



**INSPIRING WRITING AT KS3**

**Teachers' Information Pack**

**We are delighted that you have chosen to bring your pupils to Live Tales Newcastle for a Key Stage 3 writing workshop.**

At Live Tales, we provide a stimulating and supportive environment where children and young people can explore their creativity. Our aim is for each pupil who visits Live Tales to leave feeling inspired about writing.

The key objectives of Live Tales' KS3 workshop are to:

- build confidence in writing.
- encourage and inspire writing for pleasure.
- develop skills in creative writing.

This pack provides:

- i) a description of the workshop
- ii) information about how to find Live Tales Newcastle

If you have any further questions, please don't hesitate to get in touch at [livetales@live.org.uk](mailto:livetales@live.org.uk) or 0191 269 3494.

We look forward to seeing you soon.

*All at Live Tales*



**Before your visit, please email [livetales@live.org.uk](mailto:livetales@live.org.uk) to let us know a bit more about the group you are bringing (this will help us to cater to your group's specific needs):**

- Are the pupils particularly excited by or underconfident in their writing?
- Are there any additional needs in learning or behaviour you would like us to be aware of?

## **The Workshop**

**What we need from teaching staff:** We would like you to experience the workshop as a writer, so just jump in and enjoy it along with your students.

The 2.5hour workshop is fast paced and incorporates a variety of writing and drama activities. We will be working as a whole group, in pairs and individually to explore character, conflict and dialogue through the lens of scriptwriting. Please note: we will not be addressing spelling or grammar.



### **Before the workshop starts**

Please allow plenty of time to arrive so that the session can start promptly; there are plenty of activities to fit in and we need the full 2.5 hours.



### **During the workshop**

The session will be led by a Live Tales facilitator who is supported by a team of trained volunteers. The workshop content is as follows:

- Warm up activities
- Scene creation individually
- Dialogue writing in pairs
- Script analysis
- Short break
- Character development as a group
- Individual writing
- Sharing and critiquing work
- Reflection



### **After the workshop**

We do not have a designated lunch space at Live Tales but you are very welcome to eat packed lunches in Live Garden. We are sometimes able to accommodate a lunch break within a room at Live Theatre. Please contact us to arrange this.

Some websites that will help your students to keep writing:

[www.getunderlined.com](http://www.getunderlined.com)  
[www.bbc.co.uk/writersroom](http://www.bbc.co.uk/writersroom)

[www.newwritingnorth.com](http://www.newwritingnorth.com)  
[www.thestorystarter.com](http://www.thestorystarter.com)

## How to get to Live Tales Newcastle

Live Tales is housed in a beautifully renovated Almshouse, behind Live Theatre and situated in Live Theatre's Garden. The address is: Live Tales, Live Theatre, Broad Chare, Quayside, Newcastle upon Tyne, NE1 3DQ.



**Please note:** the workshop does not take place within Live Theatre itself. Live Tales can be accessed from the Quayside, along Trinity Chare (the walkway just to the left of Live Works) and from Broad Chare (under the archway).

### **Parking**

There is limited on-street parking and unfortunately Live Theatre does not have any designated parking spaces for school coaches or mini buses.

### **Public Transport**

Live Tales is a 15 minute walk from Central, Monument and Manors Metro Stations. The QuayLink bus service runs every 10 minutes during the day. You can plan your journey with Nexus's Journey Planner ([www.nexus.org.uk](http://www.nexus.org.uk)), which includes extensive bus, rail and Metro information. Call Traveline on 0871 200 2233 for more travel information.

## RISK ASSESSMENT INFORMATION FOR LIVE TALES WORKSHOPS DELIVERED BY LIVE THEATRE

(The following information is provided by North East Theatre Trust Ltd. t/a Live Theatre in respect of its legal duties imposed by The Management of Health and Safety at Work Regulations 1999. No account is taken of materials or equipment brought into Live Theatre's premises by the visiting organisation).

<b>Project</b>	<b>Live Tales Workshops (KS2&amp;3)</b>	<b>Date</b>	<b>Academic year 2018/19</b>
<b>Number of Live staff as workshop facilitators</b>	<b>2</b>	<b>Number of participants expected</b>	<b>Up to 35 pupils, approx. 5 school staff</b>
<b>Number of volunteers</b>	<b>Up to 10</b>	<b>Number of visiting artists</b>	<b>0</b>

<b>Potential hazards under Live Theatre control</b>	<b>Control Measures</b>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• Fire detection and alarm system in place</li> <li>• Emergency lighting installed</li> <li>• Evacuation Procedure in place</li> </ul>
<b>Electrical System</b>	<ul style="list-style-type: none"> <li>• Annual inspection and testing of electrical installations</li> <li>• Portable appliance inspection and testing regime in operation</li> </ul>
<b>Access and egress:</b> Live Tales is accessed via a publicly accessible space (Newcastle: Live Garden and Sunderland: The Fire Station) where vehicles come and go.	<ul style="list-style-type: none"> <li>• Internal and external inspections carried out</li> <li>• Regular cleaning arrangements in place</li> </ul>
<b>Workshop facilitators</b>	<ul style="list-style-type: none"> <li>• All workshop facilitators have a current Enhanced DBS check (within 2 years) and are covered by employer's public liability insurance or personal public liability insurance.</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• All volunteers have received appropriate training for the session content, child protection and safeguarding.</li> </ul>
<b>Workshop Spaces</b>	<ul style="list-style-type: none"> <li>• Prior to any workshop there will be an inspection of the space to make sure it is safe and appropriate for the planned activity.</li> <li>• Toilets for use by the pupils are within the space in Newcastle (visits unsupervised) and along a corridor in Sunderland (visits supervised by teachers)</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Customer Service Duty Managers at Live Theatre and Fire Station welcome desk staff are First Aid trained.</li> </ul>
<b>Equipment provided by Live Theatre</b>	<ul style="list-style-type: none"> <li>• Cushions, paper, notebooks, clipboards, pens, felt tips, pencils, child safety pencil sharpeners and erasers.</li> </ul>
<b>Welfare of Young People</b>	<ul style="list-style-type: none"> <li>• Live Theatre has a Safeguarding Policy that all workshop facilitators and volunteers are familiar with.</li> <li>• All workers and volunteers are briefed on disclosure procedure.</li> <li>• Live Theatre's Safeguarding Officer is Operations Director.</li> <li>• All young people will be supervised at all times whilst taking part in this activity.</li> <li>• Activities will be adapted to ensure young people with additional needs are able to access them.</li> </ul>

Signed: 

(Wendy Barnfather, Operations Director)

Review date: August 2018

Live Theatre holds Employment Liability Insurance of £10million and Public Liability of £20million