

SESSION PLAN AND RISKS ASSESMENT

QUIZZ ET SOIRÉE FRANÇAISE / QUIZZ & ENGLISH NIGHT

Note : most of the time, the evening will be preceded by a fancy dress dinner ; if so, with the teachers, the person at dinner will get the list of the winners ; note them on the certificates that you will hand out at the end of your activity. **Respect the ratio = 1 winner every 10 kids (so 3 winners if a group of 30, ...)**

Duration of the activity : 1h30

Number of staff/participants : 1/40 (+teachers)

Aim & objectives of the activity : To get the participants to listen French/English and to test their knowledge about the French culture/British culture. To check the vocabulary they have learnt and memorized during their stay. To contribute to the good group atmosphere.

Required equipment : specific equipment for the challenges you want to do, a white board, marker pens, specific equipment for the quiz (paper, pens, small white board, ...), a walkie-talkie and a first aid kit.

Place to be : Inside (games room, fencing room, classroom) or outside if the weather is fine. If you really need to, you can use one of the dining room. Check with the duty person and the kitchen staff which one will be available !

Getting ready for the activity (at least 30 minutes before starting)

As soon as possible, meet the other staff to organize who will take which night (most of the time at 5:15pm in the local animateur).

Check the information regarding your group = age, aptitude, experience, number.

Make sure you have all the medical information.

Get the equipment you'll need ready = for the challenges AND the questions

Be ambitious = have 6 challenges ready and about 20 questions. You probably won't use them all but you will be able to adapt you activity more easily if you need. Try to use challenges which involve the most participant to avoid them to wait for too long. Be original on your questions (themes, the way you present them, ...), starting with the easiest one (make it harder and harder).

Starting the activity

Be on time at the meeting point ! Check everybody is here and they have the right equipment with them = clothes (warm coat if winter in the fencing room), medical equipment, torch if it is dark or will be.

Introduction and running the activity

Introduce yourself and the activity. Take your group to the place you will run it.

Explain the aim of the night and how it will go. Be explicit about the behaviour you want them to follow (listening, getting involve, ...)

Organize the teams. Ideally, you would like to have groups of 4 or 5 persons. NEVER go over 8 persons per team. Dispatch them in the area.

Quiz "normal" (8 to 15 years old):

In your quiz evening, you need to alternate between questions and challenges. You can organize the question the way you want. There are some random quiz ready to go in the local animateur that you can follow or be inspired by.

You need to take in consideration the **number** of participants and the **space** you will have. There are a lot of ways to run a quiz : team leader, only one person can answer, writing the answers on white board, paper, ...

The challenges will help you to keep them motivated and focus. Try to balance them into your quiz. Example : do NOT only 3 questions and 10 challenges ; neither do the opposite, 50 questions and 2 challenges. A good balance will be around 4 questions for 1 challenge. Be imaginative as well on the challenges you are doing and try to involve the maximum of teammates each time.

And finally, try to **keep the score tied** until the end to keep them motivated.

End of activity / Feedback

Let them know who won the quiz and try to have a quick feedback of their night.

Don't forget to hand out the certificates for the winners of the costume competition (if you have some) !!

Thanks the group and remind them the time for breakfast the next day.

If you are outside the free time area, lead the group back to the chateau.

Don't forget to call the person on duty to let her/he knows you are done.

Tidying

Put back **EVERYTHING** at the right place !! Before you leave the room, make sure all the doors and windows are closed and the room is clean and tidy.

Les Quizz 6th Form :

For the 6th form groups we suggest sometimes to them to do a "wine & cheese evening" with a quiz. If it is the case, the first thing to do is **to check with the person on duty what are the teachers expectation regarding wine and cheese**. Usually, there is no restriction on the cheeses. But for the wine, we limit their tasting part with **maximum 2 glasses per person**. Most of the time, we make each participant to try a bit of each wine we have (white, rosé and red) and then ask them to pick their favorite and offer them a normal glass.

To entertain them along the evening, there is a specific quiz about wine and cheese that you can use, available in the local animateur with its answers. No problem at all to organize your own quiz, questions, or even some challenges adapted to the evening and to the group (age, level of French, ...)

Risks Assessment Quiz

Danger	Risks	People at risks	Probab- ility	Control measure	Results
Damaged equipment	Injury	All	Medium	The instructor will check the equipment before getting use and during the activity.	Low
Falling, sliding, ...	Injury	All	Medium	The staff must make sure the area is safe to use and tell the participant if there are any potential risk. They should make sure everybody is wearing proper clothes and shoes to avoid any fall.	Low
Wrong knowledge of the medical problems	Allergic reactions or something else (asthma attack....)	Group	Medium	At the meeting point, find the group and check the medical informations - asthmatics, EPIPEN, ...	Low
Belongings	Lost	Group	Medium	At the end of the session, give back the belongings (workbook, inhaler, ...)	Low
Walking in the dark	Falling	Group	Medium	At the start of the activity, the staff will make sure all the participants have a torch. They will lead the group back to the château and make sure they go back quietly, without running.	Low