**Oxford Physics**

**‘Speakers in Schools’**

**booking form**

**Talk details**

|  |  |  |
| --- | --- | --- |
| School details | Name |  |
| Address |  |
| Post code |  |
| Contact teacher  | Name |  |
| Role  |  |
| Email |  |
| Telephone number |  |
| Talk details | Talk title (or topic) |  |
| Speaker (if applicable) |  |
| Audience details | Year group(s) |  |
| Selection e.g. whole year group, G&T, after school activity etc.  |  |
| Audience number |  |
| How interactive does the session need to be? |  |
| Request | 1st choice: Date |  |
| 1st choice: Time period including time for question |  |
| 2nd choice: Date |  |
| 2nd choice: Time period including time for question |  |
| 3rd choice: Date |  |
| 3rd choice: Time period including time for question |  |
| Format | Would you prefer this activity to be delivered online (i.e. via Zoom) or in-person? |  |

**Online events only**

|  |  |  |
| --- | --- | --- |
| Online format  | What platform would you prefer for presenting? (e.g. Zoom, Teams, Google) |  |
| Could students also have access to individual mobile devices (i.e. tablets or phones) with internet access? (y/n) |  |
| Could students also have access to individual computers with internet access? (y/n) |  |
| Could we arrange a time to do a test run of the technology before the session? |  |

**PTO**

**In-person events only**

|  |  |  |
| --- | --- | --- |
| Room set-up  | Is there access to the room before the activity? |  |
| Will there be a projector and screen? (y/n) |  |
| Will there be a laptop or computer? (y/n) |  |
| Could the speaker gain access to the internet on their own device? |  |
| Travel  | Is there parking available? (y/n) |  |
| Nearest/most convenient train station from Oxford |  |
| Distance/time from station and/or availability of taxi |  |
| Suggested time before activity to arrive at school (with approx. 20min set-up) |  |
| Refreshments  | Will refreshments be made available for the speaker? (if applicable) |  |

Please return the completed form to**:** **schools.liaison@physics.ox.ac.uk**

**Safeguarding guidelines**

* Speakers should be made aware of the schools’ visitor policies for safeguarding, first aid and emergency evacuations.
* All speakers should be accompanied by a member of teaching staff within schools and should not be left alone with pupils/children as our speakers are not trained in looking after children and they may not have undertaken a DBS check.
* If a speaker finds they are alone with pupils/children they should immediately report to a member of staff or reception.
* Online chat and Q&As during talks should be moderated by a teacher.
* A risk assessment for Speakers for Schools is available on request.

**Distance to event**

Speakers are more able to visit schools which are within an hour’s travel of the University and schools that are a considerable distance from the University may be asked to contribute toward travel and/or accommodation costs.