

# **Community Projects Booklet**

## AIM

**The core expectation of our Community Projects program is that all LAET students engage in community based projects on a weekly basis giving 2-3 hours of their time to organisations that require support.**

## PURPOSE

**As part of the community we want to develop active citizens who get involved by supporting the communities they are part of.**

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## **KEY POINTS FOR VOLUNTEERING**

- **Know your dress code.** You are required to dress formally for the majority of your placements. Exceptions are youth work and environment projects which require you to be in smart casual or old clothes. Confirm this with the volunteering coordinator.
- **Know your Route and timing.** Check train and bus routes in case of engineering or road works.
- **Turn up on time EVERY DAY.** Don't be late (*if your transport is late make contact with the volunteer coordinator to let them know ASAP*).
- **Work hard and learn** well.
- Turn your **phone off/put it on silent** (you are only at your placement for 45mins to 1 hour).
- **Ask** if you don't understand something, or need more work.
- If you use an **epi pen** or **any medication** , take it with you as you would do at school.

***Welcome the challenge, enjoy your time, work with intent and it will be memorable.***

For any serious sickness/concerns, **contact** your volunteering coordinator **FIRST**. If you can't reach them, contact **Mr Onyido** at school on, **0208 352 6038** or **obi.onyido@laetottenham.ac.uk**.

## EDUCATION

**Why Education:** Volunteering in this field offers an opportunity to develop students' levels of attainment in Maths, English and other subjects. You also act as a positive role model by encouraging good behaviour, all of which helps to improve behaviour, build students' confidence levels and increase self-belief.

**Transferable Skills/Values:** Develop leadership, problem solving, time management, communication, teamwork, independence, organisational skills etc.

**Potential Job Opportunities:** Various jobs including teaching and youth work

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### 1. Brook House Primary

**Responsibilities:** Volunteering here you will be required to work one to one with students in year 5 and year 6 supporting teachers in assisting with after school clubs - English, Maths, Homework, Computing and Science.

**Induction:** Monday 16th September (TBC)

**Volunteering Address:** 881 High Rd, London N17 8EY

**Travel Time:** 10mins (walk)

**Volunteering Day:** Monday

**Time:** 3.15pm

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### 2. St Ann's Primary school

**Responsibilities:** LAET students will be supporting with mentoring students with challenging behaviour, after school and homework clubs.

**Induction:** Monday 16th September 3.30pm (Students to take DBS documents to induction)

**Volunteering Address:** Avenue Road, West Green, N15 5JG

**Travel Time:** 23mins (walk & bus)

**Volunteering Day:** Monday

**Time:** 3.30pm – 4.15pm

### 3. St John and St James

**Responsibilities:** Ideally LAE Tottenham Psychology students from Romanian, Turkish, Polish backgrounds mentoring Year 3,4 or 5 students who struggle to manage their emotions. LAET students will also be able to assist with after school clubs.

**Induction:** Monday 23rd September, 3.20pm

**Volunteering Address:** Grove Street, N18 2TL

**Travel Time:** 18mins (bus & walk)

**Volunteering Day:** Monday

**Time:** 3.30pm - 4.15pm

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### 4. The Willow Primary school

**Responsibilities:** The Willow after school club looking for LAET Students with particular interests in coding to co-lead a coding club, creative writing skills to assist with developing a school magazine and a student interested in writing music to co-lead a music composition club. There is also a basketball and cooking club that would value your support.

**Induction:** Monday 16th September, 3.30pm

**Volunteering Address:** Adams Rd, London N17 6HW

**Travel Time:** 30 mins (bus)

**Volunteering Day:** Monday

**Time:** 3.30pm

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### 5. St Pauls and All Hallows

**Responsibilities:** This opportunity is for LAET students to support an after school club with a broad range of activities including science, computer science/IT, Languages and leading various Sports sessions.

**Induction:** Monday 16th September, 3.15pm

**Volunteering Address:** Trulock Road, N17 0PG

**Travel Time:** 6 mins (walk)

**Volunteering Day:** Monday

**Time:** 3.15pm

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#### 6. Gladesmore School - Transition Project (Saturday School)

**Responsibilities:** This project is ideal for former Gladesmore students, working one to one with year 7 students struggling with their studies. For Maths, students will be using a computer based Maths Programme; for English, students will be helping them improve their reading age. There is also the opportunity to go on trips with the students. This year Gladesmore students are going to Winter Wonderland in December.

**Induction:** Saturday 21st September, 8.30am

**Volunteering Address:** Crowland Rd, Tottenham, London N15 6EB

**Travel Time:** 20 mins (bus and walk)

**Volunteering Day:** Every Saturday

**Time:** 8.30am

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#### 7. Dukes Aldridge Academy Secondary School

**Responsibilities:** LAET students will offer learning support to students working one to one with the same student. LAET Students will also be assisting in the Library or helping with the ICT club after school club.

**Induction:** Monday 23rd September 3.15pm(TBC)

**Volunteering Address:** Trulock Rd, London N17 0PG

**Travel Time:** 6mins(walk)

**Volunteering Day:** Monday

**Time:** 1.30pm(Lunchtimes)

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### 8. Woodside High Secondary School (Peer Mentoring Project)

**Responsibilities:** This project is ideally for former Woodside High and Psychology students but open to all. Students will work alongside teachers in supporting year 7 and year 8 students in helping them develop their emotional intelligence and strategies of how to support each other.

**Induction:** Students will undertake a few weeks of training with Ms Massey Smith

**Volunteering Address:** Caretakers House, White Hart Lane, London, N22 5QJ

**Travel Time:** 13mins (bus and walk)

**Volunteering Day:** Monday or Thursday (To be agreed with the Volunteering Coordinator, Mr Cain-Reed)

**Start Day:** TBC - Likely to start once training is complete

**Time:** 3.20pm

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### 9. Heartlands High School (Library)

**Responsibilities:** LAET students will be working with Year 8 students who need help with their reading and challenged to reach their potential. As an older successful student, you would be expected to set a good example and in some instances will be asked to mentor students with behavioural challenges. LAET students will work with the same child each week.

**Induction:** Monday 16th September, 3.30pm

**Volunteering Address:** Station Rd, London N22 7ST

**Travel Time:** 35mins (bus and walk)

**Volunteering Day:** Monday

**Time:** 3.30pm

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#### 10. Haringey Pirates (Literacy & Numeracy)

**Responsibilities:** LAET students will be working with primary school aged children to read with individual children or in small groups. LAET students will also support children in completing writing projects to contribute to books, websites and studio recordings. Students will be required to complete an application form and then complete training session before they are able to start.

**Induction:** Monday 23rd September, 3.15pm

**Volunteering Address:** 639 Enterprise Centre, N17 8AA

**Travel Time:** 10mins (walk)

**Volunteering Day:** Monday

**Time:** 3.45pm

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#### 11. Hackney Pirates (Literacy & Numeracy)

**Responsibilities:** LAET students will be working with primary school aged children to read with individual children or in small groups. LAET students will also support children in completing writing projects to contribute to books, websites and studio recordings. Students will be required to complete an application form and then complete training session before they are able to start.

**Induction:** Monday 23rd September (TBC)

**Volunteering Address:** 138 Kingsland High St, Hackney Downs, London E8 2NS

**Travel Time:** 25mins(bus)

**Volunteering Day:** Monday

**Time:** 3.45pm

## CHILDREN/YOUTH WORK

**Why Children/Youth work:** Children's work/Youth work is a method of informal education that seeks to promote children and young people's personal and social development. Volunteering here enables participants to develop their social skills, confidence and developing other practical skills in debate clubs, sports sessions or by supporting students with homework.

**Transferable Skills/Values:** Develop leadership, problem solving, time management, communication, teamwork, independence, organisational skills, social skills etc.

**Potential Job Opportunities:** These include apprenticeships, youth support worker, teacher or professional youth worker.

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### 12. ARCA

ARCA generation provides a mixture of recreational and academic activities to help reach out to our local community. It is a youth centre that works for the benefit of children and young people and adults aged between 12 – 18

**Responsibilities:** You will be taking the lead in working with local adults who are learning English and working alongside local teachers.

**Induction:** Monday 16th September(TBC)

**Volunteering Address:** ARCA Generation, 22 Stirling road, London, N17 9UN

**Travel Time:** 11mins (bus and walk)

**Volunteering Day:** Monday

**Time:** 4pm - 5pm or 5 - 6pm (To be agreed with the Volunteering coordinator)

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### 13. Bruce Grove Youth Centre

A state of the art youth centre in Bruce Grove. It has been customised with all the latest technology to turn young people's 'ideas into reality'. The centre provides various activities all year round. This is a youth centre that works for the benefit of children and young people aged 12 – 18 in the local community and relies heavily on volunteers.

**Responsibilities:** Your responsibilities will involve co-facilitating sports programs, youth clubs, debate, creative writing and dance activities.

The youth centre is keen for LAET students to develop new work with local people young and old alike. I.e. ICT Workshops for older residents

**Induction:** Monday 23rd September (Time TBC)

**Volunteering Address:** 10 Bruce Grove, Tottenham N17 6RA

**Travel Time:** 10mins (bus and walk)

**Volunteering Day:** Monday

**Time:** 4pm

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#### 14. The Engine Room

This is a community centre that provides various programs for local people from toddlers to young people and older residents. The programs they require support in include supporting their arts workshop, Youth Club, Music workshop and their children's choir.

**Responsibilities:** Be part of a brand new COMMUNITY INITIATIVE and develop;

Your business development skills - to reach out to parts of the community who may not have heard about this great new local resource.

Your project management skills – in partnership with the Operations Manager, Andrew J (AJ), you will be given a specific project to manage. Projects could be to: seek funding opportunities for the centre; design new community event leaflets; work with your peers on the new COMPACT youth programme; work on putting together The Engine Room's 2019/20 business plan.

Your social awareness - engaging with local businesses and seeking their support for the community work of The Engine Room, preparing and presenting convincing arguments to local small business which will encourage them to sponsor The Engine Room's programmes of free or low cost services.

Art Workshop Apprentice - assisting the lead teacher in developing art work with local children. This role is ideal for an Arts student.

**Induction:** Monday 16th September, 4pm

**Volunteering Address:** Unit A, Eagle Heights, Lebus Street, Hale Village, N17 9FU

**Travel Time:** 22mins (bus and walk)

**Volunteering Day:** Monday or Tuesday (To be agreed with the volunteering coordinator)

**Time:** 4.30 - 6:30pm

## LAE TOTTENHAM PROJECT

**Why LAE TOTTENHAM:** Be part of developing the branding and marketing of the school to the general public. This will include further developing the school's social media platform, recording/editing videos of different school events and photography.

The Charity Project will be about developing a community action focus working to develop a programme that supports either local or national charities with a particular focus. As a school we are 'rooted in Tottenham' and so we want to give back and invite the community into the school through a number of events that we hope will become a significant part of our calendar at Christmas and Easter.

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### 15. LAET Marketing Project

The aim of the marketing project is to support the work of the school's marketing department by developing the branding and marketing of the school to the general public. This will involve capturing different events through recording/editing video, photography as well as assisting in the management of the school's social media presence.

**Responsibilities:** LAET students will be working alongside Ms Lockhart to capture, edit and post different angles of events around the school during the school year. If you are interested in Photography/Media this project is for you! Students will also act as school ambassadors at various school careers events during the Autumn/Spring term.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET - Nexus (Red Area by Main Hall)

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

### 16. LAET Student Librarians

Students will assist Ms Scholey in keeping the Library organised for the whole school body and ensuring an effective service is provided.

**Responsibilities:** You will be assisting with returning books to the shelves and advising students where to find books they require.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET Library

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

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### 17. LAET Christmas/Easter Project

Develop a programme of events during the Christmas period for elderly local people from our community projects at Protheroe House and Lorenzo. LAET students will also develop an Easter event/s for local children. This can include liaising with the Drama, Dance and Music or Vocal Collective group.

**Responsibilities:** You will work alongside Mr Onyido in liaising with the old people's homes we work with and local schools. You will also be working with Mr Latter at Haringey Shed in developing the Drama/Dance aspects of the show. You will need to agree dates for the events in advance, liaise with the organisations and arrange some fundraising events to fund your project.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

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### 18. LAET Environment society

This society will be working on considering environmental issues that they recognise here in school and in the local area that they want to take action.

**Responsibilities:** How can our school become more Green? (Plants, composting, recycle bins) What local environmental issues are you passionate about? Students can arrange assemblies and develop an action team that addresses issues within the school and locally. You will be working with year 13's and a teacher in addressing some of these issues.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

## CHARITY SHOP

**Why Charity Shop:** You will be part of an army of volunteers manning a number of shops which is a significant source of income for a number of national charities. As a volunteer here, you will be thrust into a variety of responsibilities understanding how shops run, helping with administration, developing customer service skills whilst interacting with members of the local community etc.

**Transferable Skills/Values:** General retail skills, data entry, organisation, planning, maintaining store appearance, cash handling, interpersonal, customer communication and teamwork.

**Potential Job Opportunities:** These include charity shop manager, area retail manager etc.

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### 19. Sense

This is a national charity that supports people who are deaf, blind, have sensory impairments or complex needs to enjoy more independent lives. The items sold at Sense stores range from both new and old clothing, books, furniture and music equipment.

**Responsibilities:** Whilst volunteering here your responsibilities will vary daily as you will be involved in administration, sorting clothing, stocking shelves, offering good customer service and manning the till.

**Induction:** Monday 16th September, 3.15pm

**Volunteering Address:** 484 High Rd, Tottenham, London N17 9JF

**Travel Time:** 7min (bus and walk)

**Volunteering Day:** Mon – Thurs, 3 - 3.45pm, 4 -5pm (Pick one slot, to be agreed with the volunteering coordinator)

**Time:** See above

## SPORTS

**Why Sports:** By volunteering here you will be part of a team of coaches supporting a number of community football programmes run for various ages for both boys and girls. Your administration/social media responsibilities will ensure that these organisations run more effectively and increase their social media presence.

**Transferable Skills/Values:** Social media management, leadership, administration, data entry, organisation and planning skills, interpersonal skills, customer communication, teamwork

**Potential Job Opportunities:** This includes sports coach, Media Platform coordinator etc

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### 20. Broadwater United Youth Football Club

BUYFC runs a very successful diverse football program offering coaching for boys and girls aged 4 to 18yrs of age, weekly in Tottenham. There are over 10 different football teams training at the Broadwater Farm community centre sometimes even on the weekend.

**Responsibilities:** BUYFC are very keen for volunteers to co-facilitate football sessions working alongside experienced football coaches coaching children aged 4 to 12yrs old. There is also the potential to earn coaching badges whilst here.

**Induction:** Thursday 19th September 3.30pm

**Volunteering Address:** Broadwater Farm Community Centre, Adams Rd, London N17 6HE

**Travel Time:** 22 mins (bus and walk)

**Volunteering Day:** Thursday

**Time:** 3.30pm (To be agreed with the Volunteering Coordinator)

## 21. Tottenham Community Sports Centre

TCSC is a hub of the local community offering affordable sports and educational programmes for many years in Tottenham. The centre is primarily managed by volunteers offering over 80 different programmes during the course of the week.

**Responsibilities:** TCSC are very keen for LAET student volunteers to significantly improve their social media presence. This may involve developing their Facebook/Instagram page, taking photos and interviewing participants at the centre.

Volunteers will also administer their databases, and develop promotional materials. These are tasks which will help the centre run efficiently.

**Induction:** Tuesday 17th September (TBC)

**Volunteering Address:** 701-703 High Road, Tottenham, London, N17 8AD

**Travel Time:** 5 mins (walk)

**Volunteering Day:** Monday

**Time:** 3pm

## SOCIAL ACTION

**Why Social Action:** Getting involved in a **Social action project** means taking steps to change the things that are wrong in our society and introducing new ideas and processes for doing things better in the future. There are opportunities to develop a social action project the student body is passionate about, join Trussell trust staff in providing food to the needy in the local community and develop a welcome pack for refugee families.

**Transferable Skills/Values:** Develop leadership, empathy, problem solving, communication, resilience, passion, organisational Skills etc.

**Potential Job Opportunities:** Various jobs include, politician, community organiser, charity project manager etc.

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## 22. LONDON CITIZENS

London Citizens work with schools and young people to help build powerful communities through alliances with local organisations that work together to take action in their community. What is going wrong in Haringey or in your borough? What social issues are you passionate about? What can you do about it to bring positive change?

Local Citizens have been involved in significant campaigns such as challenging Football clubs and large corporations in increasing the Living Wage for their employees. They have also been involved in challenging big construction companies involved in the current redevelopment of Haringey which resulted in an increase to 60% of affordable housing in the borough.

**Responsibilities:** Students will work on a social action campaign on a topic they are passionate about and will be involved in the preparation for a London Citizens assembly with the Mayor of London Sadiq Khan. Students will also be involved in supporting a local Primary and Secondary school in developing their own social action campaigns.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

### 23. GIRLS (POW) PROJECT

The POW (Protect our Women) project is an interactive educational training programme aimed at raising awareness on issues of violence against females. The sessions will explore issues around Domestic Violence, Sexual Violence, Stalking, Violence against girls and women, FGM, Child Sexual Exploitation, Forced Marriage and Honour Based Violence.

**Responsibilities:** LAET Students will be involved in weekly discussion and debate with Ms Amartey, after which students can run a campaign here in the school or fundraise for local women's refuge.

**Induction:** Monday 16th September, 3pm

**Volunteering Address:** LAET

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3pm

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### 24. TRUSSELL TRUST (FOODBANK)

Trussell trust provides a minimum of 3 days emergency food for those that live below the poverty line in the UK; providing food for some of the 13 million people who would be going hungry every day. You will be working alongside Trussell trust staff ensuring clients are provided with a bag of food.

**Responsibilities:** Whilst volunteering here your responsibilities will vary daily as you will be involved in primarily packing food to be distributed to homeless people, to supporting some of the administration that ensures the charity runs effectively.

**Induction:** Monday 23rd September (Time TBC)

**Volunteering Address:** TBC

**Travel Time:** 15mins

**Volunteering Day:** Monday

**Time:** 4pm

## 25.IT EXCHANGE

IT Exchange is an intergenerational computer project whereby local older people receive 1 to 1 coaching by year 12 volunteers. Older people 60+ bring a range of devices and your task is to help them get digitally connected. There will be an informal interview for students interested in this role on Wed 25th of September at lunchtime.

**Responsibilities:** You will be supporting older people in setting up email addresses, searching online, navigating their mobile phones, downloading apps and making use of Microsoft office applications.

**Induction:** Monday 7th October, 3pm

**Volunteering Address:** LAET

**Travel Time:** N/A

**Volunteering Day:** Monday

**Time:** 3.15pm

## THEATRE

**Why Theatre:** Volunteering in this field will give you opportunities to assist in developing stage productions, workshops, working alongside seasoned professionals and increase your understanding of working in the local community with young people of different backgrounds and abilities.

**Transferable Skills/Values:** Develop leadership, patience, empathy, problem solving, communication, resilience, passion, organisational skills etc.

**Potential Job Opportunities:** Various Jobs include, actor/actress, lecturer in Performing Arts, Drama teacher, technical manager etc.

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### 26. HARINGEY SHED

Haringey Shed is a Community group and charity that provides theatre workshops and professionally produced performance opportunities with around 2000 children and young people in North and North East London each year. The Shed's aim is to help young people help themselves by increasing their confidence through and learning new skills through theatre training.

**Responsibilities:** As a volunteer here you will be involved in creating workshops whilst learning new skills and techniques. It will be beneficial if you have a Drama/Performing Arts background and an interest in working with children, some who have disabilities.

**Induction:** Monday 16th September, 3.45pm

**Volunteering Address:** The Irish Centre, Pretoria Rd, London N17 8DX

**Travel Time:** 5 mins (walk)

**Volunteering Day:** Monday

**Time:** 4.30pm

## 27. Alexandra Palace Theatre

The Palace is at an incredibly exciting point in its history having undertaken a massive refurbishment project which will result in the opening of the restored Victorian Theatre and East Court in December and the launch of a regular Creative Learning programme (together with a dedicated Learning Zone) in January.

For 80 years it has been closed to the public, you can be part of that story of restoration.

**Responsibilities:** LAET students will be working as a Volunteer Theatre Assistant you will be making sure that visitors will feel welcomed and well looked after while they visit the theatre. Volunteers will be supporting in a range of activities, such as welcoming visitors, showing them their seats prior to the start of the performances, or engaging them in mini tours of the theatre in the lead up to the performance opening.

There will also be the Palace uncovered programme which will launch in October. Students will be able to participate in creating a theatrical dance piece to perform in the newly restored Victorian Theatre in November.

LAET students can select whether you would like to participate in the Palace Uncovered programme or Volunteer Theatre assistant.

**Induction:** Monday 23rd September (Students to complete Expression of Interest Form and Read Volunteer Job description before induction)

**Volunteering Address:** Alexandra Palace Way, London N22 7AY

**Travel Time:** 38 mins (bus and walk)

**Volunteering Day:** Monday (Possibility of Weekends to be agreed with the co-ordinator if you are available)

**Time:** 4pm Onwards (Agree with the volunteering coordinator)

Something to think about:

“If a man is called to be a street sweeper, he should sweep streets even as Michelangelo painted, or Beethoven composed music, or Shakespeare wrote poetry. He should sweep streets so well that all the hosts of heaven and earth will pause to say, here lived a great street sweeper who did his job well.”

~ Dr. Martin Luther King, Jr.

***Mastery is not about being THE best- it is about being YOUR best.***

- Mastery is total commitment to continual learning, growth and development.
- Mastery is the act of turning the menial chore of sweeping a street into an expression of excellence.

***Sometimes we forget that today, freedom itself is a choice. If you want true freedom...***

***...embrace Mastery.***