



Bournemouth
University

Mentoring Scheme



Teacher's guide

mentoring scheme overview

Aims

The BU Mentoring Scheme aims to work with a total of 200 Year 9 - Year 13 students in local schools across Bournemouth, Dorset and Poole. Running between November to April, the scheme seeks to support aspirations, increase confidence, and provide support and information relating to the current and future goals of the young people who get involved. We just ask that students will be committed to the scheme, have the potential to progress to further or higher education and match our criteria.

Implementation

Current BU students fulfil the role of mentors. We recruit students who are eager to support young people and to share their experiences of the education system. All mentors are fully trained by BU, focusing on mentoring skills, working with young people, child protection,

facilitation and classroom management skills. All mentors will undergo an enhanced DBS check, and are employees of Bournemouth University. Mentors will be matched to no more than five pupils.

BU's Schools Liaison Team will manage the scheme and mentors centrally, while each school co-ordinator will manage the identification of learners to be involved, and the weekly logistics of the scheme – such as timings, rooms, and communication with learners and mentors. We will provide you with regular updates throughout the scheme and will also be available for any queries or concerns you may have.

If you are interested in involving BU students in a group or club you already have, or to run a different version of the scheme in your school, please express this to the mentoring co-ordinator. We will do our best to support you.

timeframe

**November -
December**

School contact to select pupils, day and time that the scheme will run.

January

BU trained mentors to launch programme within schools, 10 sessions are delivered until the Easter holidays.

May

Celebration event held at Bournemouth University.

mentee information

Criteria

You can choose pupils from years 9-13 to participate in the scheme; each school is different. Pupils must be committed to taking part in the scheme for 10 sessions. We ask that 80% of the group are made up from the following criteria:

Be from a Low Participation Neighbourhood (LPN), therefore likely to have parents from the lower socio-economic groups.



Be eligible for FSM/Pupil Premium

Be living in care, or a care leaver

From a BME background

Have a disability or significant additional learning need

Be a Young Carer

Cost

There is no cost whatsoever to you, but each mentor represents a significant investment from the university so we ask that the mentor will be working with a full group throughout the scheme, with the support of a nominated point of contact at your school. We expect five pupils to be matched to each mentor allocated to your school.

Celebration Event

At the end of the mentoring scheme, we will invite all mentees and school coordinators to campus to celebrate their achievements and progress over the course of the sessions. This is a great opportunity for mentees to see the BU campus with their mentor lead. We can cover staff and transport costs, as well as lunch and activities.



Rewards

- 1.** All students that attend at least five sessions will receive either a gift voucher or a reward determined by the school.
- 2.** Mentees are given a priority place on our Summer Breaks programme, a three-day residential to live life as a uni student.
- 3.** All students will be invited to a celebration event at Bournemouth University, where they will celebrate their achievements with their mentors. If this isn't suitable for your school, we can also deliver in-school celebration events with prior notice.



mentoring topics

Each week, mentees will select the topic they'll learn more about next time. The mentor will then develop a session to meet the needs of the group. Most topics have 'upper' and 'lower' versions to suit different year groups.

Compulsory first session:

Team building, introduction to mentoring, data collection and setting goals.

skills

- Confidence and resilience
- Managing finances
- Public speaking
- Giving presentations

employability

- Applying for a job
- CV writing skills
- Interview skills
- Learning about the workplace (including work experience)
- Apprenticeships and other options

academic help

- Dealing with exam stress and pressure
- Revision tips
- Study skills
- Debating

future options

- Applying to university
- Finance and university
- Gap years
- Looking at pathways for the future
- University life
- Looking at university courses
- Writing a personal statement

Last session

Reflection, data collection and setting new goals.

scheme expectations

What you can expect from BU

- A teacher meeting to ensure the scheme runs suitably for your school
- Recruitment and training of BU mentors
- DBS applications for all mentors
- On-campus launch event delivered for the participating pupils at your school
- Ongoing support provided to all mentors and schools
- Provision of materials and resources
- Monitoring and evaluating of the scheme
- Rewards for pupils taking part
- Transport funding and staff cover for on-campus events
- Flexibility with how the scheme runs in your school

What you can expect from BU mentors

- 10 mentoring sessions
- 24 hours' notice given if they cannot make a session
- Mentors to arrive promptly
- Mentors to come to each session with the required session prepared
- Mentors to read and abide by your child protection policy
- Mentors to abide by safeguarding policy and reporting issues if they occur.

What we expect of your school, academy or college

- A designated teacher to co-ordinate the scheme in school and to ensure that all the expectations are met
- Pupils must attend all sessions (unless they have a valid reason not to) and arrive promptly
- 24 hours' notice should be given to the mentor if a session needs to be postponed, otherwise we still have to pay staff and transport costs to our mentors
- A quiet and adequate room is provided for all sessions
- All evaluation forms are completed and returned
- Reception is made aware of the BU mentors attending the school
- The designated teacher to ensure all mentors have read and understood the child protection policy and health and safety procedures for your school
- Pupils to collect mentors from reception to save time
- The school co-ordinator to arrange career interviews when pupils have requested them with our careers adviser.

What we expect of your mentees

- Pupils understand mentoring is a reward and they have been specially selected because of their potential
- Respect and good behaviour should be demonstrated by all pupils toward their mentor and the other mentees
- Mentoring is a professional relationship, so pupils must understand and respect boundaries.



contact and important locations

Mentoring Co-ordinator

Natalie Woodward

Email:

schoolsliaison@bournemouth.ac.uk

Tel: 01202 963999

Resources and feedback form

Email:

schoolsliaison@bournemouth.ac.uk

Tel: 01202 963999

Collecting mentoring resources

Marketing & Communications

3rd Floor, Melbury House,

1-3 Oxford Road

BH8 8ES

(next to Purbeck House)

Human Resources

Tel: 01202 961153

Email: payroll@bournemouth.ac.uk

Submitting timesheets

www.studenttemp.co.uk



email: schoolsliaison@bournemouth.ac.uk
tel: 01202 963999