



Welcome to the **First Give** programme

You should have received all of the resources you'll need to run the First Give programme successfully in your school. This includes:

- ◆ This fold out programme overview
- ◆ A coursebook for each student in the participating year group
- ◆ An email you received after filling out the School Agreement Form, which includes a link to access all resources for teachers.
 - Powerpoints
 - Videos and other resources
 - Lesson briefings
 - Exemplar work
- ◆ The First Give Final checklist to help you plan the big Final event.

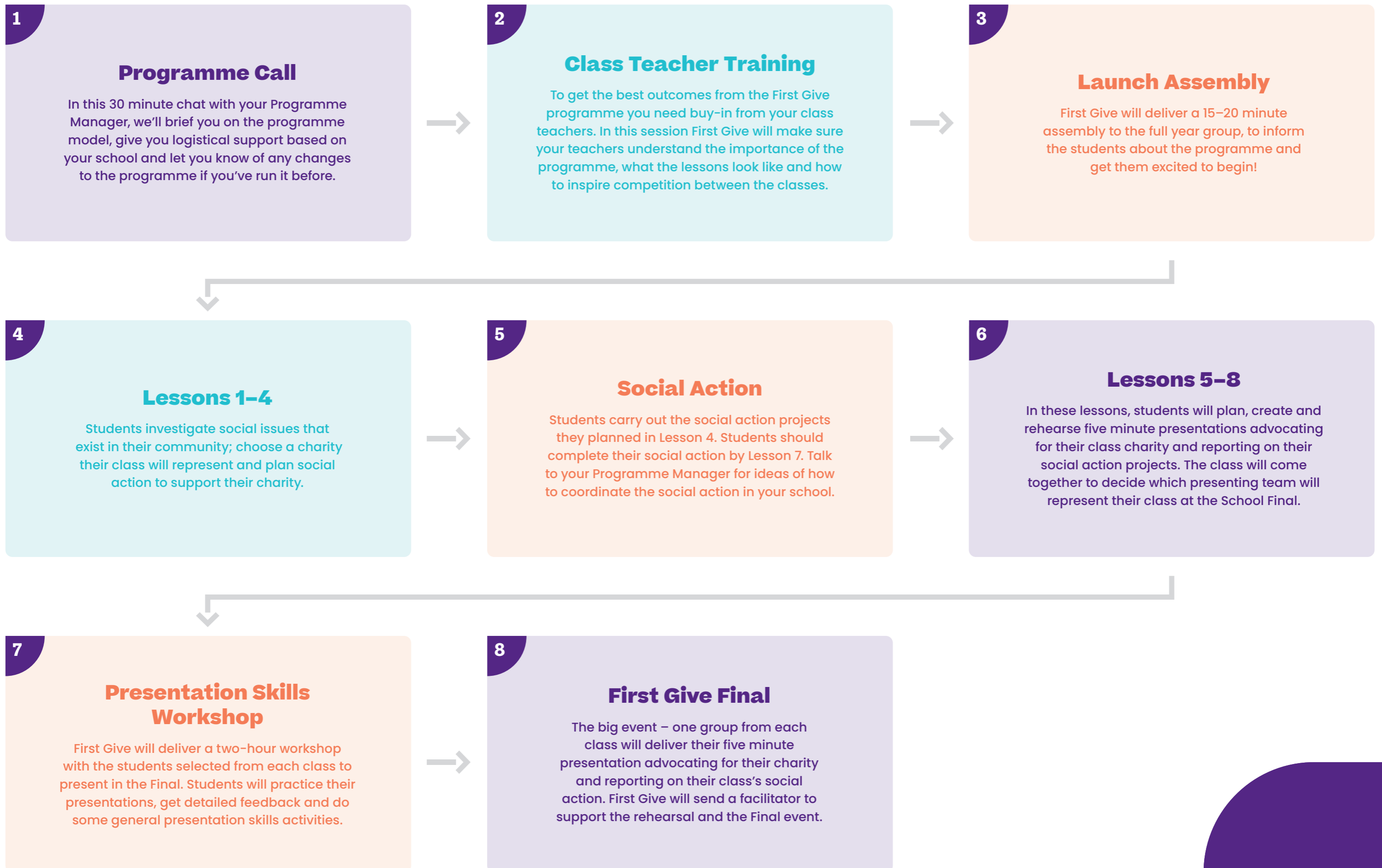
We provide the resources, support and advice for delivering the programme, but we wouldn't be able to run it without teachers like you! So, thank you!

We hope you will find everything you need in these resources. However, if you need anything please don't hesitate to get in contact with your Programme Manager.

Good luck and keep in touch to let us know how the programme is going!

The **First Give** team

Programme overview



	1 Programme Call	2 Class Teacher Training	3 Launch Assembly	4 Lessons 1-4	5 Social Action	6 Lessons 5-8	7 Presentation Skills Workshop	8 First Give Final
Description	In this 30 minute chat with your Programme Manager, we'll brief you on the programme model, give you logistical support based on your school and let you know of any changes to the programme if you've run it before.	To get the best outcomes from the First Give programme you need buy-in from your class teachers. In this session First Give will make sure your teachers understand the importance of the programme, what the lessons look like and how to inspire competition between the classes.	First Give will deliver a 15–20 minute assembly to the full year group, to inform the students about the programme and get them excited to begin!	Students investigate social issues that exist in their community; choose a charity their class will represent and plan social action to support their charity.	Students carry out the social action projects they planned in Lesson 4. Students should complete their social action by Lesson 7. Talk to your Programme Manager for ideas of how to coordinate the social action in your school.	In these lessons, students will plan, create and rehearse five minute presentations advocating for their class charity and reporting on their social action projects. The class will come together to decide which presenting team will represent their class at the School Final.	First Give will deliver a two-hour workshop with the students selected from each class to present in the Final. Students will practice their presentations, get detailed feedback and do some general presentation skills activities.	The big event – one group from each class will deliver their five minute presentation advocating for their charity and reporting on their class's social action. First Give will send a facilitator to support the rehearsal and the Final event.
Things to do	<input type="checkbox"/> Have you booked in your Programme Call?	<input type="checkbox"/> Have you received your resources? <input type="checkbox"/> Have you booked in your teacher training session?	<input type="checkbox"/> Have you watched the programme overview video? <input type="checkbox"/> Have you booked the assembly date and time with your Programme Manager? <input type="checkbox"/> Have you received and read the reminder email one week before the assembly? (Check your junk inbox just in case!)	<input type="checkbox"/> Have you booked a quick meeting with the class teachers to check on progress and make sure they've contacted the class charity? <input type="checkbox"/> Have you organised IT access for Lesson 2? <input type="checkbox"/> Have you booked in a mid-programme call with your Programme Manager?	<input type="checkbox"/> Have you got SLT sign off for any fundraising happening in school? <input type="checkbox"/> Have you given students a deadline for their projects? <input type="checkbox"/> Have you and your Programme Manager begun organising the dates and times you want for the Workshop and Final?	<input type="checkbox"/> Have you organised IT access for Lesson 6 (recommended)? <input type="checkbox"/> Have you checked in with each class's progress?	<input type="checkbox"/> Have you booked the hall or an appropriate large space? <input type="checkbox"/> Have you got all presentations ready to be rehearsed? <input type="checkbox"/> Are the Workshop and Final dates and times confirmed and booked in? <input type="checkbox"/> Have you organised for someone to be with our facilitator throughout the two hour workshop?	<p>See the Final checklist for a comprehensive list of things to do that will guarantee a fantastic Final at your school!</p> <p>Seek support from an Additional Lead Teacher in school if needed, and always speak to your Programme Manager if you have any questions or concerns!</p>
Other First Give resources	Programme overview Video briefing guides	Video briefing guides Class Teacher Training PPT (ask your Programme Manager if you want to record your training call) Student Coursebook	Social Action video	Student Coursebooks Lesson PPTs Video briefing guides Lessons 1–4 Lesson plans 1–4 Teacher guidance for organising charity meeting Guide for charities (to attach to template email) Template email to charity	Social Action video Class social action tracker (Excel) Teacher Hub blog for inspiration	Student Coursebooks Lesson PPTs Video briefing guides Lessons 5–8 Exemplar work Lesson plans 5–8		Final checklist Parent invite template Programme template Charity invite template
Best practice?	i.e. Have your Workshop and Final dates ready to book with your Programme Manager.	i.e. Share all resources with your teachers. Plan and brief class teachers on how the social action will be managed etc. Tell teachers when the Final date will be.	i.e. Get class teachers to attend the assembly. Tell students the date of the Final. Get last year's winners to speak/give top tips/deliver presentation.	i.e. Organise a teacher check-in after lesson 2 when all classes have chosen their charities. You can see if they have contacted their charities. The charity meeting is vital for student engagement, so remember that your Programme Manager can also support with charity contact. Check in after Lesson 4 to see what social action projects are happening.	i.e. Give students clear structure and deadline within which to complete. Tell SLT ahead of this happening. Get charities' advice on what to do to support them. Have a method for collecting any fundraising. Take pictures.	i.e. Get support of other departments i.e drama, media, music to support students with creative elements.	i.e. Organise follow up rehearsals with students between Workshop and Final.	See the Final checklist for more suggestions!

Stay in contact with your Programme Manager throughout!

We love updates on what your students are doing, and we can help if you come up against any stumbling blocks.

Planning your First Give Final

This checklist covers everything you need to do in order to make your First Give Final both easy to organise and a success on the day. A First Give Facilitator will coordinate the event once they arrive, including hosting from the front, but this list will help you get everything prepared ahead of the event.

The first list **in orange** contains the things we think are essential for a smooth Final. The items **in blue** are suggestions of things to make the Final that extra bit special.

- Book the hall**
You'll need to book this for three hours as the rehearsal will be happening there directly before the Final. The hall will need to be set up with rows of chairs for the audience, and a table for the judges at the front.
- Recruit three judges**
Please invite the Headteacher to sit on your panel, along with one or two student judges. Other suggestions: Head of Year, Governor, or another member of the SLT. They will need to be available for nearly two hours (a 20 minute briefing plus the 90 minute event).
- Book a judges' room**
The judges will need a room near the hall for the briefing and the deliberation.
- Prepare the judges' table**
Prepare water and glasses for the judges' table (we'll bring a table cloth).
- Photographic consent** (if applicable)
We will provide you with the forms if we are going to be taking photographs at your Final.
- Send out invites**
To charity representatives, parents/carers and the rest of the year group. To make this as easy as possible, there are some letter templates on the 'overview' section of the resources on the Teacher Hub.
- Prepare all PowerPoint slides**
Make sure all the students' PowerPoints are saved in one place (USB or on computer) or, ideally, pulled together into one big PowerPoint.
- Technical support**
We recommend organising someone to ensure the sound is working, videos play and if you're using them, that microphones work properly.
- Tell your students**
Make sure they know what time and where the Final is happening! (Don't forget that the presenting students need to have three hours free for the rehearsal and Final).
- Interval**
There is a c. 10-15 minute break in the Final event whilst the judges deliberate. You might want to organise a student performance, show a short film or have a break for refreshments. For more comprehensive suggestions, see our blog post on the Teacher Hub: 'Top tips for the interval at your Final'.
- Reception**
Make sure your reception staff know who to expect (i.e. judges, parents, charity reps etc).
- Safeguarding**
Please make sure you/a class teacher has checked any creative content the students have made to make sure it is appropriate e.g. role plays and videos. Also, if students are dealing with particularly sensitive topics, consider if a trigger warning needs to be given to the audience before the Final begins.
- Programme**
We'll email you the template two weeks in advance. This is worth doing if you have charity representatives, parents/carers and/or community members in the audience. You may want to print just enough for these guests.
- Social action**
Why not get students to display social action they have done (posters, fliers etc)? Or the students could carry out some social action on the night (petitions, refreshments, quizzes etc). You could even organise a slide show of social action photos to rotate at the beginning or at the interval.
- Past winners**
Invite last year's winners to judge or even feedback on their First Give win.
- Background music**
Playing while everyone takes their seats and for the interval.
- Fundraising**
If the students have raised money for their charities, you could organise to hand out cheques to all charities on the night.