

Read Write Inc. training - schedule and room layout.

Times

- Session 1: 9.00 – 10.30
Session 2: 10.50 – 12.45
Session 3: 1.30 – 4.00 (short tea break)

You may prefer to have a shorter lunch break and finish at 3.45.

At the end of day 1 your trainer will lead a senior management meeting to discuss implementation of the programme. This will include assessment and grouping, organisational issues and one to one tuition.

Your trainer will arrive at 8.00 am on the first day. Please make sure there is a parking space for the trainer near the school building. The trainer would be grateful if you would arrange help to transfer training material and equipment to the training room.

Equipment

Please provide the following equipment in the school hall or a large, airy room:

- chairs and tables – pairs of chairs side-by-side in groups of 4, 6 or 8 facing the screen (no backs to the screen)
- projection screen and data projector or interactive whiteboard
- a flip chart
- screens to display two pocket charts
- pencils and paper for staff

Please organise the staff into pairs – mix teachers and assistants together.

Partner people who have not worked together before. Please make large print first name labels.