

Incursion Logistics- On the day

I will arrive approximately 1 hour before start-time, if we are starting at 9am , I will be at your **venue at around 8am** as the set-up takes me a full hour (a little less for Game-making and Animation) . It also takes about an hour for me to pack-up so please advise cleaners and staff.

As I use a lot of equipment please arrange a room on the ground floor with good access to my car.

Please make sure an access gate for my vehicle, is open so that I can park as close as possible to the room we will use , please advise office staff and locate the gate key.

Recess and Lunch breaks

Please notify me (and have a written copy for me in the room) of the timetable that you will be following on the day of the incursion. To get the most out of your day it may be advisable to re-schedule these breaks for the classes involved, please also make sure that the students know these arrangements.

The Room

As I bring my own equipment there is no need to tie-up a computer lab, usually a g.p./ art room or hall is suitable. I also supply all the required power boards and leads.

Make sure that other teachers and classes know that the room is in use for the day and have arranged another room for their classes, this may also involve after school hour care coordinators.

Any teachers who would like to join in the sessions are welcome, as are on-lookers. If any parents are interested in participating, please invite them.

Please also make sure that there is a rubbish bin available. The room will also require either a blank wall for me to project onto or a projection screen.

Space and Tables Claymation requires more table space than robotics. Please allow one trestle table per 2 students for claymation and one trestle table per three students for robotics. If you are using smaller tables please allow similar 55cm square area of table “real estate”.

The robot’s and computers take up quite a bit of space. Table space of a minimum of 50cm square per computer and robot is required. The number of tables required will depend on your table sizes and shapes.

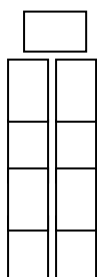
I will also require 2m x 1 m table space for my equipment, data projector and computer.

Depending on the size of your classes students will be working in groups of 2 per computer and robot. It’s a good idea to organise these groupings before the day so that students are working with a compatible partner. We will require one chair per student.

We will also require cleared floor space of approximately 3m square or similar to allow the robots to roam freely and for the various robotics challenges. Carpeted area is fine. Because of this a standard classroom is usually too small and cluttered but can be workable if we rearrange the furniture. A hall . G.P. room is usually ideal.

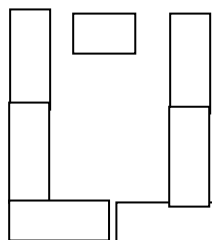
To minimise student traffic across power cords I usually arrange the tables together down the centre of the room or in a U shape.

If possible, please have the tables and chairs set-up in this arrangement prior to my arrival



OR

n.b. – exact number of tables required will vary according to class size



Pack-up of my equipment takes approximately 1 hour after school, please advise your cleaners of this.

Other

You may like to have a video camera/digital camera available and a teacher taking photos for your newsletters.

Claymation / Gamemaker : Saving - distributing the students Claymation Movies ,Photos/ Gamemaker Games after their session- I have set-up folders for each grade on my computers. At the end of each day I will burn the student's folders onto a single CD for distribution by you to the students and so they can work on them if they wish. Please advise students that they are **NOT** to plug in USB drives on my laptops, that I will ensure that their work is saved and provided to you.

For Claymation

It is possible that students won't fully complete editing their movies on the incursion day, however , they will have enough skills and their photos, so that they can successfully complete this either at school later or at home. I will provide comprehensive instructions for using Movie Maker on a CD.

Staff Session

If your booking also includes a staff session after school please advise staff that they will be required for at least 1 hour (preferably 2!) after school. The staff session will be conducted in the same room as the students incursion.

Invoice

Your school will be invoiced after the incursion