

TEACHER INFORMATION PACK

NORTH CHURCH, EVENTS NORTH LEEDS

We are looking forward to welcoming you to our STEMfest Leeds Event. This year promises to be another great event with a fantastic selection of businesses ready to inspire your young people and show them the great STEM opportunities available on their doorstep.

Please see below important information relating to your visit:

Venue

The event will be held at **North Church, 98 Kirkstall Rd, Leeds LS3 1HJ**

Drop Off

Cars and Minibuses

There are free parking spaces available in the Burley Road car park which has been hired for the event. Cars and minibuses will be able to use this car park based at the back of the venue **follow directions for 31 Burley Rd, Leeds LS3 1JT**. Staff will be on hand to direct drivers to the parking spaces in high viz jackets.

Coaches

If you are arriving by coach, the coach will have to drop you off at the main entrance at the front of the venue on Kirkstall Rd following this address **North Church, 98 Kirkstall Rd, Leeds LS3 1HJ** and will not be able to stay at the front of the venue due to limited spaces. Please arrange a time for collection at main entrance with your bus driver.



On Arrival

When you have arrived, head into the **Events North ^ Reception area** down the side of the venue (staff will be on hand to direct) and report to the registration desk in the foyer where you will be checked in and given further information about your visit. We ask that schools arrive any time **between 9:30am and 10am**.



Registration

STEMFest staff will be on hand to register your arrival and issue teachers with any relevant information. All teachers will be issued with a lanyard so they can be identified in the exhibition. **Please ensure these are returned as you leave at the end of the day.**

Event Staff

Should you require any assistance on the day, all of our event staff will be wearing STEMFest branded t-shirts so they can be easily identified.

We have 4 zones represented at the event, Space and Travel, Technology, Energy and Environment, Engineering and Manufacturing. We recommend that you visit all zones to make the most of your day. Upon Arrival, you will be allocated a list of zones showing which order you should work around the expo on the day. A STEMFest volunteer will take you to your starting zone and when you are ready to head to your next zone, you can follow the signage, or ask a volunteer in a t-shirt to take you to your next zone. You will receive an event brochure when you arrive that contains a map of the venue to help also.

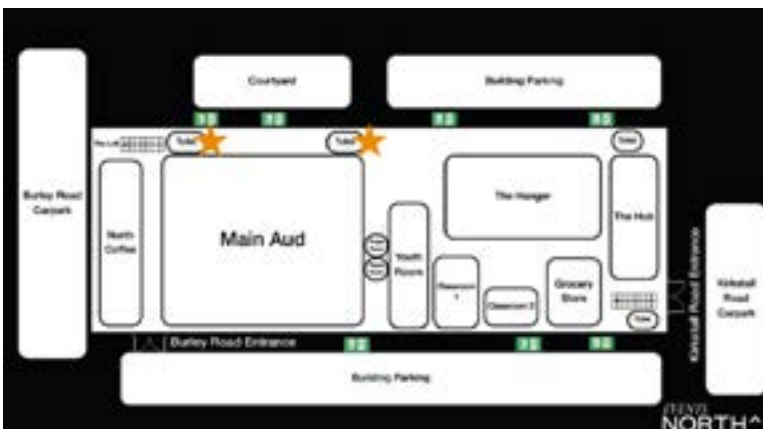
If you have booked a pre-bookable activity, then please report to event control in the main reception area 5 minutes prior to your activity start time.

Please note that you are responsible for the supervision of your pupils at **ALL** times.

Getting Around

Facilities

The toilets in the venue will be divided into student/teacher toilets and exhibitor toilets and clearly labelled. Exhibitors have been briefed to only use the exhibitor toilets which are based further away from the main exhibition. Please ensure that students and teachers use the toilets allocated for them and not the exhibitor toilets. **Toilets with a star next to them are for teachers / students.**



Lunch Arrangements

Please advise students, teachers and adult helpers to bring a packed lunch. Lunch time will be 12:00 – 12:30 and the exhibition will be shut during this time.

There are multiple locations around the building where children can eat lunch both seated and floor spaces. If we are fortunate with weather, you are welcome to have lunch outside. Our volunteers will be on hand to escort you to the lunch spaces. Bin bags will be provided to each teacher so please ensure any rubbish is collected in those bin bags.

Exhibition Opening/Closing Times

The exhibition is open from 9:30am until 3pm. We understand that you may need to get back to school for a certain time and may need to leave earlier. We anticipate that there will be enough activity to keep you busy between those hours.

Photography

There will be a photographer and possibly a film crew on site for publicity and promotional purposes. If you have any children in attendance that cannot be photographed, please highlight this at the point of registration where they will be issued a red lanyard to wear at **ALL** times.

Photos from the event may be used by third party organisations for promotion purposes. Therefore, all students not wearing a red lanyard must have permission from parents/guardians for their photos to be used by third parties.

If you know your group needs multiple red lanyards, please email indea.heppel@rtcnorth.co.uk pre event so we can be prepared with the correct number.

First Aid Arrangements

St Johns Ambulance UK will be in attendance at the event to assist with any medical emergencies. If an emergency does arise please find your nearest member of event staff who will be able to assist you. There is a first aid room on site that will be used in the case of any medical emergencies.

If there are any serious medical conditions that we should know about, please notify indea.heppel@rtcnorth.co.uk in advance.

Risk Assessments

A venue risk assessment has been uploaded to our website [here](#) under key information.

Storage & Lost Property

All personal belongings and coats must be carried throughout the day as unfortunately we do not have space to store personal items. Please advise students not to bring unnecessary items and valuables to the event.

All volunteers have been briefed to hand any lost property to event control. If you or your students have lost any belongings, please check if they have been handed in there.

Dress Code

In order to assist with school identification, all students must wear their school uniform.

All activities are held indoors, practical shoes are recommended. Please advise students to bring a full water bottle. Students can use the taps in the bathroom if they need to re-fill.

Quiet Room / Multi Faith Prayer Room

If you or your students require a prayer room, we have a room allocated to be used for this. We also have quiet areas to be used for any students you have who may benefit from a break from the main exhibition.

Impact & Evaluation

We want STEMfest to be as valuable as possible for young people. To help us achieve this, we ask participating schools to complete a short pre-event survey in May or June, before the July event. The survey helps us understand students' current awareness of STEM careers, pathways, and future goals, so we can assess the impact STEMfest has.

Your feedback is important. It helps us improve future events, create better opportunities for young people, and show the impact of STEM activities in our region.

As a thank you, any teacher who completes both the pre-event and post-event surveys and helps their students do the same will be entered into a prize draw for a £50 Amazon voucher.

Student pre

STEMfest: Student Survey [Before Visiting us in Leeds – Fill in form](#)

Student post

STEMfest: Student Survey [After Visiting us in Leeds – Fill in form](#)

Teacher pre

STEMfest: Teacher [Pre-Event Survey for Leeds – Fill in form](#)

Teacher post

STEMfest: Teacher [Post-Event Survey for Leeds – Fill in form](#)

Social Media Pack

We'd really appreciate your support in spreading the word about STEMfest through your social media channels. To help you to do this we've pulled together some key pointers and a few suggested posts which you are welcome to share or adapt for your audiences.

We've also added a downloadable STEMfest logo to our website to use to complement your posts. Please see the Social Media Pack on our website for further information.