



Community Leader Guidance

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Foreword

Welcome to this community leader guidance pack. Thank you for volunteering to lead a Computing at School Community, this is very much appreciated. This guidance is not designed to be exhaustive or to replace a meeting with your Community Outreach Manager, who will help and support you should you have any queries. There are details of the community outreach team available [here](#)

Computing Education in England is going through many new and exciting changes. Let us begin with talking about the National Centre for Computing Education (NCCE) and how Computing at School (CAS) fits within the NCCE. The NCCE is a new initiative created to ensure that every child has access to a world-leading education in computing.

Funded by the Department for Education, the NCCE is led by a consortium of STEM Learning, BCS, The Chartered Institute for IT and the Raspberry Pi Foundation. The NCCE will work to inspire, train, develop, and equip computing teachers at all stages of education from primary through to A Level. Visit www.teachcomputing.org for more information. The NCCE will support teachers to improve their computing skills and subject knowledge through:

CPD

Structured, certified, CPD will support teachers to progress to be confident subject experts. CPD is available both in face-to-face and online courses. All online courses are free and available 24/7 365 days a year. The face-to-face CPD is free to teachers from priority schools and capped at very low cost for others. There are lots of online and face-to-face courses already available, with lots more to come.

Resources

A comprehensive resource bank of high-quality materials including a full scheme of work from Key Stage 1 to 4, designed to support teachers to build confidence and reduce workload, will be made available, with the first resources due for release in the summer term.

Community of Practice

The CAS Community of Practice is an integral and important part of the NCCE. CAS will ensure that teachers have easy access to support hyper-locally. The NCCE will build on the strong foundations established by Computing at School, establishing a network of school-based Computing Hubs across England, underpinned by the vibrant grassroots CAS communities of practice. The Computing Hubs will deliver formal face to face CPD locally, and the CAS community of practice will provide the opportunity, space and environment for teachers to meet and reflect on that CPD, build their confidence, share ideas and encourage one another to further develop their classroom practice.

I look forward to being on this journey with you to ensure that every child is taught Computing by a teacher who will also have access to a network of likeminded colleagues.

Beverly Clarke, National Community Manager

What is a CAS Community?



Figure 1

A community is a group of people who share a common concern and interest in a topic and come together to fulfil both individual and group goals. Communities of practice focus on sharing good practices. These are not to be confused with the Computing Hubs. The Department for Education recognises the COP as an outstanding part of the bid that was made by the consortium. Our aim is to grow to 600 communities of practice across England

CAS Communities provide local face to face meetings of either primary and/or secondary school teachers, to share their ideas for developing the teaching of Computing in their schools and to share and discuss local issues. It is meeting of like-minded professionals with the general objective of supporting each other. A community meeting should be a relaxed, informal atmosphere, to share ideas and resources, receive training and to gain mutual support from discussing all things teaching with colleagues.

CAS Logo

CAS has recently benefitted from an updated logo, you may wonder what the inspiration behind the CAS logo was. It is designed to be diverse and inclusive, a reflection of the computing education community. This includes fresh new colours and a modern typeface – all of which better reflect the diverse and vibrant membership.

The CAS Community is unique, it's special – many, many, people share their time and their expertise and many more benefit hugely from their generosity.

Benefits of running a CAS community

It is immensely rewarding for teachers to direct and influence colleagues in their local area and also to influence national policy. CAS Community leaders are typically schoolteachers, but they can also be other educators. We welcome all applications to lead a CAS community. Some of the benefits of leading a CAS community are:

- Improving your own subject knowledge
- Networking with local teachers, discussing local issues
- Promoting your own school while getting valuable CPD for yourself and staff
- Being able to test resources that you have developed
- Be able to see resources that others have developed
- Listening to a range of guest speakers

Being a community leader can be described as low maintenance, high impact

What CAS offers you for being a Community Leader

- Community Leader development programme including regional meet ups, training and information
- Resources to use in the meetings
- One-to-one support, through the Community Outreach Team
- Dedicated forum

As a community leader we support, recognise and celebrate our volunteer community. This is described in greater detail at community leader induction sessions.

CAS Communities and the NCCE

CAS Communities work alongside the NCCE and are recognised as a strong part of the NCCE. Figure 2 shows CAS communities sitting around a computing hub. Each CAS community will have a named computing hub with whom they will interact, there will be a number of CAS communities collaborating with each computing hub.

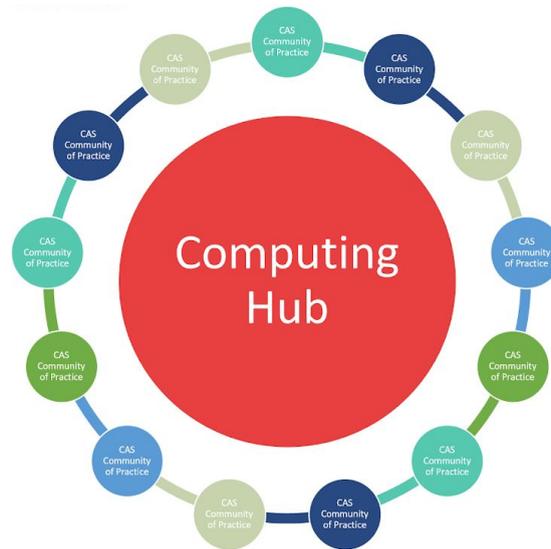


Figure 2

Community Outreach Team (England)

Each region in England has an assigned community outreach manager. Community Outreach Managers each manage a region and are responsible for supporting teachers in that region, seeking out opportunities to improve the lives of teachers and impact on pupils. Find out more about the Community Outreach team [here](#)

The team can be contacted via compatsch@bcs.uk

CAS Community Charter

We ask each community leader to sign up to run a community for a minimum of one year and to host three meetings across the academic year – 1 per term. We have a charter so that teachers attending, and community leaders know the minimum expectation for a CAS community. This is detailed in figure 3

CAS Communities Charter



Computing at School

At least one resource for teachers to use in the
classroom



Theme or topic relevant to teachers of computing
and computer science



Enable teachers to collaborate on a task or activity to
'have a go'



Provide opportunity for teachers to chat and net-
work with each other

Figure 3: Community Leader Charter

Each meeting should be for a maximum of two hours after school. The style and format of the meeting is at your discretion, but to attract a diverse and inclusive audience which is reflective of the teaching community, we encourage you to try out some of the ideas for the style of meeting in the community leader pack – available on the CAS Community leader site -

<https://bcshq.sharepoint.com/sites/CASCommunity>

Community leaders should, in most instances, facilitate meetings and not have to run every aspect of a community meeting. It is a shared community endeavour.

Ways to attract teachers to community meetings

One of the frequently asked questions is “How do I attract teachers to a community meeting”. We have created a suggestion document, which can be located on the CAS Community leader site -

<https://bcshq.sharepoint.com/sites/CASCommunity>

When thinking about attracting teachers it is also good to think about the style of the meeting and the format, suggestions for meeting formats are also located on the CAS Community leader website

On the day of the meeting

Here are a few top tips to remember on the day of a community meeting

- Display the CAS banner
- Ensure teas/coffee and biscuits are available
- Please remember to take the register
- Have materials for the attendees - your CAS Outreach Manager will be able to support with providing materials such as Hello World magazines, Quick Start Computing Guides, CAS pens, badges, lanyards, information on NCCE courses, information about local places of enrichment, information on local links and much more
- Use social media - tweet if you have time/encourage attendees to tweet – use the social packs available on the community leader site
- Meetings are not to be recorded and shared online if there are any attendees that can be identified in any way. CAS Community meetings are safe spaces for teachers. Recording and sharing meetings does not allow for a safe space for teachers to discuss educational matters

After the meeting

Here are a few top tips to remember after the meeting

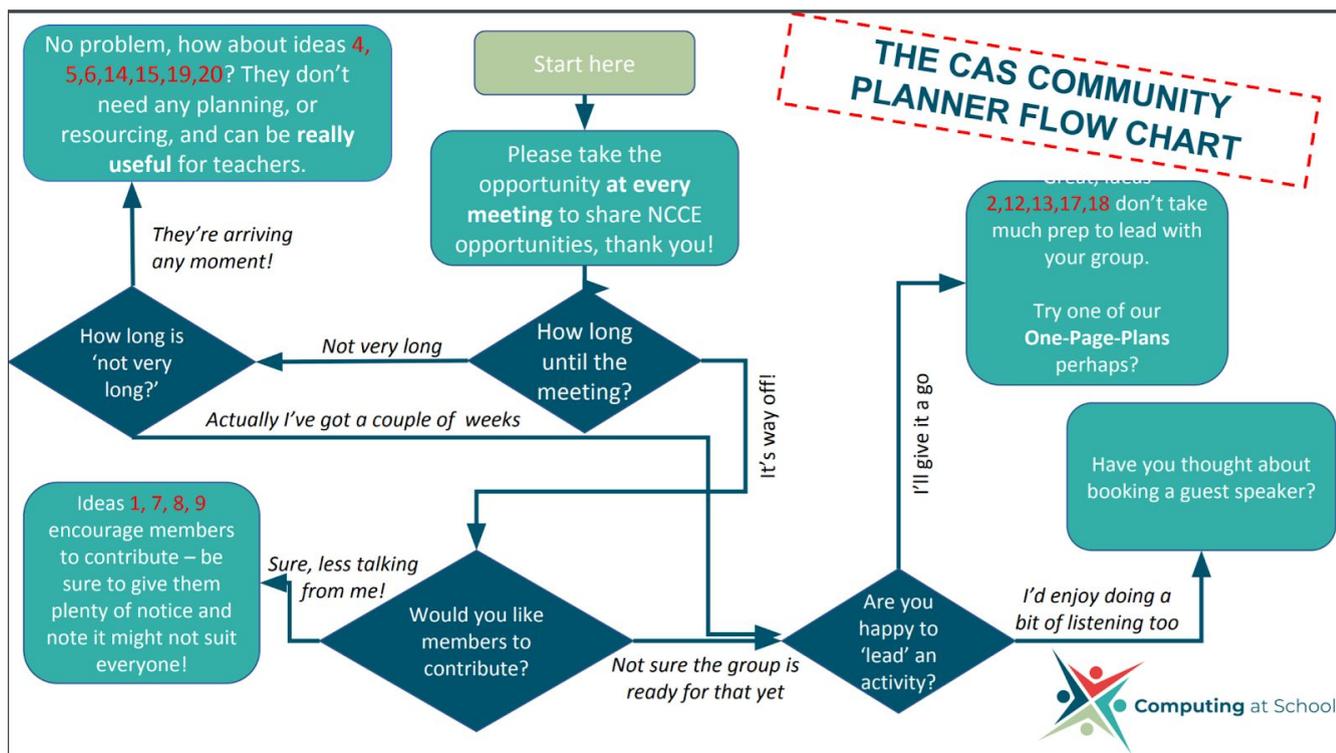
- Share resources via the CAS website
- Claim up to £15.00 for refreshment costs for the meeting. Fill in the expense form and send in receipts to compatsch@bcs.uk A copy of the *NCCE CAS Expense claim* form is available on the CAS Community leader site - <https://bcshq.sharepoint.com/sites/CASCommunity>

Feedback

Feedback is automatically requested from all attendees at CAS Community meetings, two days after the community meeting takes place. Your CAS Outreach Manager will be able to share details of specific feedback with you

CAS Flowchart

We have summed up planning a CAS community meeting in this fun flowchart, the ideas on the flowchart refer to the ideas given in the document - What might a CAS Community meeting look like? Which is located [here](#)



CAS Partners

CAS collaborates with many others to support teachers in the classroom, some examples are:

- CAS University partners – these are universities committed to education and can offer a wealth of resources and information,
- For more information regarding partnerships – please refer to the induction session that covers partnerships or contact Gareth.James@bcs.uk

Setting up an event

To setup an event on the CAS system follow these instructions:

- Login to the CAS system and go to this page <https://community.computingschool.org.uk/>
- Go to upcoming events and choose “All events”

Upcoming events

All events

- Choose New Event

See on map | Export to CSV | Manage events | View Past Events | New event | Manage events published by me

- Click on CAS Community
- Fill in the details and publish

The screenshot shows the 'ADD NEW OFFICIAL CAS EVENT' form. At the top, there is a navigation bar with 'Who we are', 'Community Site', 'Classroom Resources', 'Projects', and 'Profile'. Below this is the 'ADD NEW OFFICIAL CAS EVENT' heading. A note states: 'This form is for official CAS events such as CPD training, CRC events, CAS workshops etc which will be published as CAS events on Eventbrite. CAS Community Meetings will NOT be published to Eventbrite.' There is a 'New non-CAS event' button. The form is divided into sections: '1: EVENT DETAILS (-REQUIRED)'. The 'Event organised by:' section has radio buttons for 'CAS' and 'CAS Community (will NOT be published to Eventbrite.)', with 'CAS Community' selected. Below this are dropdown menus for 'CAS Community:', 'Organiser:' (filled with 'Sarah Zaman'), and 'Title of Event:' (filled with 'CAS Community Meeting'). There is a text input for 'Summary description of event:' (filled with 'Brief overview of the event') and another for 'Audience:' with a note 'Brief details of target audience'. The 'Event date - starting at:' section has dropdowns for '24', 'Jun', '2019', and time '20 : 00'. Below it, '- ending at:' has dropdowns for '24', 'Jun', '2019', and time '22 : 00'. A note states: 'Default is 5 weeks from today, this is the minimum notice needed to set up and advertise your event to ensure best attendance, but you can make it sooner.' At the bottom, it says 'Duration: 2 hours'.

Contacting community members

- To contact CAS community members
- Click on the published community, (name in bold as shown below)

CAS Cheltenham Primary Community Meeting

[Cheltenham Primary Community]

edit delete

Thursday, May 23 from 4:15PM to 6:00PM

Cheltenham, GL504AZ

Region: CAS South West - Plymouth

Tickets: Free

Organised by
Lindsay Evans



This then gives a screen which allows options such as emailing community contacts, managing attendees, viewing surveys and much more

This event

[Edit](#) [Email details to community contacts](#) [Manage attendees](#) [View tickets](#) [View Feedback Surveys](#) [Print flyer](#)

Event actions

[New Event](#) [Manage my events](#) [Event index](#)

The screen below shows the manage attendees screen, where you can see the email addresses of attendees. This also serves as the online register where attendees can be checked in once they arrive at a community meeting.



[Who we are](#)
[Community Site](#)
[Classroom Resources](#)
[Projects](#)
[Profile](#)

Contacts Administration

Hub: Port of Blyth Primary

Actions

[Select for Delete](#)

	Name	Email ** CAS Member	Opt Out	Firstname *	If Lastname *	Role *	Note (Job Title)	Phone	School/Company/Depa
1	Update Sarah Zaman	sarah.zaman@computingat. CAS member	<input type="checkbox"/>	<input type="text" value="Sarah"/>	<input type="text" value="Zaman"/>	Hub Contact ▾	<input type="text" value="Hub Contact"/>	<input type="text"/>	<input type="text"/>
NEW	Insert Port of Blyth Primary Community	Email ** <input type="text"/>	Opt Out? <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Role * Hub Contact ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scroll Right to view/complete all columns, * Required field
 You can edit contact details for members of your CAS Community/school/institution in the table above. Make changes (one row at a time) and click Update.
 To add a new contact enter the details in the NEW row and click Insert.
 ** To add a CAS member as a contact, just use their login email address in the Email field, once you have added them you can edit the email address and name without disconnecting the user.

Contact Details

To contact CAS Central please use the following methods

Email: compatsch@bcs.uk

Tel: 01793 417417

@compatsch #caschat

Appendices

CAS Community Leader Site - <https://bcshq.sharepoint.com/sites/CASCommunity>