



UNIVERSITY OF CAMBRIDGE

Office of External Affairs
and Communications

Guidance for participating in the Cambridge Science Festival Schools Roadshow:

Introduction to programme:

The Schools Roadshow has been an essential part of the Cambridge Science Festival for the last ten years and has been growing steadily over that time. We're currently offering more than 55 schools a Roadshow visit each year, which means we were able to satisfy 50% of requests that came in from local schools. We are always trying to increase the number of schools we can reach during this time and really welcome new lecturers into the programme.

It's a great programme to be involved in as you get the opportunity to take the University out to children who may not have been involved with us before. Below is some guidance on how to plan your talk, as well as how they work.

How the programme works:

Each year the Roadshow takes place in the first week of the Cambridge Science Festival and runs from Monday to Friday inclusive. In 2011 the dates will be the 14 – 18 March.

The Schools Roadshow is built around topics offered by University academics. Lecturers are offered an optional fee of £100 per visit (if not accepted funds will be put into delivering the Cambridge Science Festival 2012). The deadline for offering a talk into the programme is early October.

All topics are welcomed from any area of science, technology, engineering and mathematics. Below are some examples of previous titles of Roadshow talks:

- Building animals from bones
- Greenhouse gas: plants can fix it!
- From sellotape to fireflies: Things that glow in the dark!
- Digging up the past in Egypt
- All of physics in sixty minutes and the worlds greatest experiment
- Black holes for beginners
- Gurgling guts- the disgusting story of what happens to your food
- The world of bees
- How the stalactite got its shape
- Little killers: the parasites that change the world
- A cool day at the office - living and working in the Antarctic
- Beginners guide to astronomy
- Build your own telescope
- How to hunt a submarine
- The Flintstone diet: scientific approaches to the archaeology of food
- Secrets and flies – seeing ourselves in simpler organisms
- Moondust and meteorites

These talks are compiled into a six page A4 colour printed programme in October. These are sent to schools via the Festival mailing list, and also the County Council mailing list in November. Schools can then request their first and second choice of talk and the deadline for Schools to submit a request is January. Post deadline, the Festival team allocates talks to schools depending on a variety of factors such as, lecturer/school availability, distance from Cambridge, Key Stage, class size, and



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whether they have received a visit before. We try to be as fair as possible and allocate visits to schools who were unsuccessful in their request in previous years. The Festival team then check arrangements with lecturers before notifying schools. It is then a good idea to contact the school prior to the visit and confirm details including who to report to, car parking and arrival time. If absolutely necessary, the Festival team are also happy for you to reschedule your visit with the school, but would prefer if this was done directly (provided we are aware of the new arrangements and the visit does take place).

Planning your talk:

A visit usually consists of a one hour talk/workshop, however this is dependent on what you plan to do. We ask that the minimum time for a visit is one hour. Most schools choose something that fits on with the National Curriculum so it's a good idea to use this for guidance. Further information on the content of the curriculum can be found here:

<http://curriculum.qcda.gov.uk/index.aspx>

Guidance specific to science can be found here:

http://curriculum.qcda.gov.uk/uploads/Science%201999%20programme%20of%20study_tcm8-12062.pdf?return=/key-stages-1-and-2/subjects/science/keystage1/sc2-life-processes-and-living-things/index.aspx

The programme caters for all Key Stages so choose an age range that you feel comfortable with. Many lecturers offer their talk to several age groups, or offer different talks for different key stages. Please be aware that on the whole we get many more requests for the early Key Stages, particularly 1 and 2. On average we get over double the amount of requests from primary schools as we do from both secondary schools and sixth form colleges combined. We try, where possible, to ensure that all Roadshow lecturers are allocated at least one visit, however where demand is less and only talks to older pupils are offered this is not always possible, so please try to be as flexible as you can.

Many schools favour the workshop or interactive lecture over a straight talk, as it helps engage pupils. However again, this is all dependent on what you would like to offer. Some lecturers like to give a lecture to the whole school or to a whole year group, whereas some lecturers prefer to work with fewer pupils in an interactive session. This again is entirely down to personal preference. Maximum audience size is communicated to schools through the Roadshow programme.

Other factors to consider are how many talks you would like to do, how far you would be willing to travel, the equipment you will need and if there is any other support the Festival team can offer you. These are all sections on the lecturer form and please do get in touch with the team if you have any further questions.

The team offers £100 per visit, if you would like to claim this, then please provide your National Insurance number or Payroll number in advance and we can then process this payment more rapidly after the visit takes place. Please note that it does take some time to process these payments through



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the University Finance system after the Festival, we try to do this as swiftly as possible and we are grateful for your patience during this time.

Risk assessments:

In order to be covered by the University Insurance policy, it is essential to carry out a full risk assessment in advance, however please do not spend too much time on this, they are short and concise documents that do the following:

- Identify the hazards
- Identify the people who may be exposed
- Evaluate the significant risks of exposure
- Recognise the likelihood of foreseeable incidents
- Select realistic and practical precautions

Advice can be found on the Health and Safety Office website, Will Hudson is a very helpful contact and will be happy to advise you further if you feel you need it.

(<http://www.admin.cam.ac.uk/offices/safety/risk/>)

The Community Affairs team are also very experienced in writing and compiling risk assessments, if you have any questions or concerns please do contact Shelley Bolderson.

A blank risk assessment form can be obtained from me if you need it. Once you have completed your risk assessment, it would be helpful to send me a copy for our records.

Contact details:

If you have any further questions or require any assistance then please contact Shelley Bolderson using the details below.

Shelley Bolderson
Festivals and Outreach Officer
Office of External Affairs and Communications
University of Cambridge
The Pitt Building
Trumpington Street
Cambridge
CB2 1RP

Email: shelley.bolderson@admin.cam.ac.uk