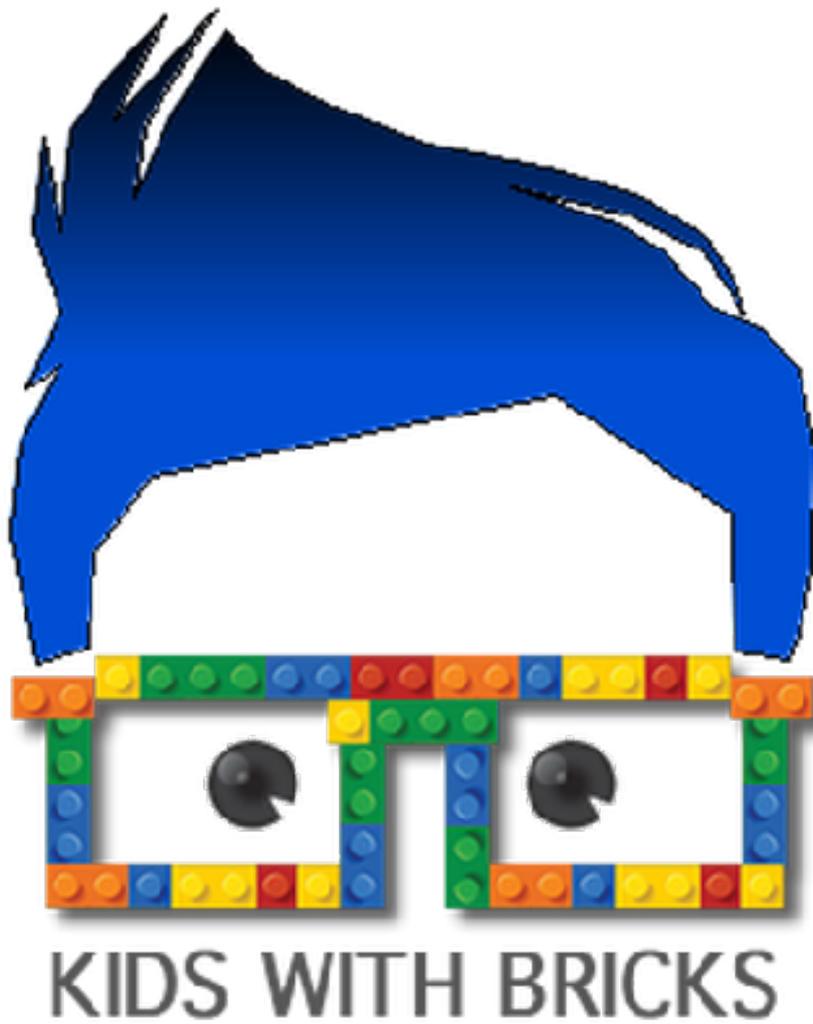




# Training for Kids With Bricks' Lego Club





# Training for Kids With Bricks' Lego Club

Welcome and thank you for choosing to run our Lego Club.

This booklet will guide you through the following subjects:

**- What's in the box**

- Bricks
- Paperwork

**- Admin**

- Resource Page
- Invoicing
- Registers

**- Running a Club**

- Start
- Video
- Competition
- Tips



# Training for Kids With Bricks' Lego Club

## What's in the Box?!

### Bricks!

In the box you will have approximately 4000 Bricks, some flat plates, people and lots of other miscellaneous parts.

This amount of Bricks should stretch to a group of 15 children and give them a great variety of pieces to create their builds!

### Paperwork

In the folder contained in your box is a Welcome letter, welcoming you to our Lego Club, a few brief details and our contact details.

There are reward stickers! Everyone loves a sticker so these are for the each weeks winning build! (if it's a close call, you can always give the to runners up) When you run out, just give us an email or call and we'll get some more sent out.

There will also be a few flyers for our sister company Mi Little Pad Ltd, who run Minecraft Clubs!



# Training for Kids With Bricks' Lego Club

## Admin

### Resources

You can access our resource page through your MyClub page ([www.kidswithbricks.com/myclub](http://www.kidswithbricks.com/myclub)), Here you will find everything you need for the club.

At the top we've got contact details for the main people to contact.

Home | Contact | New Staff Registration | Book a Club

### STAFF RESOURCES

Welcome! First things first...these are the guys that you need to contact if you need anything!

**Sam Ervey**  
Admin at Schools - day to day Admin

Sam works with both schools and parents on a day to day basis. He is there to answer any little problems you may have or deal with quickly.

[se@kwb.com](mailto:se@kwb.com) (@yewie @ school)  
01711 482196

**Catherine Cairns**  
New Schools enquiries

Catherine is the first port of call for each new school that wants to be there. She is the one to contact if you are thinking of setting up a new math club at your school and need more info.

[cc@kwb.com](mailto:cc@kwb.com)  
01704 991922



# Training for Kids With Bricks' Lego Club

There are PDF and Excel versions of our Sample Invoice, you can use these to invoice us for the clubs you have run at the end of each month.

There are PDF & Word version of our Please Pay letter. These are to give to children who are attending the club but have not signed up online. When we receive a new booking, you will receive an updated register on the day of your club.

The PDF of the register is for you to download and use in the club. We provide a digital version of the register which cannot be printed off, so please use this in club.

The SLA should have already been returned before running the club, if not, please download and return to us.

**DOWNLOAD**

 KWR SAMPLE INVOICE.pdf	 KWR SAMPLE INVOICE.xlsx	 Kids please pay letter.pdf	 Kids please pay letter.docx
 Kids register.pdf	 KWR SLA Template.pdf	 KWR SLA Template.docx	 KWR STAFF HANDBOOK.pdf

**Invoices**

Please send all invoices to:  
[invoices@kwb.co.uk](mailto:invoices@kwb.co.uk)

Invoices are paid on the last day of each month. Please ensure you invoice is sent in before 15:00 on the last day of the month - otherwise there may be a delay in payment.

We've got info on exactly how the inter-school competition works and where to send your winning build from each week.

**INTER-SCHOOL COMPETITION**

**How The Voting System Works**

- After the children complete the build challenge 1 winner must be chosen from the class.
- A picture/photo of the winning build must be emailed to [competition@kwb.co.uk](mailto:competition@kwb.co.uk)
- We will collate all of the pictures each Monday and choose a Top 20.
- The top 20 go onto the visible section of the Leaderboard, found at the bottom of the page.
- All of the winning builds are also uploaded to our gallery, which can be found at the bottom of the leaderboard page.
- Parents are able to go onto the Leaderboard page and vote for their schools build if it has been listed on the visible section of the Leaderboard.
- Each week we choose the top 20 on merit.

**Competition Entries**

Please send all competition Entries to: [competition@kwb.co.uk](mailto:competition@kwb.co.uk)

Please ensure the Subject is laid out follows: SCHOOL NAME - WINNER NAME



# Training for Kids With Bricks' Lego Club

At the bottom of the page there will be links for the terms videos. These will be date & Week Marked to make it easy to work out which to use.

Below this are links to training videos. All information contained in the videos is also in this document.

This Weeks Video

Training Videos



# Training for Kids With Bricks' Lego Club

## Invoicing

At the end of each month you will need to send us an invoice for for the clubs you have carried out during the month.

You can use the Sample Invoice that we provide on the Resource Page, or use one of your own.

Please lay the invoice out as follows:

Description	HRS	Unit Price	Cost
Kids with Bricks Lego Club - <b>SCHOOL - DATE</b>	<b>X</b>	<b>X</b>	<b>X</b>

**Example:**

EXAMPLE NAME			
<b>INVOICE</b>		Attention: John Gallacher	
07000000000	Example@eemsl.com	Kids With Bricks Ltd Merlin House Langstone Business Park Newport Date: 10/25/14	
16 Example Street Example Example EX4PL3			
Description	HRS/miles	Unit Price	Cost
KWB LEGO Club - Example School - 01/01/18	1	£ 15	£ 15
KWB LEGO Club - Example School - 08/01/18	1	£ 15	£ 15
KWB LEGO Club - Example School - 15/01/18	1	£ 15	£ 15
KWB LEGO Club - Example School L - 22/01/18	1	£ 15	£ 15
Subtotal			£ 60.00
<b>Total</b>			<b>£ 60.00</b>



# Training for Kids With Bricks' Lego Club

## Registers

We take bookings online before the club (unless your club is invoiced for). You are able to access your live register via your MyClub page ([www.kidswithbricks.com/myclub](http://www.kidswithbricks.com/myclub)), you will need to enter your ClubID & password, which will have been emailed to you.

Once you have received your register you are able to download and print out our template register. Please use this to write down the name of the children to mark them down. The register available online is not to be printed off for data security.

If your school is invoiced for your club, we do not take bookings online, we only require you to let us know how many children are attending so we are able to send an accurate invoice.



# Training for Kids With Bricks' Lego Club

## Running a Club!

### The Start

You'll need to do the register to begin with, double check your MyClub page, as parents may have signed children up to the club last minute.

If you've got children in the club that have not signed up, we are happy for them to stay for the session, as long as you are able to contact the parent if needs be. Please give the parent one of our Please Pay letters and ask them to sign up before the next sessions.

You'll now need to split the bricks and other parts between the children in the group. How you do this isn't a exact science, you can try large piles per table the children are on and let the children choose the bricks they want or give each child a certain amount and let them request more when needed. It's best to go with what works best in the club.

Once this is done, you'll be ready to start the video!

### The Video

You can access the weekly video via your 'MyClub' page, located at [www.kidswithbricks.com/myclub](http://www.kidswithbricks.com/myclub).

Click on the resource button to be taken to the resource page.(Note, the link to the resource page will only be available once you have entered your ClubID & password beginning 2020)

Once you have accessed the resource page, you are able to scroll down the page to locate the videos links. There a links for the Video on Youtube, Dropbox & an embedded media player.

It's best to use a projector so all the children can see. If you don't have on available then a computer screen will suffice as long as the children can all see.

If YouTube is blocked within your school, we do provide a link to our Dropbox folder which contains the videos as well as media player on the resource page that will play the current weeks video :-)

The videos last approximately 15 minutes and cover an introductions, topic information, quick build time and competition info.



# Training for Kids With Bricks' Lego Club

## The Competition

- After the children complete the quick build challenge, 1 winner must be chosen from the class.
- A picture/screenshot of the winning build must be uploaded to our database via your MyClub page, the same week of the club.
- All of the winning builds uploaded to our Leaderboard, are available to be voted for by parents/pupils
- Votes are then collected each Monday and the system reset.

## Tips!

- Handing out the Bricks. It's best to do this at the point in the video where the children are given 1 minute to prepare. You can get piles of bricks ready before hand but as you can imagine, children won't be paying attention to the video if they've got bricks to play with
- Make sure no-one is eating the bricks! This is obviously the biggest issue with these bricks, so it's imperative this is reinforced to the children and they are monitored
- Make sure you collected all the bricks up and the end. We're not saying count them individually (You'd not get to go home!) Just get the children to check under tablets, otherwise they'll be running out of building bricks