

Booking FAQs



When can TIE deliver services?

- Assemblies and workshops: During school hours on Tuesday, Wednesday & Thursday. We may be able to deliver on Mondays and Fridays if necessary.
- CPD and ITE inputs: Monday to Friday, 8:30am to 6pm. We can carry out twilight sessions and are available on in-service days.

Please plan sessions based on your school or university timetable, accounting for lunchtimes and breaks. As every institution has its own schedule that we do not have access to, please be specific with the exact times you would like to book.

Where do TIE deliver services?

We are proud to offer services throughout the whole of Scotland.

As we are based in Glasgow, we try to maximise efficiency on our trips outside of the Central Belt by delivering multiple services in each school and/or visiting multiple schools on each trip. Please consider this when booking and we encourage liaising with nearby schools who may also benefit from our services. We may ask to set up a call to discuss arrangements in further detail.

Does this cost money?

No, all of our services are delivered free of charge.

Do you offer online delivery?

We only deliver our services in-person, with the exception of ITE inputs. Previous feedback has indicated that online delivery is not as impactful, as our inputs are designed to be interactive and engaging in a manner that works best in a face to face environment. For ITE sessions, whilst we recommend in-person delivery, we do offer this as an online option where necessary.

Do school staff need to be present for the inputs?

Yes, a member of school staff must be present at all times during learner assemblies and workshops. At no time are our team to be left alone with or expected to be responsible for learners. Inputs will not be carried out if this cannot be accommodated. Please ensure all facilitating staff are aware of this before our visit.

Additionally, we have found that our workshops typically are most effective when they are supported by the teacher who would usually be responsible for that class during the time when they are delivered. This allows for further discussions and support of young people by that member of staff following the input. This is also why we recommend that teaching staff complete at least Stage 1 of the [national CPD](#) in advance of our inputs.

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How long are the inputs?

- Primary workshops: One hour
- Secondary assemblies and workshops: 50 minutes
- CPD and ITE: Two hours

Session times are unable to be adjusted and will fill the entire time allocation. We are unable to split workshops into two parts.

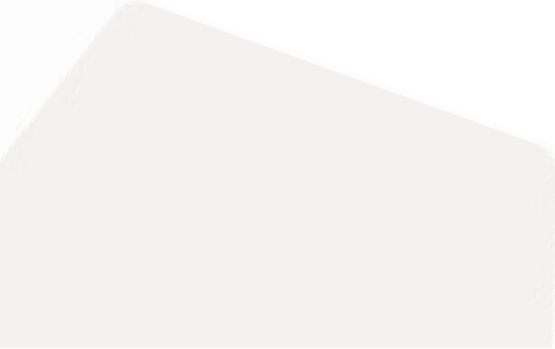
Do all staff need to attend the CPD?

The CPD input requires the attendance of all teaching staff within the school. It is the Scottish Government's expectation that all teachers in Scotland will engage with the National Approach to LGBT Inclusive Education, including the national CPD. As this represents a whole school approach, we are unable to deliver the CPD to teaching staff in separate sessions. However, we can deliver the CPD to multiple schools at once, as long as all teaching staff from each of the participating schools are present.

While some schools have asked support staff to attend the CPD, this is optional. The CPD is focused on curriculum development and teaching and learning, and may not be as relevant to support staff who are not involved directly in classroom work.

How many people can attend each input?

The maximum numbers for each of our services are as follows.

- CPD: Unlimited, but dependent on the venue capacity. Larger sessions will be delivered by multiple Programmes & Delivery Officers.
 - Learner Workshops: Maximum of 33 learners per workshop.
 - Secondary Assemblies: Unlimited, but dependent on the hall capacity. We are happy for year groups to be combined, but we ask that learners are grouped in similar age ranges, e.g. S1 and S2, S3 and S4, S5 and S6.
 - ITE Inputs: Unlimited, but dependent on the venue/call platform capacity.
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How do I fill out the booking form?

There are specific instructions on the booking form, but please follow these guidelines as you book your services.

- All bookings should be submitted by one member of staff, who will be the key contact for our visit.
- Please complete a separate booking form for every session you would like to book. For example, if you would like to book 'Challenging Homophobic Language' for a class of P7s and a class of P6s, this would require two separate booking forms.
- Please plan sessions based on your school or university timetable, accounting for lunchtimes and breaks. As every institution has its own schedule that we do not have access to, please be specific with the exact times you would like to book.
- Session times are unable to be adjusted and will fill the entire time allocation. Due to the nature of all workshops, these are unable to be split into two parts.

Can I book multiple sessions?

Yes, we encourage engaging with multiple sessions and services where possible. For the easiest booking experience, please follow these guidelines.

- All bookings should be submitted by one member of staff, who will be the key contact for our visit.
- Multiple workshop bookings should be grouped into one visit, on the same date. For groups of sessions over multiple days, please get in touch.
- We can deliver a maximum of four secondary assemblies per day.
- We can deliver a maximum of 12 primary or secondary workshops per day.
- CPD inputs cannot be booked over multiple sessions, as the entire teaching staff cohort should attend a single session. Multiple schools can join together for one input.
- Separate ITE sessions booked for Primary and Secondary students can be delivered on the same day.

If you are planning an extensive series of inputs, please get in touch at services@tie.scot and we will arrange a call.

Do you offer sessions for learners with ASN?

Yes. For learners with ASN within mainstream settings, our services are designed to be accessible to all learners with appropriate support from the school. If there are steps we can take to accommodate the needs of your learners, please let us know when booking.

For secondary schools, we deliver a workshop specifically for learners with ASN who are accommodated outwith the mainstream learning environment. As we tailor these inputs to the needs of your learners, we require a call to discuss the session with one of our Programmes & Delivery Officers. For further information, visit [Secondary Workshops](#).

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How should I set up my classroom / hall?

AV requirements for all services:

- a projector or display screen
- a HDMI or VGA connection for our laptops
- alternatively, access to a computer that our USB can be plugged into
- we can also connect through Apple Play

Primary workshops: Our Programmes and Delivery Officer will come to the learners' classroom to keep them in their normal learning environment. Classrooms will need access to AV equipment as specified above.

Secondary assemblies: Microphones are preferable for large audiences but not essential. If you are providing a microphone, please have this set up in advance. Halls will need access to AV equipment as specified above. Learners will need an electronic device with access to the internet - in most cases this would be their phone.

Secondary workshops: Due to the size of most secondary schools, it is preferable for our Programmes and Delivery Officer(s) to remain in one location for all sessions. Where this is not possible, please factor in extra time for relocating and set up between workshops when you make your booking, to avoid losing time from the workshops. Classrooms will need access to AV equipment as specified above. Learners will need an electronic device with access to the internet - in most cases this would be their phone.

CPD: Teachers should be sitting in groups of 6-8, preferably with a mixture of subject specialties, to facilitate collaborative working. Halls or classrooms will need access to AV equipment as specified above. Teachers will need an electronic device with access to the internet - in most cases this would be their phone.

ITE: Lecture halls will need access to AV equipment as specified above. Students will need an electronic device with access to the internet - in most cases this would be their phone. For online delivery, universities will need to facilitate our connection to their online delivery platform and ensure this is shared in advance.

Do participants require any materials?

We provide all the materials required for all of our workshops. The only thing we require for secondary school learners and CPD/ITE participants is that they have an electronic device with access to the internet - in most cases this would be their phone.

Can I share your visit on social media?

Yes, but please discuss this with the Programmes & Delivery Officer before posting.