



CITY
UNIVERSITY OF LONDON
— EST 1894 —

Academic excellence for
business and the professions

Connecting bright minds TO UNIVERSITY

Widening Participation

2018/19 guide for primary schools



CityOutreach

www.city.ac.uk



Contents

03	Welcome	10	Spotlight days and tutoring
04	Widening Participation	11	Tutoring
06	Privacy notice and GDPR	11	Information and guidance
08	Student Ambassadors		Careers information
09	University Campus Visits		Assemblies and school talks
			Working with parents

Welcome

Empowering underrepresented learning to access and succeed in higher education

City's WP Outreach team run a wide range of programmes aimed at developing learners who are well informed, have realistic expectations about higher education, understand how to achieve their goals and have the grades, confidence and resilience to succeed.

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.

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 2 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.

Widening Participation

City is a unique place of study: we are located in the heart of one of the most exciting cities in the world. We combine a commitment to academic excellence with a longstanding tradition of preparing graduates for careers in business and the professions.

Since its foundation, City has cultivated strong links with business and the professions: many of our students undertake work placements as part of their degree 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 Programmes are:

- Learner-centred – tailored to the needs of learners throughout their educational journey, from primary school to transition into higher education
- Multi-layered – starting from a young age, our multi-layered approach builds skills and knowledge year on year
- Collaborative – developed and delivered with colleagues from across City and beyond to extend our reach and capitalise on expertise
- Evidence based – Utilising academic research along with ongoing evaluation and review to maximise the impact and quality of our programmes

Their aim is to develop:

- Knowledge – by raising awareness of higher education and its benefits
- Decision-making – by developing the capacity to navigate higher education and the ability to make informed choices
- Skills and attitudes – by increasing the confidence and resilience needed negotiate challenges and make progress
- Attainment – by improving academic attainment and study skills
- Understanding – by contextualising subject knowledge and labour market information

City Outreach programmes are targeted to reach those who will most benefit and where we can have the greatest impact. Focusing on our London location we work in schools with a high proportion of learners from deprived backgrounds and with lower than expected rates of progression into higher education. Students who participate in our activities need to meet one or more of the following criteria:

- Learners on free school meals/
Pupil Premium students
- First generation into higher education
- Those with disabilities, learning differences and mental health issues
- Care experienced young people
- Those estranged from their families
- Young carers
- Refugees
- Mature students

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**.



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 10 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.

Contact details:

Widening Participation Outreach team

City, University of London
Northampton Square
London, EC1V 0HB

T: 020 7040 4242

E: wpteam@city.ac.uk

Follow us on

Facebook: www.facebook.com/CityUniWP

Twitter: twitter.com/CityUniWP

Privacy notice and GDPR

City, University of London delivers a wide range of Widening Participation Outreach activities with young people from local schools and colleges. Our programmes aim to empower underrepresented learners to access and succeed in higher education and are part of City's vision to ensure our students gain the most from our investment in their success.

We are committed to providing sustained and personalised support empowering individual success from primary education right through to entry into business and the professions.

How do we collect data?

We collect information on everyone who takes part in our activities and we use this data to help:

- Ensure we are reaching the right learners
- Plan future activities
- Evaluate the impact of our programmes both in the short term and longer term.

City's commitment to widening access is laid out in our Access and Participation Plan which is overseen by the Office for Students (previously this was the Access Agreement and the Office of Fair Access).

We collect this data under the legal basis 'Public Task' as set out in GDPR under article 6(1)e:

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

What do we collect?

- Full name
- Date of birth
- Address
- Postcode
- Date of birth
- Contact details for parents/carers/young people
- School or college attended*
- Gender
- Ethnicity
- Disability and access information
- Looked after young people/care leavers
- First generation to attend HEI
- Free school meal/pupil premium data
- Evaluation data
- Current course of study
- Predicted and achieved attainment data (only for specific tutored subjects)

How do we collect the data?

Data is collected from a number of sources depending on the nature of the activity or programme, methods of collection are:

- Direct from schools or colleges or colleges (group visits, school events, tutoring)
- Application forms direct from participants (aged 13 years and over)
- Direct from parents through application or monitoring forms
- Direct from participants on evaluation forms (aged 13 years and over)



What do we do with the data we collect and how we store it securely?

For the duration of the programme information on participants is stored in password-protected Excel spreadsheets accessible only by WP Outreach team members, the information is used to:

- Recruit and select learners for events
- Assess learners eligibility to attend WP Outreach events (in-line with WP targeting criteria)

City subscribe to the Higher Education access tracker where this information is recorded (www.heat.ac.uk). HEAT is a secure online portal managed by the University of Kent. This data is used to analyse, evaluate and monitor the impact of WP outreach activities and to ensure we are reaching the target learners. Learner's progress is tracked to investigate longitudinal impact on attainment, progression and social mobility.

All personal information is removed and feedback is retained for evaluation purposes.

Who to contact about your information and City?

Any questions regarding the data we hold on you can be directed to **heat@city.ac.uk** or by calling the WP Outreach Team on **020 7040 4242**.

You have the right to access a copy of the data held on you by us and you also have the right to object to your data being retained. Contact **heat@city.ac.uk** with your request or call **020 7040 4242** to discuss in more detail.

You can also contact City's Data Protection Officer directly at **dpo@city.ac.uk**.



Student Ambassadors

Student Ambassadors form an integral part of City's widening participation provision. Each year we employ over 150 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.



“They taught me that when it comes to university we need to be serious and kind” Lia, Year 5

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

Target group: Years 5 – 6
Group size: 25 – 40 students.
Location: City, University of London
Timings: 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.

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).

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

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.

“I enjoyed going around the University and doing tasks. Everyone was being really nice and we went through the beautiful entrance.”
Masum, Year 5

Spotlight Days



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.

"I have learned about building, taking notes and listening and that triangles are the strongest shape."

Sarah, Year 6

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:

- 21st November 2018 – Music
- 28th November 2018 – History
- 5th December 2018 – Psychology
- 12th December 2018 – Engineering
- 16th January 2019 – Law
- 23rd January 2019 – Politics
- 30th January 2019 – Journalism
- 6th February 2019 – Computer Science
- 5th June 2019 – Music
- 12th June 2019 – Engineering
- 19th June 2019 – Computer Science
- 26th June 2019 – Health Sciences.

"I enjoyed studying about the brain because it was fun, we have 86,000,000,000 neurons."

Safiyah, Year 5

Spotlight Days

All Spotlight Days are designed to link into the Year 5 and 6 National Curriculum in English, Mathematics and Science.

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.

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

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

Tutoring

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.



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

Shayne, teacher

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.

“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

“It’s been a brilliant school community to work in overall, and a really valuable experience for me.”

Anne-Marie, tutor

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 1 and 2
Group Size: Any
Location: School

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 Ben Copsey to discuss this.

General Widening Participation Outreach

Sarah Wood

Widening Participation Outreach Manager

T: 020 7040 3196

E: sarah.wood.1@city.ac.uk

General enquiries and Snapshot

Andy Smith

Senior Outreach Officer

T: 020 7040 4119

E: andy.smith.1@city.ac.uk

Careers - Information, advice and guidance

Maz Mullarkey

Project Careers Adviser

T: 020 7040 5433

E: mary.mullarkey.2@city.ac.uk

Secondary & Post-16 Events

Tom Trower

Widening Participation Projects Officer

T: 020 7040 4173

E: tom.trower@city.ac.uk

Primary Schools

Ben Copsey

Widening Participation Projects Officer

T: 020 7040 3197

E: ben.copsey@city.ac.uk

Taster Weeks & UniMentors

Shanade Johnson

Widening Participation Projects Officer

T: 020 7040 0055

E: shanade.johnson@city.ac.uk

City of London Academy and Tutoring

Leanne Allen

Widening Participation Projects Officer

T: 020 7040 3032

E: leanne.allen@city.ac.uk

Daniel Bermingham

Widening Participation Projects Assistant

T: 020 7040 4176

E: daniel.bermingham@city.ac.uk

Widening Participation Outreach
City, University of London
Northampton Square
London
EC1V 0HB
United Kingdom



Email enquiries
wpteam@city.ac.uk



Telephone enquiries
020 7040 4242



Follow us on
[facebook.com/
CityUniWP](https://facebook.com/CityUniWP)



Follow us on
twitter.com/CityUniWP



www.city.ac.uk