BCP

OurKidsCode
FAMILY CODING CLUBS

FACILITATOR HANDBOOK 2026



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Rialtas na hÉireann
Government of Ireland

Taighde Éireann
Research Ireland

Facilitator Hub
www.ourkidscode.ie/facilitator-hub

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WELCOME!

Welcome to the OurKidsCode family workshop programme. This handbook covers workshops delivered in Broadband Connection Points (BCPs).

PROGRAMME OVERVIEW

01 What is OurKidsCode?

OurKidsCode is a research project based in Trinity College Dublin that increases parental involvement and promotes diversity in computing education by providing STEAM opportunities for families with primary-aged children, particularly in underserved and rural communities.

02 What is a Broadband Connection Point?

Broadband Connection Points (BCPs) are public locations that have been equipped with high-speed connectivity as part of the National Broadband Plan. These locations have been selected by local authorities and include community centres, libraries, sports facilities, enterprise hubs, tourist destinations, and other public spaces.
Broadband Connection Points and Community Access | NBI

03 How are they related?

The Department of Rural and Community Development and the Gaeltacht (DRCDG) funds OurKidsCode to deliver workshop in BCPs as a way to provide families in rural areas with STEM education opportunities and to encourage families to use and engage with their local BCPs.

04 How is this different to other OurKidsCode strands?

Delivering OurKidsCode workshops in the BCP context isn't just about facilitating. It's also about activating a community. BCPs are often underutilised and by connecting with the management and promoting the workshop to local families, we are helping to bring them alive.

1.1 OurKidsCode Facilitators

OurKidsCode is not a course, not a class and there are no tests or homework!

OurKidsCode facilitators create a fun, relaxed learning environment for parents and kids to be creative, playful, informed, engaged, curious and empowered in their use of technology.

Giving families a sociable and enjoyable introduction to creative coding sets a positive template and motivates families to keep exploring the potential of STEAM as a way to have fun, invent, find solutions and express their creativity.

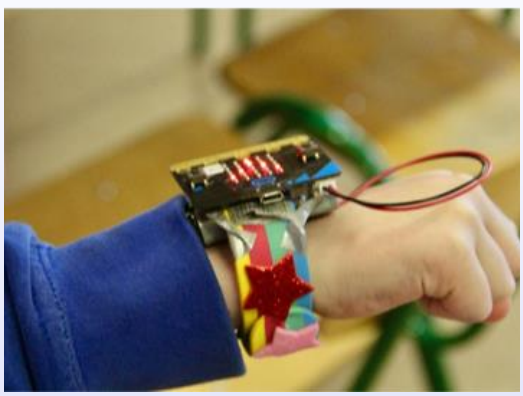
The family team is central to the OurKidsCode model. Providing a structured activity in a safe space allows parents and children to work together, reinforcing family bonds while producing a satisfying, playable artefact, creating a valuable sense of competence and achievement.

Facilitators are not the 'expert in the room'. Instead, they encourage families to support each other to troubleshoot and resolve issues, which increases their confidence to pursue STEAM activities independently, whether at their kitchen table or as a club.

All OurKidsCode facilitators are subject to Garda vetting by Trinity College Dublin in line with our Child Safeguarding Policy.



OurKidsCode clubs in action.





1.2 6-Step Meetup Structure

Every OurKidsCode MeetUp follows the same 6-step structure which has been developed to provide satisfying and replicable experiences to families and clubs.

1. Set Up

Families prepare the room, get connected to the Wi-Fi and settle into their places.

2. Warm Up

An activity that gets everyone up and moving around, having fun and burning off some energy before settling down to more focused work. The activity should relate in some way to the project to support everyone to start thinking about the logic or the topic of the project.

3. Create

Every MeetUp project has both a coding and a craft challenge. Some children are more excited about one kind of activity than another, so this ensures that everyone has something to do. This also ensures that there is a meaningful, physical artefact to play with at the end, which provides enormous satisfaction and rounds off the activity.

4. Share

It's very important for families to have the chance during the MeetUp to show off, play with and share what they've made.

5. Reflect

Taking time to think about what they've done and reflect on how it went develops self-awareness, helps clubs improve themselves and backs up the primary and secondary school curricula, which encourage self-reflection and teamwork.

6. Plan

At the end of every MeetUp, families choose their next project and plan who will take on which tasks to organise the next MeetUp. This helps ensure that the projects they do appeal to their interests, and that the work of organising is shared equally among the participants. Children are especially encouraged to take a role in organising and conducting MeetUps.

2.1 6 Key Messages (Facilitators)

1. You do not need to be a technical wizard to be an OurKidsCode facilitator!

2. OurKidsCode is not a school or a course. A core value of OurKidsCode is the belief that parents and children learn best when they're feeling safe and enjoying themselves, so your role is to create a relaxed and fun atmosphere for families to develop their confidence to tackle creative coding and craft projects together. Your priority is for everyone to have a positive experience.

3. The OurKidsCode workshops are designed to lead families from zero knowledge of creative computing to having the confidence to start their own family-run club, so build their independence by encouraging them to explore their own solutions, support each other and celebrate their accomplishments.



Have a fun and relaxed atmosphere.

Help build their confidence by encouraging.

4. MeetUps are busy, lively, child-centred social events. Parents are responsible for managing their own children's behaviour and focus, but it is quite normal for children to wander around, eat snacks and dip in and out of the activities.

5. OurKidsCode is a research project. A key aspect of your role is to fill out an *Evaluation Form* after each workshop you deliver. Your reflective feedback on family interactions, interest in doing more and what could be better is very valuable and helps us to develop and improve.

6. The OurKidsCode website has lots of resources for facilitators and families. If you have a question that the website can't answer, feel unsure or need support, reach out and ask. *We are happy to help!*

2.2 6 Key Messages (Families)

These can't be repeated often enough!!!

1. OurKidsCode is **not** a drop off activity. Our research is focused on parents and their children doing coding together. Parents must stay and participate with their children for the entirety of every MeetUp. MeetUps are limited to 6 families per event, but there is no limit on the number of children, although we have found that no more than 3 children per parent is optimal.
[***Note:*** *there is guidance for exceptional circumstances on the next page (2.2.1)]*

2. All families must have registered with OurKidsCode before their first MeetUp, even when joining an established club.

3. OurKidsCode is a research project dependent on data and funding. We ask clubs to take responsibility for ensuring that the *Club Check In Form* (*see links in Section Useful Docs, page 50*) is filled in at the end of every MeetUp because it helps us to grow and improve for everyone's benefit.

4. Each MeetUp should follow the 6-step model as developed by OurKidsCode (Set Up, Warm Up, Create, Share, Reflect & Plan).

5. OurKidsCode is a whole-family activity where both parents and children take an active role. Club MeetUps are not classes or school. Clubs should provide a relaxed, safe and fun environment where families can enjoy creating together.

6. OurKidsCode clubs are cooperative. All participants, children especially, are encouraged to take an active part in running MeetUps, helping others, sharing their ideas and choosing projects.

Not a drop off activity for kids!

Whole family activity where parents and kids take active roles.



2.2.1 Key message: Parent attendance, exceptional circumstances

Only a parent/legal guardian can register with OurKidsCode and give permission for their child to take part. Updated ethics approval allows a child to attend with a responsible non-parent adult (18+), however...

We are a research project studying parents and children doing creative coding together. Therefore, the strong message to parents is that they are required to attend and participate.

But we don't want children going away disappointed!

So, if a registered child arrives with a non-parent despite our best efforts to convey that message, they can stay, but...

They can't fill out the reaction form to avoid their data mixing in with the data of children attending with their parents.

Facilitators, please inform us when this happens and let us know if you encounter difficulties

And remember: a non-parent cannot register to attend the workshop, so if they arrive without being registered by their parent, they can't stay.



Research project studying parents and children doing creative coding together

3. BCP Engagement Plan

People Involved: OKC Admin, BBO, Facilitator

01. County Planning – One Off

BBO meeting and county planning to identify suitable BCPs

02. BCP Engagement & Onboarding – per BCP

- BCP outreach through email and phone (logged)
- Convert BCP to active location and answer queries, send info and book dates for Tasters.

People Involved: Facilitators

People Involved: OKC Admin and Facilitators

03. Taster Promotion/Family Recruitment

- Facilitators Role:
  - ✓ Register your upcoming workshop details through Workshop Booking MS Form
  - ✓ Promote the workshop using promo flyers on notice boards, in newspapers, Facebook groups, etc.
  - ✓ Monitor ticket sales on Eventbrite
- OurKidsCode Admin Role:
  - ✓ Put the workshop up on Eventbrite which will automatically show up on the OKC website.
  - ✓ Share details on OurKidsCode social media/email

04. Taster Workshop (Standalone)

- Rock, Paper, Scissors Taster workshop
- 1-3 Tasters depending on demand in the area
- All research instruments to be completed within 7 days

People Involved: Facilitators

People Involved: Facilitators

05. START A CLUB 4-part programme

- If there are enough interested Taster families, they can continue to a 4-part Club programme
- They meet 3 times with a facilitator, then twice independently, then 1 more time with the facilitator
- If they decide to continue after that, they can keep the Micro:bits and OKC will send them extension kits

4. Workshop Booking Procedure

New BCP date

- Use MS Forms to give us the details
- [OurKidsCode Workshop Booking Form – Fill out form]

Eventbrite

- We use the details to set up a new event on Eventbrite
- The Eventbrite link goes on OKC upcoming events webpage
- [www.ourkidscode.ie/upcoming-workshops]

Promotion

- Facilitator shares OKC upcoming events webpage link on posters, social media, etc.
- We share workshop details & link on OKC social media

Recruitment

- Parents go to the webpage and reserve a place on the workshop via Eventbrite
- Eventbrite sends them an email with workshop info & facilitator contact info so they can ask for directions, let you know they're running late, etc.
- If tickets are sold out, Eventbrite lets parents request to be put on a waiting list

Numbers

- On Eventbrite, facilitator clicks the **Reserve a place** button to see how many tickets are left. (Don't *actually* reserve a place!)
- If there aren't enough families booked in to go ahead, do more promotion or cancel the workshop. If you're not sure, contact the Admin team and we'll advise you.

Change or Cancel

- Use the same MS Forms if you need to change or cancel workshop details
- We will update Eventbrite & the system will inform ticketholders of the change
- Families can cancel through Eventbrite so their ticket becomes available again

Registration

- Each family must complete the *Registration form* at the start of workshop and each person must complete a *Reaction form* at the end
- Facilitator completes *Check in form* and *Evaluation form* at the end of the workshop

5. Taster & Start-a-Club Overview

Taster		
Project: **Rock, Paper, Scissors**	Give families a taste of OurKidsCode	Block coding, Logic blocks

Start-a-Club: Meet Up 1 – minimum 5 families who want to do more		
Project: **Pet**	Build confidence & family connections	Variety of inputs, Functions

Start-a-Club: Meet Up 2		
Project: **Bee & Flower**	Build confidence in club management	Radio strings

Start-a-Club: Meet Up 3		
Project: **Hackathon**	Build club independence, plan for Meet Ups 4&5	Design thinking, Showcase

Start-a-Club: Meet Ups 4 & 5		
Projects: **Club choice**	No facilitator present	Try out meeting up independently

Start-a-Club: Meet Up 6		
Project: **AI Literacy**	Answer questions, celebrate accomplishments	Make a plan to continue to meet independently

6. Taster Workshop Notes

6.1 Rock Paper Scissors

6.1.1 Overview

- The Taster Workshop introduces families to OurKidsCode and the concept of a family-run coding club with the hope that they will be motivated to start their own club.
- For many families, this is their first experience of coding.
- The intention is to build their ***confidence*** with coding, with family-based activities and with the OurKidsCode model.
- Families get the experience of using a Micro:bit and the Make Code coding platform.
- The focus is on everyone having an enjoyable experience and wanting to do more.
- Parents and children are invited to get involved by helping the facilitator with small jobs, where appropriate.
- At the end of the Taster workshop, families are invited to take the opportunity to do more by starting their own club with support from an OurKidsCode facilitator. There is no obligation to do more.

6.1.2 Materials



- ❑ 7 x Project Guides
  (1 per family + 1 spare)
- ❑ 7 x Micro:bits
  (1 per family + 1 spare)
- ❑ Duct tape & rubber bands or hair elastics
- ❑ Velcro
- ❑ Scissors
- ❑ Pens and markers
- ❑ Craft materials
- ❑ Stickers (Stars/Fun/Motivational)
  (used as progress markers & decoration)





6.1.3 6-step Rock, Paper, Scissors

1.1 Set Up

15 mins

Facilitator Tasks

- Ask families to register and check that they have done so
- Help everyone connect to Wi-Fi
- Introduce yourself and ask families to introduce themselves:
    - Each person says their name, age (not necessary for adults!) and something about themselves - only if they want to!

Information about OurKidsCode:

- OurKidsCode is a research project based in Trinity College Dublin. We are a non-commercial entity, funded by Research Ireland and Department of Rural and Community Development and the Gaeltacht, with the core aims of increasing parental involvement and diversity in computer education and STEM opportunities for primary aged children.
- OurKidsCode is not a course or school, there are no exams, no homework & no pressure.
- OurKidsCode is designed for everyone, with or without technical experience – there's no need for anyone to worry if they're completely new to coding.
- OurKidsCode is building a network and community of family coding clubs across Ireland. If enough families want to have a club, we'll support one to start.
- OurKidsCode clubs are family-run, with training and support from OurKidsCode.
- This is a Taster workshop to give families an experience of OurKidsCode.
- There is also a Start-a-Club programme designed to support parents to start their own family creative coding club. This workshop is a great opportunity to experience an OurKidsCode MeetUp and decide if they want to do more.
- The approach we have developed empowers families to believe they have the necessary skills and enthusiasm to support themselves and each other to meet regularly to work on creative STEAM projects.
- There's no need for lots of detail now. Families who want to know more should go to our website: www.ourkidscode.ie

Key Messages
All families must be registered with OurKidsCode because they must consent to take part in our research before participating in the workshop
No one need speak if they don't want to!

1.2 Set Up

15 mins

Facilitator Tasks

- Distribute *Rock Paper Scissors Project Guide* (opportunity for a 'helper') & tell families what they'll be doing
- Ask families to fill out the ***Be Positive*** worksheet and check that they understand what to do
- Elicit feedback
- Tell families to read through ***Form a Family Team*** and decide who will do which jobs.
- Elicit feedback



Key Messages
Be Positive helps to set the tone for how the families want to be together in the workshop
Everyone is learning something new, and it will work best if everyone is kind, patient and encouraging of each other
Working together builds teamwork skills
Everyone can choose a job to do and can help the other members of their team with their jobs too. More than one person can do the same job. One person can do more than one job
There are 2 parts to the challenge, the craft and the coding. Family members can do them as a team or split into two teams to complete them separately. Each person can focus on the challenge that they're most interested in

2. Warm Up — 15 mins

Rock, Paper, Scissors Tournament is played as a whole group game.

The **Organisers** from each family come together to agree rules, plan and hold a Rock, Paper, Scissors tournament with the aim of having one overall winner. They are in charge and they run the game themselves.

Organisers collect a progress sticker when the game is complete!

Facilitator Tasks

- Call attention to the WarmUp instructions and, if necessary, offer gentle encouragement to the **Organisers** to work together
- Encourage everyone to celebrate the winner. The emphasis is on fun, not competition!
- Call attention to progress stickers (helper opportunity!)



Key Messages
Every OurKidsCode has an off-device warmup
Ideally, the activity relates in some way to the creative coding project that's coming next to help families to understand the logic behind the challenge.
Warmups help everyone burn off some energy and get ready to settle down to making the project
Working together helps break the ice and encourages families to feel comfortable asking each other for help later during the project
Playing Rock-Paper-Scissors ensures everyone knows the rules and creates awareness of how the game relies on randomness

3. Create

30-40 mins

Families code a Micro:bit to randomly show a symbol for either **Rock** or **Paper** or **Scissors** when shaken. They make a wristband from duct tape and Velcro to hold the Micro:bit and make it wearable.

Organisers collect a progress sticker when they complete each step.

Facilitator Tasks

- Explain the task.
- Draw attention to the coding and craft instructions & supplies, the instructional video link and check that everyone is getting started ('helper' opportunity)
- Circulate to offer support if necessary. If a family needs help & another family has already completed that step, encourage them to help other families. If a family is struggling, encourage them to find a family to ask for help.
- If a family or child is struggling or falling behind and doesn't want to ask for help, it's fine to give them tips and support, but with the aim of building their confidence in finding solutions, not fixing it for them.



Key Messages
Our model is developed to encourage collaborative learning and support. With parental support, children learn to stick with challenging tasks and try different solutions.
The facilitator is there to jump in if they're really needed, but if someone gets stuck, they should ask another family for help first. They may have solved the same problem already. We believe this is the best way to build their confidence to try different ways to solve challenges.
If someone is finished early, they can see if anyone needs help.

4. Share

10-15 mins

Families play with their **Rock, Paper, Scissors** wristbands and show them off to each other.
If there's time, families can hold another tournament with Micro:bits vs. hands.

Facilitator Tasks

- Encourage families to play with what they've made.
- Congratulate families on what they've accomplished
- Circulate with the QR code for the **Reaction Form** (on page 49) while the children are playing, and ask parents to scan it on their phones and start filling it in and asking their children to fill it in too.
- They need to do **one per person** in the family!



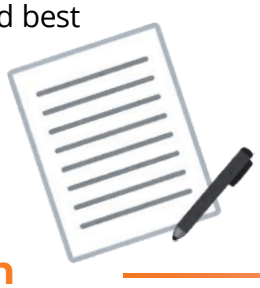
Key Messages
It's important for families to have time to enjoy what they've created by playing with it and showing others what they've done.
It's useful to see how other people have solved the challenge, possibly in different ways.
It's important to acknowledge success and achievement.
OurKidsCode workshops are free, but because we are doing research, we really need everyone to complete a reaction form because data is what allows us to achieve our goals and keep our funders happy!

5. Reflect

10 mins

Facilitator Tasks

- Complete **BCP Check In** (QR on page 48)
- Check that everyone has filled in the **Reaction form**
- Bring everyone together for a quick chat about what they each liked best



Key Messages
Family reaction is key to OurKidsCode because it helps us to improve our model. Honesty is encouraged and appreciated!
Each adult and each child should fill in their own online Reaction Form, not just one per family
Coming together at the end of the MeetUp to have a chat about how it went helps everyone to think about what they've accomplished
Self-reflection, teamwork and discussion are now a part of the curriculum in Irish schools

6. Plan

5 mins

Facilitator Tasks

- Talk to the families the Start-a-Club programme
- If they want to do more, they should share their contact details with you so you can follow up with the BCP and let them know dates/times.
- They can also create a WhatsApp group and invite you to join it

Key Messages
There's no obligation to continue, but we need 6 families who want to do more in order to book in a Start-a-Club programme (negotiable in low-population areas)
The programme involves 3 facilitated workshops, then the group meets independently twice, and then the facilitator comes back for 1 more workshop to see how they got on and offer more support
OurKidsCode will provide Micro:bits and connect them to our **Club Hub** resources
The facilitated workshops in the programme must happen in the BCP, but as a club they can meet wherever they want to without a facilitator

After the Meetup

- Part of the facilitator role is to complete the ***Facilitator Evaluation Form*** *(QR on pg 48)* following every session
- Notes from the group discussion in **5. Reflect** can form part of the evaluation

7. START A CLUB



7.1 MeetUp 1: Pet

7.1.1 Overview

- For many families, this is their second experience of coding.
- They have agreed to explore starting a club and this workshop sets the tone for their club going forward, introduces Club procedures, and helps build inter-family connections
- The intention is to continue building their ***confidence*** with coding, with family-based activities and with the OurKidsCode model, while getting to know each other better.
- This project introduces new coding concepts – a variety of inputs and the use of Function blocks
- The focus is on everyone having an enjoyable experience and wanting to do more.

7.1.2 Materials

- ❑ 7 x Pet Project Guides
  (1 per family + 1 spare)
- ❑ 7 x Micro:bits
  (1 per family + 1 spare)
- ❑ Coloured Craft Papers
- ❑ Glue sticks / Tape
- ❑ Scissors
- ❑ Pens and markers
- ❑ Craft materials
- ❑ Stickers (Stars/Fun/Motivational)
  (used as progress markers & decoration)

7.1.3 6-step Pet

1. Set Up — 15 mins

Facilitator Tasks

- Welcome everyone back to this continuing this family coding journey.
- Prompt the group to remember what the ***Set Up*** tasks are:
  - ✓ Put out the craft supplies, Micro:bits and Project Guides
  - ✓ Check that everyone is connected to the Wi-Fi
  - ✓ Do the ***Be Positive*** task *(this is designed to encourage conversation about how everyone is part of creating a positive atmosphere*)
  - ✓ Do the ***Choose a Family Team*** task
  - ✓ Keep an eye on the time (15 mins max)
- Ask who wants to do which jobs and support them to complete ***Set Up***.

Key Messages
OurKidsCode workshops always follow the same 6-step format. There's a MeetUp Checklist on the Club Hub page (*links and a handout at the back of this handbook*)
OurKidsCode workshops have jobs for everyone, children and parents alike
It's important for everyone to have a job to do. No one should feel left out or bored.
MeetUps are essentially a social activity and help to build social skills, foster friendships and create community while also developing digital and design skills
Taking charge gives families a chance to build teamwork, leadership and communication skills in a safe, friendly environment
Clubs should make sure that everyone is helping and that no one is left with all the jobs
Families create the atmosphere in their club
Try a different team role this MeetUp than the last one, e.g. if you were Maker, try being Reviewer. Parents can be Coders and kids can be Organisers!

2. Warm Up

15 mins

PETS! Is played in teams of 2 families.
The players are: 1 x **Owner**, and the rest are **Pets**
The **Owner** gives commands to the **Pets**, e.g.,

- **Pets**, *shake*!
- *Speak*!
- **Pets**, *stop*!

The **Pets** only obey the command if the **Owner** says "**Pets**, ____" first.
If a **Pet** forgets and does an action without "**Pets**, ____" first, they're out!
The last **Pet** standing wins!

Organisers collect a progress sticker when the game is complete!

Facilitator Tasks

- The Organisers from each family team organise the ***Warm Up*** and manage the time (15 mins max).
- Support Organisers with managing the ***Warm Up,*** only if necessary.
- This ***Warm Up*** might prompt some reflections about how the ***Warm Up*** went last week.



Key Messages
Every OurKidsCode has an off-device warmup.
Ideally, the activity relates in some way to the creative coding project that's coming next to help families to understand the logic behind the challenge.
Warmups help everyone burn off some energy and get ready to settle down to making the project
Working together helps break the ice and encourages families to feel comfortable asking each other for help later during the project

3. Create

30-40 mins

Families code a Micro:bit and paper Pet that shows different mouth shapes when played with: **Logo Press** = Calm, **Shake** = Sad and **Button A**= Surprised!

Organisers collect a progress sticker when they complete each step

Facilitator Tasks:

- Prompt families to remember the ***Create*** step and the tasks:
  - ✓ Keep track of the time (40 mins max)
  - ✓ Check that all families are doing okay with the project.
  - ✓ Help each other to figure out solutions.
- Ask who wants to do which jobs (timekeeper, etc) with help from you and support them to complete ***Create***.
- ***Create*** might prompt some recollections about how the coding and crafting went last week.



Key Messages
Our model is developed to encourage collaborative learning and support. With parental support, children learn to stick with challenging tasks and try different solutions
Even a coding project that doesn't work is a learning experience. Real life coders face challenges getting their code to work and have to be patient, creative solution-finders
Having a craft element beside the coding ensures there's something everyone will enjoy and links the coding to real-world applications

4. Share

10-15 mins

Families play with their Pets and show them off to each other.
If there's time, families can play around with or change their code to add more mouth shapes (they might need to be reminded to download it onto the Micro:bit again!)



Facilitator Tasks:

- Congratulate families on what they've accomplished.
- Prompt families to remember the ***Share*** step and the tasks:
  - ✓ Enjoy what you've made
  - ✓ Start tidying up
  - ✓ Start circulating with the ***Reaction form*** QR code (on page 49)
  - ✓ One ***Reaction Form*** **per person**!
- Ask who wants to do which jobs and support them to complete ***Share***.

Key Messages
It's important for families to have time to enjoy what they've created by playing with it and showing others what they've done
It's useful to see how other people have solved the challenge, possibly in different ways
It's important to acknowledge success and achievement

5. Reflect

10 mins

Facilitator Tasks:

- Complete ***Check-in form*** (QR on page 48)
- Complete ***Club Evaluation form*** (QR on page 48)
- Prompt families to remember the ***Reflect*** step and the tasks:
  - ✓ Check ***Reaction form*** completion (one per person)
  - ✓ Have a quick chat about what everyone liked best
  - ✓ Choose one person to complete ***Club check-in form*** (on the Club Hub – QR on page 50) (*Tick that a facilitator is present*)
- Ask who wants to do which jobs and support them to complete ***Reflect***.



Key Messages
Each adult and each child should fill in their own online Reaction Form
Coming together at the end of the MeetUp to have a chat about how it went helps everyone to think about what they've accomplished
They can also think about what went well, what didn't and what they would do differently in the next Meet Up when they don't have the facilitator with them
Filling in the Reaction, Check-in and Evaluation forms makes families part of our research by giving OurKidsCode the data we need to develop and keep offering our free programme – thank you!

6. Plan

5 mins

Facilitator Tasks

- Prompt the families to remember and complete the ***Plan*** step and tasks:
  - ✓ Tidy up and restore the room to order
  - ✓ Discuss next MeetUp content, date and time:
    - ✓ The next MeetUp will be the last one before they meet up independently twice.
    - ✓ They should think now about the dates and times of their 2 independent meet ups and decide who will book the BCP, if they choose to keep meeting there.

Key Messages
The club sets their own Meet Up schedule. Most clubs meet once or twice a month, or a set number of times per term.
The most important goal of OurKidsCode MeetUps is to have fun! The second most important goal is to complete the research instruments :-)
When they meet without a facilitator, they'll only have one form – the **Club Check In** - to fill in per MeetUp! No reaction forms will be required!

AFTER THE MEETUP

Facilitator tasks

Complete the ***Facilitator Evaluation Form*** (Pg 48)







7.2 MeetUp 2: Bee & Flower

7.2.1 Overview

- MeetUp 2 is the first project where families work in teams with other families.
- Families pair up and choose to be either a **Bee** or a **Flower**.
- The intention is to continue building their ***confidence*** with coding, with family-based activities and with the OurKidsCode model, while strengthening their inter-family connections.
- This project introduces new coding concepts – radio signals, Micro:bit connections, sounds and variables.
- The focus is on everyone having an enjoyable experience and wanting to do more.

7.2.2 Materials

- ❑ 7 x Bee & Flower Project Guides
  (1 per family + 1 spare)
- ❑ 7 x Micro:bits
  (1 per family + 1 spare)
- ❑ Coloured Papers
- ❑ Ice cream sticks
- ❑ Blindfold or Scarf (For Warmup)
- ❑ Glue sticks / Tape
- ❑ Scissors
- ❑ Pens and markers
- ❑ Craft materials
- ❑ Stickers (Stars/Fun/Motivational)
  (used as progress markers & decoration)

7.2.3 6-step Bee & Flower

1. Set Up — 15 mins

Facilitator Tasks

- Welcome everyone back and continuing this family coding journey.
- Prompt the group to think of what the ***Set Up*** tasks are:
  - ✓ Put out the craft supplies, Micro:bits and Project Guides
  - ✓ Check that everyone is connected to the Wi-Fi
  - ✓ Do the **Be Positive** task *(the families can use this to start a conversation about club rules, if they choose*)
  - ✓ Do the **Choose a Family Team** task
  - ✓ Keep an eye on the time (15 mins max)
- Ask who wants to do which jobs and support them to complete ***Set Up***.

Key Messages
OurKidsCode workshops always follow the same 6-step format
OurKidsCode workshops have jobs for everyone, children and parents alike
It's important for everyone to have a job to do. No one should feel left out or bored.
MeetUps are essentially a social activity and help to build social skills, foster friendships and create community while also developing digital and design skills
Taking charge gives families a chance to build teamwork, leadership and communication skills in a safe, friendly environment
Clubs should make sure that everyone is helping and that no one is left with all the jobs
Families create the atmosphere in their club
Try a different team role this MeetUp than the last one, e.g. if you were Maker, try being Reviewer. Parents can be Coders and kids can be Organisers!

2. Warm Up

15 mins

Find the Flower! Is played as a whole group.
Families create a big flower on a sheet and mark the centre.
Each family chooses a representative from their family to become the Bee

The Goal: Each Bee has to find their way to the centre of the flower and put a sticker to the centre by listening to the Buzzing from their family! If the bee is close to the centre the family buzzes loudly and if far they reduce their buzzing.

Win: The Bee that puts the sticker closes to the centre Wins!

Organisers collect a progress sticker when the game is complete!

Facilitator Tasks

- Prompt the families to remember that the ***Organisers*** from each family team organise the ***Warm Up*** and manage the time (15 mins max).
- Support Organisers with managing the ***Warm Up,*** only if necessary.
- This ***Warm Up*** might prompt some reflections about how the ***Warm Up*** went last week.

Key Messages
Every OurKidsCode has an off-device warmup. Projects on our website have warmups provided, but once they're ready to find their own projects, they'll want to agree warmup games too.
Ideally, the activity relates in some way to the creative coding project that's coming next to help families to understand the logic behind the challenge.
Warmups help everyone burn off some energy and get ready to settle down to making the project
Working together helps break the ice and encourages families to feel comfortable asking each other for help later during the project

3. Create

30-40 mins

Families code either a Micro:bit **Bee** or **Flower** that communicates with another family's Micro:bit over same Radio channel.

On pressing **Button A: Flower** can send a pollen to **Bee,** Bee keeps count of the Pollen collected.

Organisers collect a progress sticker when they complete each step

Facilitator Tasks:

- Prompt families to remember the ***Create*** step and the tasks:
  - ✓ Keep track of the time (40 mins max)
  - ✓ Check that all families are doing okay with the project.
  - ✓ Help each other to figure out solutions.
- Ask who wants to do which jobs (timekeeper, etc) and support them to complete ***Create***.
- ***Create*** might prompt some recollections about how the coding and crafting went last week.



Key Messages
Our model is developed to encourage collaborative learning and support. With parental support, children learn to stick with challenging tasks and try different solutions
Even a coding project that doesn't work is a learning experience. Real life coders face challenges getting their code to work and have to be patient, creative solution-finders
Having a craft element beside the coding ensures there's something everyone will enjoy and links the coding to real-world applications

4. Share

10-15 mins

Families play with their **Bee** and **Flower** and show them off to each other. If there's time, families can change their Radio channels and try collecting Pollen or sending Pollen to another family.

Facilitator Tasks:

- Congratulate families on what they've accomplished.
- Prompt families to remember the ***Share*** step and the tasks:
  - ✓ Enjoy what you've made
  - ✓ Start tidying up
  - ✓ Start circulating with the ***Reaction form*** QR code (on page 49)
  - ✓ One ***Reaction Form*** **per person**
- Ask who wants to do which jobs and support them to complete ***Share***.



Key Messages
It's important for families to have time to enjoy what they've created by playing with it and showing others what they've done
It's useful to see how other people have solved the challenge, possibly in different ways
It's important to acknowledge success and achievement

5. Reflect

10 mins

Facilitator Tasks:

- Complete ***Check-in form*** (one per club)
- Complete ***Club Evaluation form*** (one per club)
- Prompt families to remember the ***Reflect*** step and the tasks:
  - ✓ Check ***Reaction form*** completion (one per person)
  - ✓ Have a quick chat about what everyone liked best
  - ✓ Choose one person to complete ***Club check-in form*** (on the Club Hub – QR on page 50)

    (*Tick that a facilitator is present*)
- Ask who wants to do which jobs and support them to complete ***Reflect***.



Key Messages
Each adult and each child should fill in their own online Reaction Form
Coming together at the end of the MeetUp to have a chat about how it went helps everyone to think about what they've accomplished
They can also think about what went well, what didn't and what they would do differently in the next Meet Up when they don't have the facilitator with them
Filling in the Reaction, Check-in and Evaluation forms makes families part of our research by giving OurKidsCode the data we need to develop and keep offering our free programme – thank you!

6. Plan

5 mins

Facilitator Tasks

- Families complete the ***Plan*** step and tasks:
  - ✓ Discuss next MeetUp content, date and time
  - ✓ Tidy up and restore the room to order
  - ✓ Note who is borrowing Micro:bits
  - ✓ Keep a copy of the project guide (if possible)
- Check that the families have information about creative coding pathways and supports.

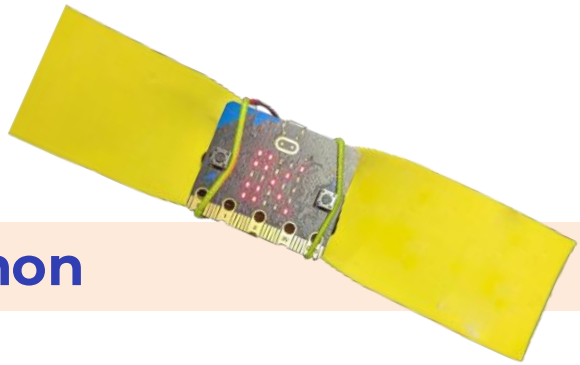
Key Messages
The club sets their own Meet Up schedule. Most clubs meet once or twice a month, or a set number of times per term.
The most important goal of OurKidsCode MeetUps is to have fun! The second most important goal is to complete the research instruments :-)
When they meet without a facilitator, they'll only have one form – the **Club Check In** - to fill in per MeetUp! No reaction forms will be required!

AFTER THE MEETUP

Facilitator tasks

Complete the ***Facilitator Evaluation Form*** (Pg 48)





7.3 MeetUp 3: Hackathon

7.3.1 Overview

- MeetUp 3 is the last facilitator led workshop before the families meet independently.
- The aim is to push families towards independence.
- The facilitator takes a back seat and lets the families run the MeetUp as much as possible.
- Families continue building their ***confidence*** with coding, with family-based activities and with the OurKidsCode model, while growing their group identity and inter-family connections.

- This project introduces a creative challenge for families and explains the concept of a Hackathon.
- The guide also has a **Parent's Corner** page which encourages parents to chat and think about forming a Club
- The focus is on everyone having an enjoyable experience and feeling confident to do more.
- At the end of this workshop, families have a mini-showcase where each team shows off their project and talks about their design and coding choices.

7.3.2 Materials

- ❑ 7 x Project Guides
  (1 per family + 1 spare)
- ❑ 7 x Micro:bits
  (1 per family + 1 spare)
- ❑ Glue sticks / Tape
- ❑ Scissors
- ❑ Pens and markers
- ❑ Craft materials
- ❑ Stickers (Stars/Fun/Motivational)
  (used as progress markers & decoration)

7.3.3 6-step Hackathon

1. Set Up — 15 mins

Facilitator Tasks

- Let families takeover this section.
- Prompt the group to think of what the ***Set Up*** tasks are:
  - ✓ Put out the craft supplies, Micro:bits and Project Guides
  - ✓ Check that everyone is connected to the Wi-Fi
  - ✓ Do the ***Be Positive*** task *(the families can use this to start a conversation about a club name and mascot, if they choose)*
  - ✓ Do the ***Choose a Family Team*** task
  - ✓ Keep an eye on the time (15 mins max)
- Let families take jobs.
- Support them to complete ***Set Up****, only if they get stuck.*

Key Messages
This is the last facilitated session. This marks the formation of their Club!
They will meet independently again next week, so if they have any questions or concerns, now is a good time to ask
If the club meets up twice on their own, they will get to keep the club box of Micro:bits, OurKidsCode will send them some extension kits and they'll get to see their facilitator again for one more workshop : AI Literacy
They'll only have to fill in one form – the **Club Check In** :D

2. Warm Up

15 mins

Charades! is played in teams of 3-4, with **Kids** vs. **Parents**
Each team selects 3 animals and 3 actions to mime for the other teams
(*Parents could consider selecting easier animals and actions for Kids' teams to guess.)*

The Goal: Get points for being the first team to guess other teams' animals and actions.

Win: Winners get a special sticker each.
Organisers collect a progress sticker when the game is complete

Facilitator Tasks – only if necessary

- Prompt families to remember the ***Warm Up*** step and the tasks:
  - ✓ The Organisers from each family team organise the ***Warm Up*** and manage the time (15 mins max).
- Support Organisers with managing the ***Warm Up***.
- ***Warm Up*** might prompt some reflections about how it went last week.



Key Messages
Every OurKidsCode has an off-device warmup.
Ideally, the activity relates in some way to the creative coding project that's coming next to help families to understand the logic behind the challenge.
Warmups help everyone burn off some energy and get ready to settle down to making the project
Working together helps break the ice and encourages families to feel comfortable asking each other for help later during the project

3. Create

30-40 mins

Starting with the simple **Name Badge** tutorial on the MakeCode home page, teams make their badge unique by choosing from the craft and coding mods provided.

At the end, each team takes a turn to present their name badge to the group and talk about how they made it unique.

This project provides freedom for families to think creatively and experiment. It supports their confidence in finding their own projects.

Organisers collect a progress sticker when they complete each step

Facilitator Tasks – *only if necessary* :

- Prompt families to remember the ***Create*** step and do the tasks:
  - ✓ Keep track of the time (40 mins max)
  - ✓ Check that all families are doing okay with the project.
  - ✓ Families help each other to figure out solutions.
- Prompt kids to experiment and be as creative as they can.
- Prompt parents to take this time to have a chat with other parents and complete the **Parents Corner** page.
- Let kids know there will be a mini-showcase afterwards!



Key Messages
Our model is developed to encourage collaborative learning and support. With parental support, children learn to stick with challenging tasks and try different solutions
Even a coding project that doesn't work is a learning experience. Real life coders face challenges getting their code to work and have to be patient, creative solution-finders
Having a craft element beside the coding ensures there's something everyone will enjoy and links the coding to real-world applications

4. Share

10-15 mins

Take this time to have a mini-showcase and let everyone show-off their badges!

Facilitator Tasks – *only if necessary*:

- Congratulate families on what they've accomplished.
- Prompt families to remember the ***Share*** step and the tasks:
  - ✓ Enjoy what you've made
  - ✓ Start tidying up
  - ✓ Start circulating with the ***Reaction form*** QR code (on page 49)
  - ✓ One ***Reaction Form*** **per person**
- Ask who wants to do which jobs and support them to complete ***Share***.



Key Messages
It's important for families to have time to enjoy what they've created by playing with it and showing others what they've done
It's useful to see how other people have solved the challenge, possibly in different ways
It's important to acknowledge success and achievement

5. Reflect

10 mins

Facilitator Tasks:

- Complete ***Check-in form*** (one per club)
- Complete ***Club Evaluation form*** (one per club)
- Prompt families to remember the ***Reflect*** step and the tasks:
  - ✓ Check ***Reaction form*** completion (one per person)
  - ✓ Have a quick chat about what everyone liked best
  - ✓ Choose one person to complete ***Club check-in form*** (on the Club Hub – QR on page 50)

    (*Tick that a facilitator is present*)
- Ask who wants to do which jobs and support them to complete ***Reflect***.



Key Messages
Each adult and each child should fill in their own online Reaction Form
Coming together at the end of the MeetUp to have a chat about how it went helps everyone to think about what they've accomplished
They can also think about what went well, what didn't and what they would do differently in the next Meet Up when they don't have the facilitator with them
Filling in the Reaction, Check-in and Evaluation forms makes families part of our research by giving OurKidsCode the data we need to develop and keep offering our free programme – thank you!

6. Plan

5 mins

Facilitator Tasks

- Prompt families to remember the ***Plan*** step and tasks:
  - ✓ Tidy up and restore the room to order
  - ✓ Plan the next MeetUps:
- Families will meet up 2 more times (MeetUps 4 & 5) without a facilitator
- They need to choose their dates and times and book the BCP
- They will only have one form to complete: **Club Check-In form** – on the **Club-Hub** page (QR on page 50) and tick that a facilitator is **not** present
- Make sure they've had a look at the club resources on the **Club-Hub** page
- They should also choose 2 projects from the **Club-Hub**
- The facilitator will leave them with a box of Micro:bits to use
- After they've met twice, the Facilitator will return for MeetUp 6 to chat about how it went and do the AI Literacy workshop*.
- Agree time and date for MeetUp 6.
- If they decide to continue after MeetUp 6, they can keep the Micro:bits and OKC will also send them extension materials.

Key Messages
Their next two MeetUps will be without a facilitator as they are now a fully independent club!
The club sets their own Meet Up schedule. Most clubs meet once or twice a month, or a set number of times per term.
The most important goal of OurKidsCode MeetUps is to have fun! The second most important goal is to complete the research instruments :-)

AFTER THE MEETUP

Facilitator tasks

Complete the ***Facilitator Evaluation Form*** (Pg 48)



*Ai Literacy workshop (AI SmartWatch) has a separate Facilitator Handbook

8. BCP Communications

8.1 Initial email to BCP Manager

This is a template email for reaching out to BCP Managers to introduce yourself and OurKidsCode. Feel free to modify it for your own use, but please keep the core messages the same.

Subject: Free STEM workshops for families

Dear <<BCP MANAGER NAME>>

I was given your contact details by <<BBO NAME>>. I'm the OurKidsCode facilitator in your catchment area and I'm getting in touch to arrange to deliver OurKidsCode workshops to groups of families in <<BCP NAME>>.

OurKidsCode is a research project based in TCD. We are studying how to bring STEM experiences to families with the aim of increasing parents' awareness of STEM and children's participation in STEM subjects.

We are funded by the Department of Rural and Community Development and the Gaeltacht to offer workshops that give families with children in primary school a fun and positive experience of creative coding. Following our programme, some families choose to form their own club where they meet to do creative coding projects together. For more information on the project, please see our website.

Please contact me at this email or on <<FACILITATOR PHONE NUMBER>> to discuss availability of the centre and workshop requirements.

I look forward to talking to you soon,

Regards,

<<FACILITATOR NAME>>

8. BCP Communications

8.2 Phone call to BCP Manager

Below are some pointers to support your phone communications with BCP Managers.

Information about OurKidsCode workshops:

- I'm the OurKidsCode facilitator in your catchment area and I'll be your point of contact for the project.
- OurKidsCode is a research project based in TCD. We are studying how to bring STEM experiences to families with the aim of increasing parents' awareness of STEM and children's participation in STEM subjects.
- We are funded by the Department of Rural and Community Development and the Gaeltacht to offer completely free workshops that give families with children in primary school a fun and positive experience of creative coding.
- Following our programme, some families choose to form their own club where they meet to do creative coding projects together.
- Workshops require a 2-hour time slot.
- We start by offering a Taster workshop to families in the area. How many workshops we offer depends on how much local interest there is.
- After the Taster, if there are 5-6 families interested in doing more, we offer another 4 workshops designed to help them to form an independent, family-run club that meets regularly to do creative coding projects together.
- A parent / legal guardian must attend and participate in the workshop with their child – this is not a drop-off activity! We are studying parents and children learning together, so childminders or other family members are asked **not** to attend in the place of a parent
- Families **do not** need any previous knowledge or comfort with computers or coding.
- All materials are provided, but families need to bring their own laptop or tablet.

On the next page you'll find some useful questions that you might want to ask during the conversation or by email.

8. BCP Communications

8.3 Arranging workshops

Below are some suggested questions to ask BCP Managers when planning workshops and deciding if the BCP is suitable. It is always a good idea to visit the BCP in person before the workshop, if at all possible.

- ❑ How strong / reliable is the WiFi?
- ❑ What's the process to register / log on to the broadband network?
- ❑ What meeting room / hall do you have for us to use?
    - It needs to accommodate up to 6 families, e.g. 6-10 adults & 6-12 children
    - The WiFi needs to reach the room where the workshop will happen
- ❑ Are there enough tables and chairs?
    - Each family needs to sit at a table with a laptop or tablet – either one smaller table per family or 2 families sharing a large table.
    - You need an additional table or area for putting out craft materials - a stage or other shelf-like space would do
- ❑ How much floor space is there once the tables are in the room?
    - Families need to be able to move around to see each other's projects and to play games
- ❑ How many plug sockets are available in the room? Is there an extension lead available to use?
    - Families need to be able to plug in their laptops or tablets.
- ❑ When is the Centre available?
- ❑ How do I get access to the Centre?
- ❑ How does the Centre normally promote events?
- ❑ Are there any primary schools in the area?
- ❑ Does the Centre have links with schools / families in the area that could help with promoting the workshops?

8. BCP Communications

8.4 Email to confirm dates

Once you have agreed date(s) with the BCP Manager, follow up with a confirmation email like this:

Dear <<BCP MANAGER NAME>>,

Thank you for confirming the following dates and times for OurKidsCode workshops:

<<BCP NAME>>	<<DATE>>	<<TIME>>
<<BCP NAME>>	<<DATE>>	<<TIME>>

The next step is to recruit 6 families per workshop to take part. I've attached a poster that you can use to promote the programme on social media, in the Centre and with your local contacts, e.g. schools.

Families reserve a place on the workshop via an Eventbrite link on the OurKidsCode website. The QR code on the flyer links to the webpage. Tickets (one per family) are given on a first-come, first-serve basis. Families who don't get a ticket can request to be put on a waiting list.

Many thanks for your help in promoting this event.

Regards,

<<FACILITATOR NAME>>

8. BCP Communications

8.5 Promotion and recruitment

Useful information when promoting the workshop and recruiting families:

- ✓ 6 families is the ideal, but we can go as low as 4 if the BCP is very remote and there aren't many families in the area.
- ✓ A parent or legal guardian **must** attend every workshop with their children. *See p.8: 2.2.1 Parent attendance*
- ✓ Families **do not** need any previous knowledge or comfort with computers or coding
- ✓ Families **do** need to bring their own laptop or tablet for use in the workshop (1 per family)

- ✓ The BCP can support with recruiting families by sharing the flyer in their social media and on site.
- ✓ If the BCP manager has links to local schools/ parent associations / community groups, ask them to share the flyer with them.
- ✓ You can also contact the schools directly and ask them to share the flyer on their parent communication app, e.g. Aladdin.
- ✓ OurKidsCode will share information about upcoming workshops on our social media channels and in our regular Newsletter to parents

8. BCP Communications

8.6 Email to primary schools

You can use this template email to contact schools in the local area around the BCP to ask for help promoting the workshop

Hello,

I've attached a flyer with information about **free** family creative coding workshops coming up in <<BCP NAME>>. I would be very grateful if you would circulate it to the parents in your school.

To give some background, we are a research project in **Trinity College Dublin**, funded by **Research Ireland** and the **Department of Education and the Department of Rural and Community Development and the Gaeltacht**. The workshops we offer are **completely free** to families. They are primarily designed for children from 7-12 years old, but all children in the family are welcome to attend.

We are a non-profit research project, and this is **not** a commercial venture. Our primary aims are to increase parents' positive awareness of STEM subjects and to support family learning. For more information, please visit our website: www.ourkidscode.ie or feel free to contact me at this email address or on **<<FACILITATOR PHONE>>**.

Many thanks in advance,
Regards,
<<FACILITATOR NAME>>

8. BCP Communications

8.7 Eventbrite confirmation email

FYI only – you do not need to send this email! This is the email that Eventbrite sends parents when they have reserved a ticket for an OurKidsCode Taster workshop

Hi,
Many thanks for reserving a ticket for the upcoming OurKidsCode Taster Workshop in <<bcp name="">>.
I'm pleased to confirm that your family* has secured a place.
Venue: <<venue name="">>, <<venue eircode="">>
Workshop: Rock Paper Scissors Taster
Date: <<date>>
Time: <<time>> - <<time>>
Facilitator: <<facilitator name="">>
Contact info: <<facilitator mobile="" number="">> <<facilitator email="">>
If you need to cancel for any reason, please cancel your ticket through Eventbrite or email contact@ourkidscode.ie so another family can take your place.

Good to know:

OurKidsCode workshops are completely free! However, as we are a research project, you'll be asked to complete a consent to take part form and survey at the start of the workshop, and another short survey at the end. You can read the consent form in advance here: www.ourkidscode.ie/bcp-registration

*Please note: Only a parent can consent on behalf of a child, so a parent must be present at the workshop to give consent. Another family member or friend cannot take the parent's place.

Things to bring:

A laptop or tablet with a USB or USB-C port (one per family is enough).
A mouse – this is optional, but it can make dragging and dropping easier.
Snacks – it's a 2-hour workshop, so we recommend bringing a light snack/drink for your children.

What we'll be doing:
OurKidsCode is not a course, and no previous experience of coding is required!
Our workshops are child-friendly spaces, with each family working together as a team to complete a project that involves some craft and some coding.
OurKidsCode workshops are social as well as creative events, so there will be games and some chatting along with coding and crafting.
You'll make a Rock, Paper, Scissors wristband with duct tape, Velcro and a Micro:bit. Micro:bits and all craft materials are provided.*
*Please note that we provide one Micro:bit per family for use during the workshops. Children in one family will be sharing one device, and the devices can't be brought home afterwards. Thank you in advance for your understanding.

You can find out further information on the OurKidsCode research project at www.ourkidscode.ie and feel free to email contact@ourkidscode with any questions or queries you may have.
Enjoy the workshop!
The OurKidsCode Team

9.1 BCP QR Codes

– links for facilitators

Facilitator Hub
www.ourkidscode.ie/facilitator-hub

Workshop booking and cancellation form:
for facilitator use only
OurKidsCode Workshop Booking Form – Fill out form

OurKidsCode website upcoming workshops page:
Eventbrite links
www.ourkidscode.ie/upcoming-workshops

9.2 BCP QR Codes

– *workshop links for facilitators*

Evaluation form
www.ourkidscode.ie/bcp-evaluate

Check in form
www.ourkidscode.ie/bcp-check-in

9.3 BCP QR Codes
– for workshops (printable)

Registration form
www.ourkidscode.ie/bcp-registration

Reaction form
www.ourkidscode.ie/bcp-reaction

9.4 BCP QR Codes
– for clubs (printable)

Registration form for new families
www.ourkidscode.ie/bcp-registration

Club Resource Hub
www.ourkidscode.ie/club-hub

10. MeetUp Checklist

✓ Club MeetUps are usually between 1 hour 30 mins and 2 hours long.
✓ Don't forget to leave time for steps 5 Reflect & 6 Plan!
✓ Rotate the various jobs so that everyone, especially kids, have a part to play.

1. Set Up (10 mins)
❑ Put out the craft supplies, Micro:bits and project guides
❑ Check that everyone is connected to the Wi-Fi
❑ Do the Be Positive task
❑ Do the Choose a family team task
❑ Keep an eye on the time

2. Warm Up (10 mins)
❑ Organisers from each family team organise the Warm Up
❑ Keep an eye on the time

3. Create (40 mins)
❑ Check that all families are doing okay with the project
❑ Help each other to troubleshoot and figure out solutions
❑ Keep an eye on the time

4. Share (10 mins)
❑ Enjoy what you've made!
❑ Start tidying up
❑ Start filling in ***Reaction forms*** (one per person)

5. Reflect (10 mins)
❑ Check that everyone's done a ***Reaction form***
❑ Have a chat about what everyone liked best
❑ Complete ***Check-in form*** (one for the whole club)
❑ Complete ***Club Evaluation form*** (one for the whole club)

6. Plan (10 mins)
❑ Discuss next MeetUp content, date and time
❑ Tidy up and restore the room to order
❑ Note who is borrowing Micro:bits
❑ Keep a copy of the project guide (if possible)

