

Kids Teaching Kids Week

Tips for Timetabling and Group Break Up



Timetabling and group break up for your Kids Teaching Kids event can seem really daunting, but spending a bit of time thinking this through early on in the event planning process will help you quickly respond to changes that arise closer to the event.

The things that you will need to consider are:

- **Start/finish times** for the day; how far do schools need to travel?
- **Number of workshops**
- **Number of students**
 - o Number in each presenting group
 - o Number coming as audience members only
- **Variety of workshop topics**; if possible, you want to try to avoid the one audience group seeing two very similar topics
- **Number of workshop rooms** available; try to keep these relatively close together and avoid having more than one group presenting in the one space as it will be too noisy
- **Max audience size**; try to keep audience sizes to 20-30 students
- **Movement time** between workshop spaces; 5 minutes is usually sufficient
- Allowing time for groups to **set up** their workshop (eg. at morning tea/lunch)
- **Number of times groups will present**; we recommend that groups present twice - this helps with the nerves and students can fix up anything that didn't go so well the first time
- **Opening session**; keep it engaging; limit the amount/time of speeches, have something to entertain the students (eg. a mainstage performance by a school)
- **Break times**; do you need to allow time for both morning tea and lunch or will there be time for a snack when students arrive?
- **Other activities**; you do not have to have any activities other than your Kids Teaching Kids workshops, however you may want to consider having some sort of lunchtime activity or 'field trips' as part of your workshop rotations. Field trips or other activities run by environmental/education providers can be a good way of keeping audience numbers down if you have more schools attending as audience only than as presenters.

Timetabling

We have provided several **sample timetables** in the Host Support section of our website for you to use as a guide. We suggest amending these to suit your event. There is no right or wrong way to structure the day; it needs to work for your purposes, venue, number of schools etc.

Group Break Up

Once you have the timetable for the day sorted, it's time to start **group break up**. There are a couple of ways that you could do this:

1. Keep students from the one school together in the one audience group
2. Mix schools up in the audience groups

Some teachers may feel more comfortable with **option 1** as they will be able to remain with their own students, but it means that you will need schools to bring roughly the same number of students to make audience numbers even. This option can be tricky if you have schools who are coming as audience members only.

If you can separate school groups, **option 2** is preferred as it means that students from the same school will have seen a range of workshops and will be able to share their learnings when they get back to their school. This is also how we do group break ups for our national and state conferences.