

3 How to Start a Latin Club – some suggestions

1. Make contact with a local State primary, preferably one where you already have a link. Make an appointment to see the Headteacher
2. Take a copy of *Minimus* for him/her to look at. If you have any of the publicity items, take those too. Heads are extremely busy – be prepared to leave it with him/her and come back later. Fix the next appointment before you leave.
3. Stress that *Minimus* is meant to be fun (see cartoon format). Stress the links with KS2 English and History and add that some schools are using it in the literacy hour.
4. If the Head says it can't be fitted into the literacy hour, offer to run a voluntary club.
5. Clubs normally occur once a week for 30 minutes, in lunch-hours or sometimes after-school. Be warned – some after-school clubs are used as child-minding venues. Try to ensure that the children really want to be there.
6. Be flexible in the time you can offer – as far as possible.
7. There will be disruptions in the school year – sport days, outings etc. Reckon on no more than 30 sessions per year (10 per term).
8. Consider running the club jointly with a class teacher or with another volunteer. This gives you moral support and the club need not be cancelled if one of you can't make it.
9. Attend a training day, normally £40, on Saturdays, all round the country. Certificates are provided.
10. Materials needed – one pupil's book per child and one Teachers' Resource Book per school. Some form of A4 wallet file for worksheets is also useful.
11. Tell the Head of the availability of Grants, for both State and Independent schools. This money is for the purchase of books only.
12. Some schools offer to pay the volunteers. No problem! If a school normally charges parents for extra-curricular clubs, then it will be right for the *Minimus* club to charge too. Similarly, if you are offered transport costs or a free lunch – make the most of it!
13. Parent-Teacher Associations are often willing to give some support to such clubs. They might buy some *Minimus* stickers or badges, for example, to use as prizes in competitions.
14. If a Headteacher is not interested, there is no point in badgering him/her: Heads and School Governors have the ultimate power. Better to cut your losses – and try another school.
15. If the Head agrees, you will have to undergo a police check. This is quite standard practice.
16. If you succeed in setting up a club, please give me the full name and address of the school for our database.
 - Please feel free to contact me for advice (e-mail preferred)
 - Tel/Fax 0117 9531819 e-mail: bmbellmini@aol.com

Good luck! Have fun!

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