

Guidelines „BEE SECURE for schools“



- The trainings are **free of charge**.
- Duration: **90 Minutes (2 school-lessons)** per training and class; with classes of Cycle 3 it is suggested to split the two lessons and schedule them on separate days.
- The classes (**15-25 pupils**) are trained individually. The need for discussion is usually quite big, larger groups would consequently be shorter on time.
- Request for trainings via online form: <https://www.bee-secure.lu/form>
- To ensure a smooth planning we would need the following information – in case you already have it – which can be filled in the application form directly:
name of the class, number of pupils, time slot, room, name of supervisor

For a smooth running of BEE SECURE Trainings, we ask the participating school to take account of the following organizational aspects:

- Each class has to be **supervised by a teacher** (the trainer cannot take the responsibility for the class!) who gives his/her support to the trainer during the session.
- A BEE SECURE Trainer should provide **MIN. 2** successive trainings, there can be a **MAX.** of 3 trainings a day (if so, please consider a break in your schedule).

Organize the overall planning such as it to be convenient for all participants.

Example 1: 4 classes resp. trainings

	Trainer 1	Trainer 2
8:00-9:30	<i>Class 1</i>	<i>Class 3</i>
10:00-10:30	<i>Class 2</i>	<i>Class 4</i>

Example 2: 7 classes resp. trainings

	Trainer 1	Trainer 2	Trainer 3
8:00-9:30	<i>Class 1</i>	<i>Class 3</i>	<i>Class 5</i>
10:00-11:30	<i>Class 2</i>	<i>Class 4</i>	<i>Class 6</i>
13:00-14:30			<i>Class 7</i>

	Trainer 1	Trainer 2	Trainer 3
8:00-9:30	<i>Class 1</i>	<i>Class 4</i>	<i>Class 7</i>
10:00-11:30	<i>Class 2</i>	<i>Class 5</i>	
13:00-14:30	<i>Class 3</i>	<i>Class 6</i>	

Negative example

Note: the time schedules serve as examples and must be adapted to the ruling time.

- **Equipement in the room:**
 - o Projector (+ connecting wire for laptop)
 - o Projection surface
 - o Suitable lighting conditions for the projection (darkening possibilities)

- Internet connection is useful but not necessary.
- The trainer brings his/her own laptop.
- Ideally the trainer, when providing more trainings successively, should stay in the **same room** (no computer room as this is unpractical for the training course) for his trainings. Should this not be possible, for logistical reasons and should there be a change of location, then the next room should be **close** and not on a different floor or building.
- The room should be made **accessible for the trainer** at least 5 minutes before the appointed training. A smooth technical running should be ensured with the **help** of the supervising teacher or school technician.
- The **BEE SECURE info material** is delivered to the school beforehand. Please, make it available for the respective trainers in their designated rooms. The material will be distributed by each trainer at the end of his/her session.

In case of any questions, don't hesitate to contact us: <https://www.bee-secure.lu/form>

Thank you for your cooperation!

The BEE SECURE Coordination Team