

TIME FOR TEA

A project for youth workers, teachers and other adults who want to inspire and empower young people



Project Info Pack

Activity 1 (Training Course)

30th April to 6th May 2020

Activity 2 (Local Action)

May – October 2020

Activity 3 (Sharing and Dissemination)

November / December 2020 (dates TBC)



About the project

Time for Tea is an educational activity which uses tea to give young people a voice. It encourages global learning, creative thinking and social action. It is simple, fun and accessible to people of any age, background or ability, anywhere in the world.

This project will bring together teachers and youth workers from 15 different countries for three linked activities:

1. A training course about how to set up and organise a *Time for Tea* activity. You will first practice the activity together with other participants, and then make an action plan for starting *Time for Tea* in your own country. You will also get training on how to make effective films for your project.
2. When you return home, you will have up to 6 months to organise your *own Time for Tea* project with a group of children or young people. You will produce a film of your activities. All the films will be uploaded and shared on the *Time for Tea* website.
3. Finally, you will be invited to present your project results at an international dissemination event in November or December 2020. These events will take place in Brussels and Poland. Further details will be given at the training course.

More details about *Time for Tea* are given in the attached document. Please also visit our website www.time4tea.info

Participants

To join this project:

- You must be a teacher, professional youth worker, or adult volunteer
- You must be aged 20 or above
- You must work with children / young people either as your main job or as a regular activity
- You must have a specific class or group of children / young people to take part in a *Time for Tea* project in your home town.
- You must guarantee to participate in ALL stages of the project and to stay for the whole time during the UK activities.

How to apply

Fill in the application form at <https://www.surveymonkey.co.uk/r/Time4Tea2020>

We will offer places to the most suitable and reliable applicants. Filling in the application does not guarantee a place.

Participation fee

There is a participation fee of €50 per person for Activity 1 and €50 for Activity 3.

Momentum World will issue an invoice to each participant. The fee should normally be paid in advance, but if requested we can instead deduct it from your travel reimbursement.

Where you will stay

The training course will be held at Academy St Albans. For more information please see the website at <http://www.academyresidences.co.uk/academy-st-albans/>

The full address is:

All Saints Pastoral Centre
Shenley Lane
St. Albans
Hertfordshire
AL2 1AF
Tel: 00 44 (0)1727 827547

The accommodation will be in shared bedrooms with shared bathrooms, divided into male and female.

Towels are not provided and should be brought with you.

Wi-fi is available (free) in the main buildings.



Arrivals & Departures

You should arrive at Academy St Albans between **2pm and 5pm on Thursday 30th April**. Departures will be on Wednesday 6th May after breakfast.

If you wish to arrive in London on an earlier date or depart later this is possible but please note that any additional accommodation or transport will be at your own expense.

IMPORTANT: please check your proposed flight times and costs with Sarah Young sarah@momentumworld.org before booking!

For all questions about your travel arrangements, please contact Sarah Young.

Travel allowances

As a reminder EU maximum travel allowances per person are:

BELGIUM - €180	ITALY - €275
BULGARIA - €360	POLAND - €275
CROATIA - €275	ROMANIA - €275
ESTONIA - €275	SLOVENIA - €275
FINLAND - €275	SPAIN - €275
GERMANY - €275	TURKEY - €360
GREECE - €360	UNITED KINGDOM - €0 - €180
IRELAND - €275	

UK visa fees will also be reimbursed for participants from non-EU countries (but please note we can only pay if the visa application is successful).

Travel information

How to reach Academy St Albans

The easiest airports to fly to are London Luton or London Gatwick – see below for instructions. If you intend to fly to London Heathrow or London Stansted please contact us for travel advice – office@momentumworld.org

The nearest train station is Radlett which is 3 miles away

From Radlett you can take a taxi – please keep your receipt. Taxis from Herts Cars are based at Radlett Station or can be contacted on (01923) 494949

There is also a number 602 bus. Take the bus from **Radlett Recreation Ground, Watling Street** (turn right out of the train station) and get off the bus at **London Colney, Shenleybury Lane**. This takes 10 minutes.

NOTE: you can pay for all train and underground tickets with a contactless credit/debit card, but for the taxis and buses you will probably need cash.

From London Luton:-

1. Take a ThamesLink train from Luton Airport Parkway station to Radlett. This takes 20-30 minutes. You may have to change trains. Tickets cost around £8 for a single ticket or £15 for a return – cheaper if booked in advance – for more details see: www.nationalrail.co.uk
2. Take a taxi or bus to Academy St Albans. Taxi takes 5 minutes and costs around £16. You will need to pay in cash. Make sure you get a receipt from the driver. The bus takes 10 minutes and costs £3.

From London Gatwick:-

1. Take a ThamesLink train to Radlett. You will have to change trains at Farringdon or Blackfriars.
2. The journey takes around 1 hour and 15 minutes. A single ticket costs around £23 and a return around £45 if booked in advance – for more details see: www.nationalrail.co.uk

3. Take a taxi or bus to Academy St Albans. Taxi takes 5 minutes and costs around £16. You will need to pay in cash. Make sure you get a receipt from the driver. The bus takes 10 minutes and costs £3.

Activity programmes

The outline programmes for the UK activities are as follows. More detailed programmes will be sent out to all selected participants one month before the start of each course.

Activity 1 (training course)

Day 1

p.m. Arrivals; welcome meeting; introduction to the project

Day 2

a.m. Personal stories and motivation; expectations for the project; team treasure hunt

p.m. Contracts; introduction to Youthpass; Intercultural evening

Day 3

a.m. Understanding the context 1: global education and global issues

p.m. Understanding each other: presentations of our organisations and our work

Day 4

a.m. Understanding the context 2: the meaning of the 21st Century

p.m. Time for Tea 1: choosing your theme, your message and your audience

Day 5

a.m. Time for Tea 2: creative packaging; practical approaches to working with children / young people

p.m. Time for Tea 3: telling your story; video and media skills

Day 6

a.m. Action planning 1: knowing what to do when you get home

p.m. Action planning 2 and presentations; evaluation; farewell party

Day 7

a.m. Departures

How to prepare for the project

Please be ready to talk about your organisation, the projects you have done, and the young people you will be working with on *Time for Tea*. Why are you interested in this project? How will it help the young people involved?

Each organisation will be given 3 MINUTES for your presentation. If you want to use Powerpoint, you can show a MAXIMUM 3 SLIDES. These rules will be strictly observed!

You are welcome to bring publicity materials from your organisation and projects but there will not be time for longer presentations. You can share films and other information during the evening social time.

Intercultural evening

The theme of our intercultural evening will be "Tea Time Around Europe". Please prepare a short, fun activity related to how tea is prepared, celebrated and consumed in your country. It needs to be creative, fun and different from what participants from other countries may bring.

The funnier the better! The activity must be interactive (so no video or powerpoint allowed!). **MAXIMUM TIME ALLOWED** for each country will be 3 MINUTES! You will be given time to prepare the activity with the other participants from your country.

Please also bring some traditional food and drink from your country. Alcohol is allowed but please remember you must either buy it from Duty Free at the airport, or pack it in your checked luggage. Please do not bring food that needs cooking, because we will not have the resources for this. We can provide items such as cutlery and paper plates.

Also if possible please bring a large flag of your country – we will use these to decorate the walls during the week as well.

Money

The currency of the UK is pounds sterling (GBP). During your stay on the project all your accommodation, food and transport during the programme is provided for by us. You will only need pocket money to buy occasional food and drinks while out, and maybe some souvenirs.

What to bring

- Everyday clothes – shirts, trousers, T-shirts, underwear, socks etc
- Outdoor Clothing – be prepared for cool or wet weather as it can be very changeable
- Comfortable practical shoes for walking out
- Toiletries – toothbrush, toothpaste, soap, shampoo, shower gel etc.
- Any necessary medication – if it is serious medication let the staff know. (A first aid kit will be supplied by Momentum World for emergencies).
- Small bag or backpack for going out
- Items for the Intercultural evening (see above)
- TOWEL!!!
- EUROPE-UK ELECTRICAL ADAPTOR!!! (You can buy them at the airport).

Most important of all:-

- Positive energy

Travel and Medical Care

It is important to think about purchasing travel insurance for your time in the UK. For this you can get cover for lost luggage and stolen items (as the organisers will not take responsibility for this). If you are from an EU or EEA country, you should also get a European Health Insurance Card (EHIC), which will cover you for emergency medical treatment in the UK.

Weather

The weather at this time of year in the UK is beginning to get warmer, but can be changeable. The average temperature is around 11 to 14 degrees centigrade but it can sometimes be warmer (or cooler). There is also always the chance of rain showers!