

Part One – The Order of the Sessions

	Module	Volunteer's Role
Day One	Introduction	This will be all the kids together in the hall; the session is led by school staff; Business Volunteers will give a one minute introduction to themselves.
	Ice-Breaker	The kids divide into tutors groups (20-25 per class); each class has a Business Volunteer assigned to them; the Ice Breaker session is led by school staff; Business Volunteers chat with, and encourage, the kids as they play "Discover Me Bingo"!
	Campus Orientation	In teams, the kids have to solve clues to find locations around the school; this session is led by school staff; the Business Volunteer's role is to provide encouragement and help them if they're stuck.
	Ready, Set, Go	In teams, the kids compete to be the first to "Pack Your School Bag"; the Business Volunteer is in charge of the stopwatch!
	Myths Debunked	This is a question panel activity, compered by school staff. Business volunteers will be on the panel, answering questions about their school experiences.
	Skills Masterclass – Preparation For Life	This session is led by you, the Business volunteer. Using the video, powerpoint and paper resources we will provide, Business Volunteers will help the kids to relate the skills they're developing during transition to the experience of starting a job; they'll also write their own (kidified) CV.
Day Two	Loud and Clear	This session is led by school staff, and helps the kids understand the importance of speaking up but also being open to the opinions of others. Business Volunteers can contribute examples from their own life (school and/or work).
	"Out of the Ordinary" Carousel	This is a sequence of 3 sessions, which will vary school by school, but will entail the kids visiting 3 departments of the school that they won't have encountered before EG science labs, drama rooms, Design and Tech workshops. The sessions are led by school staff; Business Volunteers can contribute advice, encouragement and where relevant, examples from their own experience.
	Skills Masterclass – Setting Goals	This session is led by you, the Business volunteer. Using the video, powerpoint and paper resources we will provide, Business Volunteers will help the kids to set goals for the summer holidays.
	Celebration Event	This will be all the kids together in the hall; the sessions is led by school staff; Business Volunteers will recount a couple of their highlights from the sessions and hand out the kids' certificates.

Part Two – The Dates and Times

Date	School	Notes
Monday 4 th July	High Tunstall, Elwick Road, Hartlepool TS26 0LQ	Day One, 08:15 to 15:15
Monday 4 th July	Manor Community Academy, Owton Manor Lane, Hartlepool TS25 3PS	Day One, 08:15 to 15:15
Monday 4 th July	St Hild's, King Oswy Drive, Hartlepool TS24 9PB	Day One, 08:15 to 15:15
Tuesday 5 th July	High Tunstall, Elwick Road, Hartlepool TS26 0LQ	Day Two, 08:15 to 15:15
Tuesday 5 th July	Manor Community Academy, Owton Manor Lane, Hartlepool TS25 3PS	Day Two, 08:15 to 15:15
Tuesday 5 th July	St Hild's, King Oswy Drive, Hartlepool TS24 9PB	Day Two, 08:15 to 15:15
Monday 11 th July	Dyke House, Mapleton Road, Hartlepool TS24 8NQ	Day One, 08:15 to 15:15
Tuesday 12 th July	Dyke House, Mapleton Road, Hartlepool TS24 8NQ	Day Two, 08:15 to 15:15