TIME TO CODE

**Process for Teachers**

In relation to Time to Code, we have partnered with Code Club and Allstate. We need each participating school to register on the [Code Club website](https://my.raspberrypi.org/signup) so we can match you with any volunteers that come forward.

This project is a partnership between the school and the volunteer. The teacher is responsible for classroom/pupil management, and the volunteer is there as a facilitator for the sessions, especially in relation to the coding projects if the teacher is not familiar or confident with Scratch. Where applicable, the school should have the projects printed out and available to volunteers and participating pupils.

You will find project materials here - [Code Club Scratch Resources](https://projects.raspberrypi.org/en/codeclub) and you might find it useful to go to the section at the bottom of each project and discuss with the pupils what new skills and coding language they will be learning each week. It may also be beneficial to show pupils the finished project at the start of the session so they can visualise what they’re trying to achieve.

BITC will contact schools in relation to available Time to Code volunteers and will provide the school with volunteer details to enable the Time to Code school contact to set up the recurring sessions between the teacher, volunteer and the pupils.

We ask that schools advise BITC of the following:

* If the pupil will be at home or in school on the day of their session (if the pupil is at home, we ask that there is a brief introduction between the parent, pupil and volunteer facilitated by the teacher. BITC can also provide support if needed)
* What date the school would like a volunteer/s to start
* Day and time of Time to Code Session/s
* The number of pupils in the class the volunteer will be working with during their session/s
* The class participating pupils are from

The meeting invite between all participants will be set up via one of the C2K school approved platforms, as all due diligence will have been completed from a systems and safeguarding perspective.

The platform selected by the school can be one of the following:

* Microsoft Teams
* Collaborate Ultra
* Google Meet

Enhanced AccessNI for the individual will still be completed by BITC.

Depending on the preference of the school and volunteer/s, sessions may remain online or move into the school setting when deemed safe to do so by all parties.

Once volunteers receive the email invite from their chosen school, all they need to do is accept this and it will filter into their online calendar.

On the day and time of each session the pupil and volunteer will to click the link in their calendar to join their Time to Code session.

It is recommended that pupils are rotated each term or at least twice during the academic year to try and support more pupils.

We ask that all participating pupils complete an initial survey prior to sessions starting and again when the session end to help us gauge where any learning, interests or improvements in knowledge or skills have taken place.

All schools will be asked to complete an end of year evaluation as all feedback will help to shape the programme for future years.

**New 12-week Time to Code programme**

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| **wEEK 1** | [Allstate Cybersafety Programme](https://www.allstate.com/cybersafetyforkids.aspx), this comprehensive session helps teach children (or anyone in the family) how to stay safe online. The goal is to give every child the knowledge and tools they need to navigate their online world safely.  **Pupils will also complete the Initial Survey capturing their thoughts on coding before sessions begin.** |
| **WEEK 2** | Meet your volunteer/s, introductions between the class and volunteer/s - where they work, why they got involved in volunteering, what IT/Coding was like when they were at school. |
| **WEEKS 3-4** | **Time to Code Phase One**  Pupils will learn about basic IT equipment, packages, and skills and how these can help the pupils with other subjects across the school curriculum. |
| **WEEKS 5-10** | **Time to Code Phase Two**  Pupils will enjoy working through a number of fun Code Club projects with the support of the volunteer/s and class teachers to develop their coding skills, along with problem solving, team working and collaborative thinking. If volunteers have experience of using Raspberry Pi’s, Drones, Beebots or other equipment, these could be demonstrated during these sessions. |
| **WEEK 11** | **Workplace Engagement**  This could involve a visit to the volunteers physical workplace or virtually we could engage in a number of activities to help pupils understand their volunteers job or workplace e.g. through storyboards outlining staff careers, a short video of different staff members explaining their role/career path or a virtual tour. |
| **WEEK 12** | **What did you think of Time to Code?**  Reflective session to gain feedback from the pupils, teachers, parents, and volunteers to help keep the programme relevant and ensure all sessions are working as expected. Pupils will fill out the End of Sessions survey to capture their thoughts on their Time to Code sessions. What’s next?  In addition, we can signpost to any upcoming events or ongoing activities e.g. Coolest Projects, MoonHack etc  Possibility of a class or individual incentive (e.g. a Raspberry Pi) for attendance, project idea, helping others etc |