**Workshop Briefing 2022**

**Before**

Early arrival on site ensures a stress free start to the day – aim to be on site by 8.50am.

Park at car park and walk down to priory

Leave personal belongings in Priory where you collect habit and badge. Someone is in the Priory at all times.

Briefing meeting is at 9.00am

After the Briefing meeting you will have plenty time to set up everything you need for your workshop.

As the children arrive on site workshop leaders will be required to line the walk down to the priory and welcome the children on site. We will have flags to wave!

Once at the priory seating is limited so workshop leaders will have to stand at the rear of the priory during the opening worship.

You will be “Dismissed” during the last song so you can get to your station before the children arrive.

**During**

* Each workshop slot lasts for 30 minutes.
* You will need to repeat your workshop usually 3 times in a day.
* There will be a maximum of 16 children in a workshop; however there will usually be 10 to 15.
* There will be 1 possibly 2 pilgrim guides with you and a member of staff from the school. We try to provide each workshop with an assistant workshop leader.
* The children attending the workshops are all in School Years 3-4 meaning they are 7-9 years old.
* This Year’s Lifepath is focusing on the life of St Oswald and the way God was with him and he brought Christianity over to Northumberland.
* Your workshop should begin with a brief introduction to what will happen during the time with you. Try to include an explanation of how your workshop links to Oswald or the Monks at Brinkburn and the theme of Emmanuel – God is with us. This may be very simple but is necessary for the day to make sense. (Any problems with this – speak to Kirstine!)
* The workshops have to be educational and fun. They should be as interactive as possible. Most children learn best by “doing” so try and ensure the workshop is full of ways for children to interact with the subject.

Materials

All materials necessary for workshops will be paid for from the Lifepath account. If you can source them, then please do and give us a completed expenses form with receipts. If you require us to get you any materials for workshops please let me know as soon as possible so they can be ordered. There are some things we might already have eg – pencils etc. so just ask!

Ultimately discipline remains with the school staff – however you are in charge of your group and they must listen to your instructions.

The Bells!!

* 1st bell rings to begin the workshop
* 2nd bell is 5 minutes before the end of each workshop – at this point everyone must be silent for 30 seconds.
* 3rd bell will sound and the workshop should be concluded
* 4th bell sounds to mark the end of the workshop.

To ensure smooth running of the day please try to finish your workshop when the final bell sounds. This will allow the groups their Pilgrim Guide time. It also gives you enough time to clear up and set up again for the next workshop.

Toilets - Only school staff should accompany children to toilets.

Try to explain they will have time to go during lunch or suggest they wait till nearer the end of the workshop. Please use your discretion and defer to the school staff or the Pilgrim Guide

**After**

You might have a break timetabled but you might have to repeat the workshop straight away! However, you should have a few minutes to refresh your workshop before the next group arrives. Work with your assistant if time is tight and if the group arrives before you are quite ready, ask them to wait!

**And Finally** ……

Do not underestimate your role!

How you respond to these children could well determine just how good their day turns out to be and throughout it all we are all to be a living example of the love of Christ. Use your own experiences – or those of Aidan’s to answer any questions from the children

We are simply introducing these children to Jesus through the Lifepath of the Saints and our own Lifepath of faith .