, you may have a selection process and choose 5-10 children from each class to take part. We recommend a minimum of 12 children for us to work with on the day].

Which adults will be working with us on the day [we ask that at least one staff member is with each class for the whole workshop]?

Name: Role:

Name: Role:

Name: Role:

***Tell us your reasons for booking***

Please tell us what has prompted you to book this workshop and the benefits you think it can bring to your pupils and your school. This information may be shared with our funders.

***Your school day***

**Please tell us about your school day**

|  |  |
| --- | --- |
| Earliest time we can arrive |  |
| Start of the school day |  |
| When you would like us to start |  |
| Morning break times |  |
| Lunch times |  |
| Afternoon break times [if any] |  |
| Time you would like us to finish |  |
| End of the school day |  |
| Anything else we need to know about timings? |  |

***Space available***

We would like to be able to make use of the following spaces and resources. Please add your comments if there are any issues regarding this:

|  |  |  |  |
| --- | --- | --- | --- |
| **Space** | **When** | **Resources** | **Your comments** |
| Parking  Bike rack | Our 2 trainers may arrive by car or bike. Please can you tell us how many car parking spaces you can make available if any and if there is a designated place for bicycles. | We will be bringing resources so the closer we can get to the entrance the better, if we can drive up to drop off resources, please let us know. |  |
| Hall | All day would be useful, but if not, half an hour at the beginning of the day [9:15-9:45 approx] and half an hour at the end of the day [2:30-3:00 approx]. | Projector, screen and laptop, sound needed – we will bring a memory stick. |  |
| Classrooms [that the children normally use] | All day | Room set out with chairs in a circle and tables at the side. Access to pens/pencils/paper. |  |
| Outdoor Space | All day. We can work with whatever space you can offer. Please can you describe your space [eg playground/grass/wooded area] in the comments box. Preferably an area that won’t be used at break/lunch times. | Children prepped to work outside with appropriate clothing. We will go outside if raining/windy/snowing! We may need to retreat to a classroom/hall in inclement weather. |  |

***About our Facilitators***

All our facilitators are experienced at working with children and young people. We are all DBS checked and will bring our DBS documents and ID with us on the day. Some of us have also been working in schools during the pandemic, and we are sharing learning to make sure we operate in as safe a way as possible. We have our own [Covid-19 risk assessment](https://peacemakers.org.uk/covid-19) and will follow any guidelines you have in place.

Libbs Packer, Peace Education Trainer and Jackie Zammit, Programme Director, are taking a lead role in facilitating these workshops, supported by Peter Doubtfire from the Peace Hub and our Associate Trainers.

**Contacting Us**

At the time of writing, we are mainly working at home.

Please email Libbs in the first instance if you have any queries. Libbs works on Mondays, Tuesdays and Wednesdays and will reply to you with her mobile phone number. You can also contact Jackie, Yvonne, our Office Manager or Peter.

Please return this booking form by email to Libbs.

**Libbs Packer:** [**libbs@peacemakers.org.uk**](mailto:libbs@peacemakers.org.uk)

**Jackie Zammit:** [**jackie@peacemakers.org.uk**](mailto:jackie@peacemakers.org.uk)

**Yvonne Hunt:** [**yvonne@peacemakers.org.uk**](mailto:yvonne@peacemakers.org.uk)

**Peter Doubtfire:** [**peter@peacehub.org.uk**](mailto:peter@peacehub.org.uk)

**Terms and Conditions**

The workshops are externally funded and provided free of charge for schools, however we will charge £100 in the event you cancel within seven days of the event as a contribution towards costs. If your reason for cancellation is because of school closure due to the pandemic, there will be no charge. If for any reason we are unable to attend your school, we will re-arrange dates with you.

We will also contact you after the workshop to ask for a donation towards our work. This contribution will help us make this workshop available to another school. If your school is able to offer a donation this will be greatly appreciated.

**Please sign to say you agree to our terms and conditions**

Name: Signed: Date:

Peacemakers is the working name for West Midlands Quaker Peace Education Project, which is a constituent part of the Central England Area Quaker Meeting Charities, registered charity number 224571