



EMHEAP - Ethnic Minority Higher Education Awareness Programme – Guidance

Transition Mentoring Programme - 2009-2010

Aim

EMHEAP is a programme funded by the University of the West of England, South Gloucestershire and Bristol Local Authorities. It is run by the University of the West of England (Bristol).

The aims of the project are:

- to support pupils in achieving Level 4 or above in the Key Stage 2 SATs
- to help pupils to feel confident and prepared for the move to secondary school
- to raise pupils aspirations for further and higher education

Schools

Three primary schools in South Gloucestershire have been invited to participate in the project:

- Shield Road Primary



- Staple Hill Primary



- Wheatfield Primary



Criteria for selection of pupils

Schools are asked to nominate six suitable Year 6¹ pupils who are from **minority ethnic groups** and who:

- have the potential to achieve **Level 4 or above** in the Key **Stage 2 SATs**. (*This should **include EAL pupils** who have the ability but may not obtain the stated levels because they are at an early stage of language acquisition.*)
- need support with independent learning and prioritising work
- may be lacking in self-esteem, motivation and/or confidence
- who are looked after by the Local Authority
- have little or no tradition of higher education within the family

Programme overview

- Each pupil will have twenty sessions with their mentor
- Each mentor will carry out a minimum of forty mentoring sessions and a maximum of sixty sessions

Month	Event	Description
September	Selection of schools	<ul style="list-style-type: none"> • Schools selected by EMAS and invited to participate in the programme.
October-November	Selection of pupils	<ul style="list-style-type: none"> • Schools select pupils and inform parents. A representative from UWE may be available to speak to the parents and children as a group if sufficient notice is given. • Schools pass the pupil names along with the completed teacher and mentee profile sheets to EMAS. • UWE informed of pupils names etc. by EMAS
November - Term 2	Mentors briefed by member of staff responsible for the project in school	<ul style="list-style-type: none"> • School and EMAS informed of the mentors for each pupil. EMAS Head of Service and Head teachers shown CRB checks for mentors. • Mentors meet with member of staff responsible for the project in school to clarify working arrangements such as dates and times, venues, activities, and school procedures. • The member of staff responsible for the project in school will pass this information to EMAS. • UWE informed of working arrangements and procedures by EMAS.

¹ Year 5 pupils can be selected if there are insufficient numbers of Year 6 pupils who meet the selection criteria.

November - Term 2	EMHEAP commences	<ul style="list-style-type: none"> • Week beginning 16th November
January	Interim evaluation	<ul style="list-style-type: none"> • EMAS to contact member of staff responsible for the project in schools for feedback on progress.
June	End of year evaluation	<ul style="list-style-type: none"> • EMAS to meet with Year 6 participants and member of staff responsible for the project in school to complete evaluations.
June/early July next	UWE visit	<ul style="list-style-type: none"> • Pupils spend the day taking part in exciting educational activities have a tour of the university. The visit is supported by the pupil's mentor, other university pupils and year 10 pupils from the relevant secondary schools. • Parents/carers will also be invited to attend part of the day.
July -August	EMHEAP report	<ul style="list-style-type: none"> • EMAS to write evaluation report. • Meeting between EMAS and Marie-Annick Gournet to discuss evaluation report.

Procedures

Mentors sign in and out using the schools book/log



Mentors to inform school and Marie-Annick Gournet if they are unable to attend their mentoring session and arrange alternative date



Member of staff responsible for the project in school to inform EMAS in the case of any mentor absence planned or unplanned



School to inform Marie-Annick Gournet or mentor of pupil absence and school events that require mentoring sessions to be postponed

Key Contacts

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