

BITC Event Tracker September 2018 – July 2019: Easthampstead Park

Date	Event	Owner	Detail	Status
19 th September 2018 (18:00 – 20:30 hours)	EPCS Open Evening	Richard	<ul style="list-style-type: none"> EPCS Open Evening for perspective new parents of current Year6 students to apply for a place at the school. FJ Awareness stand to be present, supported by BITC volunteers. Need to be at the school for 18:30 hours to set up the stand. 	<ul style="list-style-type: none"> Date confirmed. Richard to confirm timings. Lisa/Aaron to attend to raise awareness of the BITC EPCS / FJ Partnership.
Thurs 20 th & Thurs 27 th September 2018	BITC EPC Partnership Awareness Session (Stand to be set up in BRA01 & BRA07 at lunch time) to interest new potential volunteers	Lisa & Aaron	<ul style="list-style-type: none"> 2 students required to support 2 x lunchtime sessions, alongside Lisa & Aaron to advertise the Partnership to our FJ colleagues and potentially interest new volunteers. 	<ul style="list-style-type: none"> Date confirmed. Lunchtime session between 12:30 – 14:00 hours. Richard to confirm Student details to be booked onto site.
September 2018 – July 2019	Maths Assistance Programme (MAP)	Lisa & Aaron	<ul style="list-style-type: none"> FJ volunteers assisting the Maths department with their Year 10 classes. 	<ul style="list-style-type: none"> IN PROGRESS. Volunteers have all gone through their DBS checks and have met the Maths Department. They are ready to resume their assistance this term.
October 2018	Year 10 Mentoring Programme	Lisa & Aaron	<ul style="list-style-type: none"> Mentoring scheme for Year 10 Students. 20 students to be identified. 20 volunteers required to support. 	<ul style="list-style-type: none"> Lisa & Aaron to identify volunteers to support this activity. Once volunteers identified, training sessions to commence followed by a speed dating round. Speed dating session Wednesday 3rd October 2018. Initial Mentoring Dates (14:00 -15:00 hrs)

				<ul style="list-style-type: none"> ▪ Wednesday 7th / 14th November ▪ Wednesday 5th / 12th December ▪ Wednesday 9th / 16th January
12 th November 2018	Remembrance Assembly	Richard	<ul style="list-style-type: none"> ▪ Lisa & Aaron have been invited to attend the remembrance ceremony as EPCS dignitaries. 	<ul style="list-style-type: none"> ▪ Assembly 10:00 – 10:45 hours.
13 th November 2018	Apprenticeship Awareness Briefing – Year 11 (150 students)	Lisa & Aaron	<ul style="list-style-type: none"> ▪ Volunteers from the FJ Apprenticeship Programme provide an overview of their experience at FJ and as an apprentice. 	<ul style="list-style-type: none"> ▪ Date & Year Group confirmed. ▪ Event to be held during an assembly to gain maximum impact.
Early December 2018	Reading Inspires Event – Year 9 15 Students am, 15 students pm.	Nikki & Richard		<ul style="list-style-type: none"> ▪ Nikki to confirm Date. ▪ Planning required.
January 2019	KEY STAGE 4 Presentation Evening	Richard	<ul style="list-style-type: none"> ▪ FJ sponsor a prize for the Key Stage 4 Presentation Evening. 	<ul style="list-style-type: none"> ▪ Date TBC
12 th February (x-cross day) 2019	Enterprise Challenge Day – Year 8 (150 students)	Lisa & Aaron	<ul style="list-style-type: none"> ▪ Enterprise Challenge Day – an event to challenge students to create and market their very own mobile app. ▪ Dependant on student numbers 20+ volunteers required. 	<ul style="list-style-type: none"> ▪ Date & number of students confirmed. ▪ Lisa & Aaron to seek volunteers to assist. ▪ Ali Bovis to lead. ▪ Senior Leadership Team required for judging session in the pm. ▪ Planning required.
26 th February 2019	Dragon's Den Final	Lisa & Aaron	<ul style="list-style-type: none"> ▪ Following on from the Enterprise Challenge Day, the winning 2 teams battle it out in front of the Senior Leadership Team to win the FJ Trophy. 	<ul style="list-style-type: none"> ▪ Senior Leadership Team to be secured for judging panel. ▪ Planning required.
06 th March 2019	Women in Business Breakfast # 1	Lisa		<ul style="list-style-type: none"> ▪ Date TBC ▪ Planning required.

Wednesday 19 th June 2019	SPOC / Service Operations Team & Business Overview (Year 10 Business & Computer Studies Students.)	Lisa	<ul style="list-style-type: none"> A “real life” tour of a business in operation. Starting with an overview from the Service Director, moving onto a tour of a Helpdesk and a Technical Engineering operation. 	<ul style="list-style-type: none"> Planning required.
27 June 2019	Prudential Public Speaking Competition	Nikki Wakefield / EPC to lead		<ul style="list-style-type: none"> Date Confirmed. Need to start preparations in May. 2 x FJ volunteers required to support.
June/July 2019	Year 7 Charity/Fundraising Project	Richard / Lisa / Aaron		<ul style="list-style-type: none"> Number of students tbc. Charity to be decided. Planning required.
Wednesday 10 th July 2019	Women in Business Breakfast # 2	Lisa		<ul style="list-style-type: none"> Date TBC Planning required.
Thursday 14 th March 2019	CV Skills Workshop (Morning Session)	Lisa & Aaron	<ul style="list-style-type: none"> A workshop to highlight the importance of a CV, talk the students through a good CV and a bad CV and the recruitment process in general. 	<ul style="list-style-type: none"> Date, Year Group & Number of Students required. Previous year was held at the end of February.
Thursday 4 th April 2019	Mock interviews	Lisa/Bob	<ul style="list-style-type: none"> A follow on event a month after the CV skills workshop with the same year group and students. Sarah Burroughs EPCS - POC 	<ul style="list-style-type: none"> Date, Year Group & Number of Students required. Planning required

Ongoing Initiatives

Date	Event	Owner	Status
September 2018 – July 2019	Maths Assistance Programme	Lisa / Aaron	<ul style="list-style-type: none"> IN PROGRESS.

			<ul style="list-style-type: none">▪ <i>Volunteers have all gone through their DBS checks and have met the Maths Department.</i>▪ <i>They are ready to resume their assistance this term.</i>
--	--	--	---