

SARAH HOLDING

TERMS AND CONDITIONS FOR SCHOOL VISITS AND WORKSHOPS

Mission

I am passionate about visiting schools and sharing my love of reading and writing with children of all ages. I particularly love it when I come away from a school having inspired the teachers too! My mission is to reach as many young people as I can, to give them a memorable experience, share with them what being an author is like, and help them appreciate and embrace their own creative potential.

In-person workshops

I currently offer three in-person workshop formats for schools, targeting 3 different age groups:

- KS1 (ages 4-8) *How to Write a Poem (WAP)* poetry workshop - 60 minutes
- KS2 (ages 8-11) *SeaBEAN (SBT)* creative writing workshop - 60 minutes
- KS3 (ages 11-16) *Chameleon (CML)* creative writing workshop - 60 minutes

- NB These sessions are devised to be classroom-based with 30 children participating at a time. I can facilitate a more active session in a large hall with more than one class attending, provided I have the appropriate level of teacher support.

- NB The poetry workshop can be adapted for older children on request.

Format for 1-hour in-person sessions

- I introduce myself to the class and explain what we're going to be doing for next hour
- I ask students a few preliminary questions to get them interacting with me
- I show a short presentation (via Google slides) to get them focused on the writing task
- I read aloud a brief excerpt of my work to prepare them for the writing task
- I brainstorm ideas about themes and word banks with the group as a whole
- For poetry workshops, I assign sub-groups/tables slightly different tasks
- I allow 15-20 minutes' silent writing time, and help individual students to get going if required
- At the end of the session I allow about 5 minutes for selected students to read their work aloud to the whole group, and I give brief feedback
- If there's time, I'll take a few questions at the end, encourage them to continue working on their stories or poems, and remind everyone including the teacher how they can buy my books.

Resources to be provided by school

- Plain paper and pencils to work with, plus clipboards if we are working in a space that does not have chairs and tables
- Access to a laptop connected to a data projector, and the ability to log onto my Google account
- Access to a physical or digital whiteboard to capture ideas
- An appropriate space in which to conduct the workshop, where pupils will not be unduly interrupted, and which is adequately ventilated
- Access to staffroom and any refreshments gratefully received
- A visitor parking space, if required.

In-person sessions

- £250 for a half day (morning or afternoon, this allows scope for 2-3 workshops sessions)
- £400 for a whole day (this allows scope for 4-5 workshop sessions)

- NB these charges are in line with the Society of Authors' recommended fees, of which I am a member

Online session

- I offer a 1-hour online taster/discovery session, which is an illustrated assembly/talk including a reading and a short Q&A, costing £60.
- The session is delivered via Zoom/Teams and is aimed at schools overseas or outside Surrey/M25 or in special circumstances, don't have the budget to book me for a workshop.
- I can host and schedule the session and send a Zoom link to the teacher, or the school can host me on their system, in which case I would need to be allowed to share my screen.

World Book Day (March)/National Poetry Day (October)/Children's Literature Day (April)

- These are when I am most in demand, and are therefore the only times of the year I offer short in person author visits to schools, where I only give an assembly talk ie no workshop element.
- I try to limit this to schools within 10 miles/a 45 minute journey of my home (KT6 6AH).
- On request, I can arrange to do short author visits to a cluster of 3 schools or more which are located close to each other, so they can be coordinated and scheduled on a single day
- This type of visit must be pre-paid a month before the event.
- If a school requests my participation at a careers/special event, or to give an evening talk, the same fee and upfront payment procedure applies.

Travel Expenses

- I do not charge for my travel if the school is located in Surrey or within the M25.
- Outside these areas, I only take whole day bookings, and charge either the second class return rail fare from Surbiton or the standard AA mileage rate (45p/mile) if driving.

Book sales

- I give all schools that I visit, whether virtually or in person, the opportunity to purchase signed copies of my books at special discounted school prices
- If driving, I can bring books on the day, or I can dispatch them via courier after my visit.
- The prices are: HTWAP £4, SBT £12, CML £9, bundles HTWAP+SBT = £15, SBT+CML = £20, bundle containing all three books = £24)
- Book orders are delivered via Evri/Yodel without no charge for P&P, subject to min. order of £100
- Ahead of my visit/session we supply a flyer for teachers to send out to parents, giving details of how to order the books/bundles
- We allow each school about a week following my visit to gather in orders before chasing the order.

Invoicing

- Invoices are raised by Firehorse Enterprises Limited (my company) and issued to clients following each event.
- I do not charge VAT for books or workshops.
- The school is expected to collect in money from parents for books and I invoice the school for the total order, including books and workshop fees, in a single invoice.

Repeat bookings

- My workshops are listed on 2 online sites: schoolworkshops.com and contactanauthor.co.uk and via Academy Groups such as United Learning, which have adopted her books as one of their writing units.
- Repeat bookings are offered at discounted rates.

Refunds and cancellations

- I do not offer refunds on workshops or books once they have taken place or been delivered.

- Any WBD booking or similar is pre-paid and no refunds are given for cancellations once the invoice has been raised.
- Any other workshop bookings wherever possible should be postponed to a later date, rather than cancelled, and would be subject to the same fee.
- Bookings for my free virtual taster sessions may be cancelled up to 24 hours prior to the event.

DBS, ID and COVID checks

- I have a basic up to date DBS certificate which can be supplied on request
- I can bring my driving license and/or my British passport with me for ID purposes if required
- I will if required by the school's active COVID policy carry out a lateral flow test prior to my visit
- I will not undertake a school visit if I have any COVID symptoms
- I will not lead a session without a teacher present in the room for the duration
- I will abide by the school's code of conduct at all times while on the school premises
- I will not communicate with individual pupils via email or social media

Schemes of Work

- There is a 10-lesson Scheme of Work for primary school teachers, to accompany *SeaBEAN*, which is available on request.
- A Scheme of Work for *Chameleon* and *How to Write a Poem* are in production and will be available by January 2023.
- The United Learning Group has also created a Writing Unit of its own based on *SeaBEAN*, which is available to schools in the group.

CPD workshops for teachers

- I also offer a low-cost workshop format for delivering on Inset days or at the end of the teaching day to staff, entitled 'The Creative Classroom', which aims to give teachers new tools and insights for engaging the creativity of their pupils and getting results from creative brief-setting and cross curricula approaches to problem-solving.
- This is a 90 minute session for up to 30 teachers, costing £180.
- For schools who have previously booked me for a session, I offer the CPD workshop at the reduced rate of £150.

Photography and social media

- I will not take or use photographs from my sessions in schools or screenshot a zoom session unless I am given expression permission to do so by the school
- I always invite teachers to take their own photographs of my session, and to share any images that I may use on social media with me
- I usually tweet about any upcoming visits to schools, and often after my visit too, but I would make every effort to ensure any image I post has been cleared by the school for use online.

Competitions

- From time to time I run writing and performance competitions and solicit entries from schools and libraries I have previously visited.
- When notifying winners, I will either email the school or the entrant's parents/guardians to let them know, depending on how their entry was received.
- I will only mail prizes and certificates to home addresses if these have been provided by a parent or guardian, otherwise they will be sent to the prize winner's school.

GDPR

- My database has been compiled for me by my team at Firehorse Enterprises Limited for the sole purpose of contacting schools interested in hosting an author-led talk or workshop.
- Any school wishing to be removed from our database should email Firehorse to advise us.

- We never share or sell information pertaining to any school we have on our database with any other organisation.

Inclusivity

- My pronouns are she/her
- I am very used to working with behaviourally challenged, special educational needs and neuro-diverse children
- I am an experienced and inclusive workshop facilitator who seeks to engage everyone in the session regardless of their gender and ethnicity
- I am experienced at working with children in schools with low levels of educational attainment and in deprived post codes
- I am experienced at working with children whose first language is not English, and who struggle to read and write, and have methods to enable them to capture and express their ideas
- I am experienced at working with children who are physically handicapped, deaf or blind, and see no problem with fully including them in a session, provided there is an induction loop or the student has a braille-enabled laptop and/or personal learning assistant.