

Manage Activity Booklets

The **Booklets** feature is used to produce a guide to activities so that students and staff can make choices from the activities available. The booklets contain a summary of information for each activity including activity leader, year groups involved, day and cost.

The first item on the menu: **Activities – Booklet Outline** is used to create a report. The details should be checked by activity leaders before the booklet is produced.

Curriculum Enrichment Week : 7th - 11th July 2014

Thank you for offering to run an activity during Curriculum Enrichment Week. The details for this activity are summarised below together with the confirmed day(s). Please check the details carefully. If there are any errors, please amend and return to the Curriculum Enrichment Officer by **MONDAY 3 MARCH** at the latest.

I will assume the information is correct if I haven't heard from you by then. The student booklets for each year group will be printed starting on **TUES 4 MARCH**. Apologies for the short notice, but print deadlines make this unavoidable. Adults will book all coaches and venues according to your instructions.

Please also ensure risk assessments for all trips are completed well in advance. Ask for advice if unclear what needs to be done.

Mrs A Edmonds Curriculum Enrichment Officer 15/01/2014

Code: BFA1
 Activity: *Calm in a Crisis - Basic First Aid - MON*
 Leader: **KARL HARRISON (CH)**

A active and practical day with a part course leaders from Avon Health and Safety learning about the skills needed for emergency first aid including action planning, dealing with unconsciousness and recovery position, resuscitation (adult & baby), severe bleeding & bandaging, shock and specific medical conditions. This an excellent skill for you to learn and you will have some fun during the practical tasks as you learn how to deal with an emergency situation. Students who complete this worthwhile course will be awarded a 'Basic First Aid' certificate, which is recognised by employers and colleges and is valid for three years. This certificate can also be used in the portfolio of work for the OCR National in Science Course Unit 1.

Cost: £15.00
 Day / Time: MON Depart: 08:40 Return: 16:10
 Trip? Y7: 6 Y8: 6 Y9: 6 Y10: 7 Y11: 0
 Number of Places: 25 Rooms Needed: 2
 Staff Needed: 2

Staff Code	Staff Name	Rooms	Trip Waiting Area
BFB	MS MARRA	BROWNLEE	LCC
CH	MR KARL HARRISON	L22	

NOTE:
 1. All staffing and rooming are still provisional. These will be confirmed in the next few weeks.
 2. All costs for activities will be collected centrally once student numbers are known and activities confirmed.
 Please do not purchase any resources yet. If this is an issue, please inform.
 3. With your agreement, any surplus places may be opened up to suitable Y11 students later on.

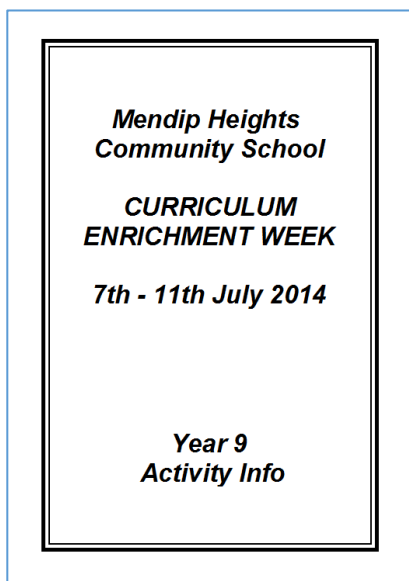
04/05/2014

The next item **Booklet Info (All Years)** provides an easy way to edit the information which will be shown in the booklets:

The booklets can be individualised for each year group
Select a year group to view the default booklet design.

Some example pages are shown below:

Front cover



Activity summary

Choices form

The booklets are designed to be printed 2 pages per sheet on A3 paper i.e. as A4 folded booklets
The booklet design has been kept fairly simple as it is expected that individual schools will want to edit these default templates to suit their own needs.
For example schools may wish to add logos, photos etc

All the booklet templates provided can be fully customised by individual schools as required.

To do, choose from:

- Edit Booklet Cover Page
- Edit Booklet Intro Page
- Edit Booklet Choices Form Page

Change to **Design View** to edit the template reports. For example:

YEAR 7 CURRICULUM ENRICHMENT WEEK
7th - 11th July 2014

Name: _____ Tutor Group: _____
ICT Group: _____ ICT Teacher: _____

Students may choose which activities they wish to do each day during the week
Choose from the list of in-school activities or external visits
Students **MUST** choose three different activities for each day

Please complete the form using the ACTIVITY CODES listed in the Enrichment Week

Day	First choice	Cost	Second choice	Cost	Third choice	Cost
Mon						
Tue						
Wed						
Thu						
Fri						

Some activities will require a contribution to the cost.
Please note some activities may not run if there are insufficient contributions.
However, in cases of financial hardship, please contact the school before making choices

All activity choices will be confirmed as soon as possible. A deposit will then be required for all activities with associated costs, with the remaining amounts payable at a later date.

Please do NOT attach any payments to this form.

="YEAR " & [Year] & " CURRICULUM ENRICHMENT WEEK" & Chr(13) & Chr(10) & GetCEWDates()

Name: Unbound Tutor Group: Unbound
ICT Group: Unbound ICT Teacher: Unbound

Students may choose which activities they wish to do each day during the week
Choose from the list of in-school activities or external visits
Students **MUST** choose three different activities for each day

Please complete the form using the ACTIVITY CODES listed in the Enrichment Week booklet.

Day	First choice	Cost	Second choice	Cost	Third choice	Cost
Mon	Unbound	Unbound	Unbound	Unbound	Unbound	Unbound
Tue	Unbound	Unbound	Unbound	Unbound	Unbound	Unbound
Wed	Unbound	Unbound	Unbound	Unbound	Unbound	Unbound
Thu	Unbound	Unbound	Unbound	Unbound	Unbound	Unbound
Fri	Unbound	Unbound	Unbound	Unbound	Unbound	Unbound

Some activities will require a contribution to the cost.
Please note some activities may not run if there are insufficient contributions.
However, in cases of financial hardship, please contact the school before making choices

All activity choices will be confirmed as soon as possible. A deposit will then be required for all activities with associated costs, with the remaining amounts payable at a later date.

Please do NOT attach any payments to this form.

I give consent for my child to take part in the activities listed above.
I understand that some activities have associated costs.

Parent's / Carer's signature: _____ Date: _____
Student's signature: _____