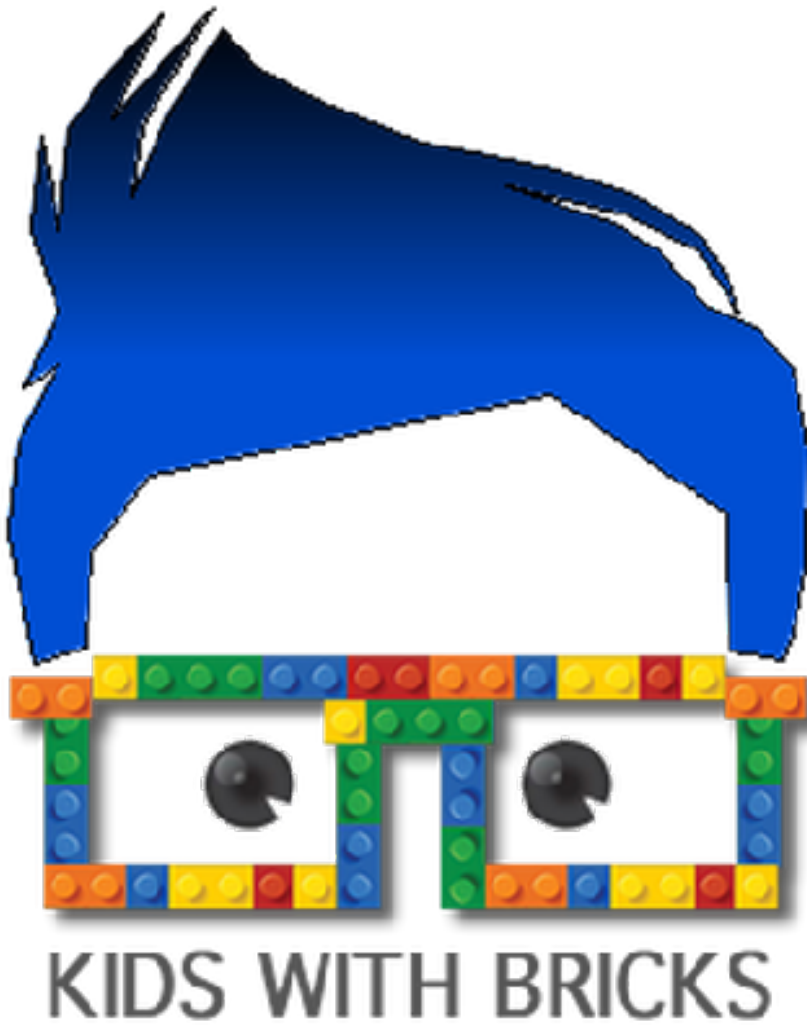


Training for Kids With Bricks' Lego Club





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
 - TABLET
 - PAPERWORK

- **ADMIN**
 - RESOURCE PAGE
 - INVOICING
 - REGISTERS

- **RUNNING A CLUB**
 - START
 - VIDEO
 - COMPETITION
 - TIPS

- **APPENDIX**
 - TABLET SET UP
 - ANDROID
 - IOS



Training for Kids With Bricks' Lego Club

What's in the Box?!

Bricks!

In the box you will have approximately 2000 or 4000 Bricks (Depending on which option you chose), some flat plates and lots of other miscellaneous parts. This amount of Bricks should stretch to a group of 10-12 children and give them a great variety of piece to create their builds!

Tablet

If you chose the 2000 bricks option, we include a tablet within the box. With this you are able to do some stop motion animations and all sorts of other fun things with the bricks. We've included a case on the tablet and a charger.

You will however need to set this tablet up, it should be fully charged when it reaches you and ready to be set up. Please refer to the appendix for instructions on setting this up.

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 and 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 our website www.kidswithbricks.com
Just click on our icon and enter the password **KWBTEAM**

Here you will find everything you need for the club.

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

Sam Emery will be the person you speak to the most, he deals with schools and parents and is happy to help with any problems you may come across.

Home | Contact | New Staff Registration | Book a DUC

STAFF RESOURCES

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

Name	Role	Contact Info
 Sam Emery	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. E: sam@kidswithbricks.com (@youth@school) C: 07711 482196
 Catherine Cairns	New School's 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 coming up a new math club at your school and need more info. E: cath@kidswithbricks.com C: 07704 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@kidswithbricks.com
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@kidswithbricks.com
- 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@kidswithbricks.com
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 - SCHOOL - DATE	X	X	X

Example:

EXAMPLE NAME			
INVOICE		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
Total			£ 60.00



Training for Kids With Bricks' Lego Club

Registers

We take bookings online before the club (unless your club is invoiced for). On the day of the club, before 12pm we will send you an up to date register of the children who have booked onto the club. This will contain the Child's Name, parents contact information and the ticket they have purchased. If you have school devices available as well as places for children to bring their own devices, they will be differentiated by an 'S' or 'O' on the ticket. The 'S' stands for School Device and the 'O' for Own Device.

The registers are password protected for safety and are not to be printed off.
The password for the registers are: **KWBTEAM**

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 we send you is not to be printed off for data security.

If your school is invoice 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 you email as we may have sent an updated register with late bookings. Parents do like to book right up to the start of the club!

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 tablet 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 video through the resource page. Go to www.kidswithbricks.com, Click on our Logo and enter **KWBTEAM**

You will find the videos at the bottom of the page. Choose the one that matches the date of the week commencing.

The link will take you to YouTube and automatically play. It's best to use a projector so all the children can see. If you don't have one available then a computer screen will suffice as long as the children can all see.

If YouTube is blocked within your school will 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.

During the 10 minute video there will be pictures and videos showing the quick build topic. If the children would like some inspiration, there is a Quick build demo available. To access this on Youtube, there will be a link that appears in the top right of the Youtube video as the 10 minute timer starts.

The quick build will also be available on the media player on the resource page.



Training for Kids With Bricks' Lego Club

The Competition

The competition is run throughout the UK across all school signed up with Kids with Bricks.

This is how the competition runs:

- After the children complete the quick build challenge, 1 winner must be chosen from the class.
- A picture/photo of the winning build must be emailed to competition@kidswithbricks.com
- We will collate all of the pictures each Monday and choose a Top 20.
- The Top 20 go onto the votable 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 votable section of the Leaderboard.

Competition Entries

Please send all competition Entries to: competition@kidswithbricks.com

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

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