

Teachers' Pre-Event Pack

Big Bang Fair South East

South of England Showground

Selsfield Road, Haywards Heath, RH17 6TL

Wednesday 27th and Thursday 28th June 2018, 10:00-15:00 (registration from 09:15)

Welcome

STEM Sussex looks forward to welcoming you at the Big Bang Fair South East, and we hope you have a great day taking part in the activities, shows and workshops. This document provides the information that teachers (and parents and home educators) will need to plan for the event. There is a checklist at the end of this document to guide you in your preparations.

Please think about what your students can get from the day and encourage them to speak to the volunteers and people on the stands, to ask them about their career paths. There are loads of local science and engineering companies attending, and one of the main aims of the day is to show young people the many varied careers in and with STEM. And we know it'll be lots of fun too!

Arrival information – see map on next page

- Please arrive at The South of England Showground for registration between 09:15 and 09:45.
- Entrance to the Big Bang Fair South East is via the **North Gate** only – please follow the signs. Event security staff will meet your vehicle at the gates and direct you where to park.
- Once you are safely parked and out of your vehicle, you will be directed through the Green Gate (main entrance to the event) to the Schools Registration Marquee in Area I on the map.
- You will be required to sign in the number of your pre-registered students and staff at the registration desk in the 'registration' marquee. **Here you will collect your wristbands for entry, as well as your teacher packs and schedule for the day.**
- If your school group is arriving separately, please meet at Area I. One teacher can pick up the pack for the whole school group.
- **Guides will meet you in Area I to go through your schedule. They'll also take you to your starting point once you enter the fair.**
- Please note the First Aid point beside Robins Building (marked in the map in the centre of your show guide).
- You may wish to use Area I as your meeting point throughout the day, or choose another location to meet in case your group separates.

Schedule for the day

Activities: There are around 180 drop-in activities at the Big Bang Fair, provided by local companies, education institutions and professional bodies. Primary teachers: whilst many stands might look quite career-focused or high-level, do explore all the buildings and marquees as there's plenty of fun activities aimed at students of all ages.

Secondary teachers visiting on Wednesday 27th June: do make sure you check out the Big Bang Competition entrants – and get inspired for future years!

The event will close at 15:00. Expect to stay for the whole day – there's a lot going on!

Shows and workshops

Each group should be able to see at least one pre-booked show or workshop. Information on the shows and workshops and how to book will be emailed to you shortly. We will attempt to give as many people their first or second choices as possible, but it is first come, first served.

Supervision

Teachers and guardians are reminded that they must remain with their own groups of students during the workshops and shows, and over breaks and lunchtime. Workshop providers are not allowed to supervise students.

The South of England Showground is a very large area and we are expecting a minimum of 6,000 visitors on Wednesday 27th June and 3,500 on Thursday 28th June. It might be sensible to have a pre-arranged meeting point and set times to check in. There are various landmarks around the showground – please check the map.

Health and Safety

- Please remind pupils to behave responsibly at all times.
- A full risk assessment is provided as Appendix 1 of this document.
- As livestock will be at the event, we need to advise you of the importance of hand washing after touching animals and before eating to prevent or control ill health from animal contact at visitor attractions and to ensure the safety of visitors.
- Please note that weather might be very hot. Please encourage children to bring water bottles. There are drinking water taps on site where they can refill.
- Being England, the weather might also be a bit rubbish. Prepare for this too. In cases of extreme weather, a break out area will be provided.

Refreshment and lunch arrangements

Students may bring their own packed lunches if they wish. Refreshments (drinks, snacks or lunches) can be bought at the Showground from the mobile catering units near the entrance. These are marked on the maps. You may take your lunch breaks outside in any grassed area within the boundaries of the Fair. In the case of rain, a building will be designated for lunch breaks.

Please take care to leave all lunch areas clean and tidy when you leave, and use the waste and recycling bins provided.

Photographs and filming

Local media may attend the event to take photographs, film or interview students. STEM Sussex and other partners involved in the event will also be taking photographs and videos to be used in promotional materials such as brochures, websites and newsletters. If you or your students have opted out of filming and photography on the Big Bang website, you will be identified by a coloured sticker you will receive at the registration desk. Please ensure members of your party have the sticker displayed.

Contact Details

The lead teacher in the group must provide their mobile number in advance to help us to identify lost children and reunite them with the group.

Project Work

If your students are showcasing their work in the Big Bang UK Young Scientists & Engineers Competition on Wednesday 27th June (formerly the National Science + Engineering Competition) you will also receive a Competitors' Pack. Please note the earlier arrival and registration time.

If you have students who have completed a project through class or a STEM Club or through an outside scheme (such as CREST) and you would like them to showcase that work, please contact: BigBangSE@Brighton.ac.uk.

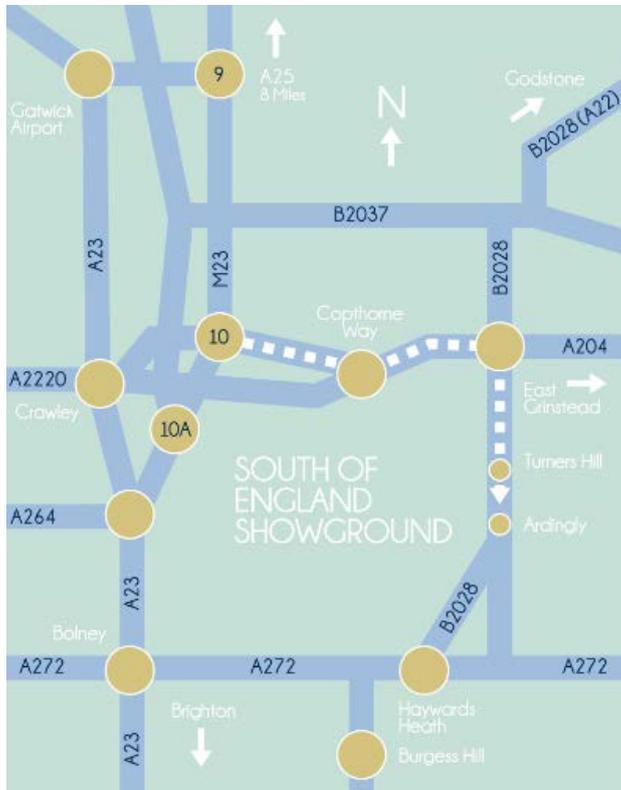
Directions

For the SatNav: The South of England Showground, Selsfield Road, Haywards Heath, RH17 6TL.

Directions by road:

1. Exit the M23 at Junction 10 and take the A264 toward East Grinstead.
2. At the first roundabout, continue straight along the A264.
3. At the next roundabout, turn right and head towards Haywards Heath along the B2028.
4. Continue through the villages of Turners Hill and Selsfield Common.

- Just before you reach the village of Ardingly, you will see the North Gate entrance on your right-hand side.
Please note: the 'main entrance' (the Princes Gate) will be closed; you may only use the North Gate for access to the Big Bang Fair South East.



Directions by train:

If you are travelling by train, please make your way to Three Bridges Station. We are running a FREE shuttle between Three Bridges and the South of England Showground, but you must book your spaces in advance. Please email: BigBangSE@brighton.ac.uk with the subject line: Three Bridges Shuttle, and let us know your arrival time and how many seats you require.

Parking arrangements

Cars and minibuses

On arrival through the North Gate, you will be directed where to park. **Please make your way to the School Registration Marquee.** There will be space for your group to wait safely while you register.

Coaches

If your coach is dropping off and picking up only, they should still use the North Gate. If your coach and driver wish to remain for the day, that is fine – there is plenty of parking. However, in line with our child protection policy, coach drivers are not allowed onsite to use the facilities and/or purchase food unless we have been provided with their name in advance and they present a current DBS certificate at the registration tent.

Checklist

Preparation before the day:

- Familiarise yourself with this pre-event pack (and competitors' pack)
- Send letters to parents/guardians
- Arrange transport for the day
- Speak to students about planning their day and finding out about careers
- Send lead teacher mobile number to: BigBangSE@brighton.ac.uk
- Distribute and collect photography permission slips for adults and children

What to bring on the day:

- Directions to The South of England Showground
- Lunch and refreshments (and water!) for students and teachers
- List of children and adults with and without photography consent
- Sun cream if it's hot; wellies and a raincoat if it's wet