Connecting bright minds to University

Widening Participation
2017/18 guide for primary schools
The Widening Participation Outreach team is uniquely placed to support young people in making well-informed, realistic decisions about their futures. We combine in-depth knowledge of higher education and career routes with insight into industry gained from our networks of employers large and small. Using this expertise, we aim to challenge preconceptions, raise attainment and help young people to develop the skills and knowledge needed to meet their aspirations.

Our Primary Focus
Primary engagement is one of the core strengths of City’s Outreach Programme. We want to help students to visualise their future in education, and encourage them to grow and develop as learners and individuals. Our work with Key Stage two students allows us to bolster key skills, support aspiration and introduce students to the fascinating world of higher education.

This guide sets out the range of current activities on offer for primary schools. Our dedicated and committed staff will work with you to deliver a range of exciting, engaging and creative activities to meet the needs of your students.

If you would like your students to take part in any of the activities listed, or you would like a more in-depth discussion about the specific needs of your pupils, please contact the WP Outreach team.
How to book activities

Contact the Widening Participation Outreach team by email wpteam@city.ac.uk, or by telephone 020 7040 4242, stating the activities you wish to book and any dates you have in mind. A booking form with full details will be forwarded to you. Once this is signed and returned the activity will be confirmed.

Cancellation policy

It is the school’s or college’s responsibility to inform City, University of London as soon as possible if a student or group of students are unable to attend an event, workshop or activity. You may cancel or change the date of an event or activity, in agreement with City, up to 14 working days before it is due to take place at no charge. Please note that due to the considerable time invested by the Widening Participation Outreach staff in organising events, schools and colleges who cancel attendance without due warning, or bring substantially fewer pupils than originally agreed may find future requests refused.

Full details are provided on the booking form and confirmation.

City, University of London is a leading global university, committed to academic excellence and focused on business and the professions. City is 1st in London for student satisfaction, according to The Complete University Guide 2018 and has over 18,000 students from more than 160 countries around the world.

The University’s history dates back to 1894, when it was established as the Northampton Institute with a remit to ‘promote the industrial skill, general knowledge, health and wellbeing of young men and women belonging to the poorer classes’. Since its founding, City, University of London has cultivated strong links with business and the professions.

Many of our students undertake work placements as part of their degrees and our courses, whether in Engineering or Health Sciences, Business or Law, are designed with the needs of industry in mind.

Widening Participation Outreach activities have been an important part of City’s work with its community for over ten years. We are delighted to be able to offer careers guidance, tutoring and taster weeks for older students, together with a range of activities designed to inspire primary school students.

Please contact the Widening Participation Outreach team for more information about our targeting criteria and the activities we deliver.

Widening Participation criteria:

- Neighbourhoods and schools with low progression rates into higher education
- Young people who have no parental history of attending university
- Young people eligible for free school meals
- Young people from low income neighbourhoods
- Young carers
- Young people in local authority care
- Young people who are disabled.

Students need to meet one of the above criteria. Starting in primary school and focusing on key transition and progression points, we aim to:

- Raise aspirations
- Improve attainment
- Provide clear information, advice and guidance from a young age to support informed decision making.

Through our wide range of interactive and engaging outreach activities, young people are supported to:

- Achieve their full potential
- Develop a clear understanding of higher education
- Identify their strengths and goals
- Make well informed, realistic decisions about their futures based on up-to-date information, advice and guidance
- Develop the skills needed to succeed in further education.

Additional Support for Looked After Children

Students who have spent time in local authority care will be guaranteed a place on the events, provided applications are received by the given deadline. Individually tailored events and support for care leavers who are planning to study at university can also be arranged.

For further information visit www.city.ac.uk/care-leavers or email wpteam@city.ac.uk.

Tracking Students

City, University of London is, along with over 70 other UK Universities, a member of the Higher Education Access Tracker (HEAT). The HEAT tracking database measures the impact of our programmes by linking participant data to student outcomes. Allowing us to explore in detail the relationship between outreach participation and student success. All data collected is processed and stored in accordance with the Data Protection Act 1998 and City, University of London’s Data Protection Policy.

To find out more, visit www.heat.ac.uk.
Student Ambassadors form an integral part of City’s widening participation provision. Each year we employ over 200 undergraduate and postgraduate students to act as role models, tutors, mentors and facilitators, supporting young people through a range of activities.

All Widening Participation Student Ambassadors are fully trained in:
- Child protection
- Equality and diversity
- Working with young people
- Communication skills
- Presentation skills
- Working in schools.

Ambassadors are all DBS cleared and can produce their certificates on arrival if requested by the school.

Student Tutors receive additional ongoing training in:
- Key Stage two–three Maths
- Key Stage two–three English
- Behaviour Management
- Working with SEN students.

“All the students were so nice... I have my mind set on university!”
Isabella, Year 6

University Campus Visits

Campus visits can be arranged throughout the year, except during university examination periods in January and May. Contact us to arrange a suitable date.

University campus visits

<table>
<thead>
<tr>
<th>Target group:</th>
<th>Years 5 – 6</th>
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<tbody>
<tr>
<td>Group size:</td>
<td>25 – 40 students.</td>
</tr>
<tr>
<td>Location:</td>
<td>City, University of London</td>
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<tr>
<td>Timings:</td>
<td>Most visits run from 10.00am – 2.30pm However, timings can be tailored to meet the needs of your school and student group – minimum 4 hours in length.</td>
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Campus visits provide students with an introduction to higher education and university life. Students taking part in this fun and interactive day will have a campus tour, a question and answer session with current students and will work in teams to complete curriculum supporting group challenges. At least 75 per cent of students attending a campus visit must meet at least one of our Widening Participation criteria (see page 4).

Depending on staff availability, schools can arrange a variety of activities with the WP Outreach team. These can include:
- Student life
- Student finance
- Introduction to Higher Education
- Choosing a Course
- Subject Taster activities.

Year six groups can also choose:
- Maths
- English and Literacy
- Transition to Secondary skills.

To get the best out of our activities, a whole class Visit Day is recommended prior to your students attending other events. Visit Days provide a base line of knowledge of and familiarity with Higher Education, allowing your students to build on this experience with a subject Spotlight or other session. We are happy to discuss requests for other activities. Please contact the WP team if you are interested in this option.

“One interesting thing I learned today was that universities care about me.”
George, Year 5

“The children got lots from the whole day, especially the hands on sessions. Thank you for a wonderful day.”
Lisa, Year 5 teacher
Spotlight Days

Target group: Years 5 – 6

Group size: 6 – 8 students from each participating school.

Location: City, University of London

Timing: 10.00am to 2.30pm, November – July

Spotlight Days provide an insight into different subject areas and career paths through university based activities led by Academic Staff and Student Ambassadors.

Each Spotlight Day introduces a different degree area, focusing on an engaging experience of higher education to show that university is interesting, engaging and fun. Spotlight days help to build core skills in literacy, maths and public speaking, supporting students to feel confident in their own learning journeys and introducing them to some of the vast range of subjects on offer at University.

Spotlights are free to attend, and packed lunches are provided. Attending pupils must match at least one of our WP criteria (page 4).

The Spotlight Days available are:

- 22nd November 2017 – Psychology
- 29th November 2017 – Law
- 6th December 2017 – Politics
- 13th December 2017 – Journalism
- 10th January 2018 – Engineering
- 17th January 2018 – Computer Science
- 24th January 2018 – English
- 31st January 2018 – Maths
- 6th June 2018 – Computer Science
- 13th June 2018 – Engineering
- 20th June 2018 – Health Sciences
- 27th June 2018 – History

All Spotlight Days are designed to link into the Year 5 and 6 National Curriculum in English, Mathematics and Science. Briefing packs extend Spotlight activities into the classroom, providing post-event support for participating schools.

Spotlight activities are designed to be interactive, engaging and exciting for students, boosting their academic self-confidence, knowledge and enjoyment of learning. Our sessions aim to support struggling students to develop their abilities, encourage highly able students beyond the curriculum and build transition preparedness. Sessions are framed in a growth mind-set approach, and encourage students to develop core skills in:

**English:**
- Active listening
- Questioning
- Reading aloud
- Presentation skills in public speaking, performance and debate.

**Mathematics:**
- Problem solving
- Major operations
- Geometry and shape.

**Science:**
- History and development of scientific theories
- Data collection methods
- Working and thinking scientifically.

“I never knew engineering was fun.”
Cristina, Year 6, Engineering Spotlight

“I enjoyed the recording studio because it was fun making your own programme.”
Jesse, Year 5

“They loved the practical aspect – recording in the studio”
Nikki, Year 5 teacher

“They were being creative and resilient when it did not go according to plan.”
Emma, Year 6 teacher
Tutoring

**Target group:** Year 5 and 6

**Group size:** Any

**Location:** School

**Timing:** To be arranged, throughout the year

Trained student tutors provide Mathematics and English tutoring to small groups of pupils in Year 5 and 6. Tutors work with the same group of pupils once a week in school from October to April, with optional sessions in the summer term and during school holidays.

"It’s been a brilliant school community to work in overall, and a really valuable experience for me.”
Anne-Marie, tutor

"The children have got so much out of it and the feedback has been amazing!”
Shayne, teacher

"The children I work with are amazing and it is refreshing to work with them outside of my law schedule. The school is also great and the staff are lovely.”
Thahera, tutor

Tutoring is primarily in Mathematics and English, but will be considered for other subjects depending on tutors’ availability and expertise. Sessions can be arranged from Monday to Friday to suit school timetables and teaching methods. Our tutors are highly dedicated and committed, and work with teaching staff to provide excellent support. Each school chooses the pupils who will benefit most from the tutors’ help. However all pupils must meet at least one of our WP criteria (see page 4). Priority is given to looked-after children.

Information and Guidance

**Careers Information**

**Target group:** Year 5 and 6

**Group size:** Any

**Location:** School or City, University of London

As part of our commitment to widening participation, City, University of London employs fully qualified careers advisors who can provide advice and guidance to students through workshops and seminars. Students can explore the variety of careers available and progression routes and skills required for success at school and in work. Our careers provision for primary schools aims to promote self-awareness, understanding and support for the transition into secondary education. Sessions can be developed for specific year and interest groups subject to availability. We are happy to discuss careers information provision and school requirements. Please contact the WP team if you are interested in this option.

**Assemblies and school talks**

**Target group:** Key Stage 2 students

**Group size:** Any

**Location:** School

Staff and Student Ambassadors can visit your school to talk about Higher Education, pathways and journeys into university in addition to specific subjects and courses. Whole school assemblies help to introduce higher education to early years, while Key Stage 2 assemblies support students to feel confident about visiting university. Assemblies and talks can be tailored to year group and area of interest, depending on staff and ambassador availability.
Information and Guidance

Working with parents

Target group: Parents/carers with students in Year 4 to Year 6

Group Size: Any

Location: School

Our staff provide impartial information on higher education to parents and their children, either as a drop-in at a parent’s evening, or through a short talk at a parent’s event, coffee morning or extension and extra-curricular session.

Topics that can be covered include:
- The benefits of higher education
- Introduction to higher education
- Talking to your child about higher education
- Benefits of early intervention.

“Interviewing the student ambassadors gave us all an insight into university life.”
Martin, TA

“We learned something new to us – I really appreciate every single part of the journey.”
Amina, Parent

Contact details

Contact the Widening Participation Outreach team with any queries that you may have.

In addition to our set activities, the Widening Participation Outreach team are also interested in hearing about other ways to support schools and colleges. Please contact Sarah Wood to discuss this.

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