

Reading Riddle

Kate Cunningham Author Visit Pack



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Hi,
My name is Kate,



I was born and educated in Birmingham and went to University in Lancaster, where I studied child development and language acquisition. Since then I have lived in London, firstly working for a development charity and then as a primary teacher.

I am a great believer in the power of stories to engage and inform children. Whenever I taught a topic I always searched for stories and felt that we had lost the tradition of passing on history through tales.

Throughout my time as a class teacher I was always writing, but at the end of 2016 I decided to publish the Vlad Flea series. Luckily, by then my eldest son, Sam, had become an illustrator and so we joined forces to make our books.

The aim was to create a resource full of accurate facts and images, woven into an action-packed story that would draw the children in.

Together we continue to extend the series and support the teaching of topics through classroom resources and visits.

I am a member of the Society of Authors and National Association of Writers in Education. I am also a member of the Alliance of Independent Authors and I am still a member of the NEU.

For nine years I worked as a primary teacher in large London schools. I have an up-to-date enhanced DBS check and have Public Liability Insurance.



What do you get from an author visit?



A session aims to:

- Engage and enthuse the children about the topic
- Share facts and information, including talking about the research behind the story
- Excite and encourage the children to go and read, record and write about the topic

You can request sessions linked to any of the books and they are tailored to support the curriculum. You can find detailed information about the books on the Reading Riddle website.



Sessions include:

- A story. If it is an in-person visit this will be an adapted reading with additional actions and information. If it is an online session the story is a recorded version, in Vlad's voice with additional sounds and animation
- Information about the sources and research, with historical facts and how we know about them
- Many of the sessions include artefacts that the children can look at and discuss
- A question and answer session

Additional elements:

- Before the visit you will get a lesson plan to generate questions for the session and a linked literacy plan to build on the information gained in the session
- An offer to enable parents/the school to buy signed copies of the books at a discount. The order will be either brought on the day or if the session is online it will be sent as a bulk order to the school.

Finally if you want to discuss any specific requirements, let me know and I am happy to discuss options.



Visit options and logistics

There are two options when booking a visit.

In-person visits

Availability: Tuesdays

Cost: £350 + expenses if travelling outside of the M25

Online visits

Availability: Wednesdays (3 possible time slots)

Cost: £100



To book:

- Check availability on the online booking system and book your session on Calendly <https://calendly.com/readingriddle/school-booking>
- Complete a booking form to confirm the session
- Look out for an email containing confirmation, invoice, details about the discount offer and, if appropriate, link to the online session

Book orders

The discount offer is managed through the website. Parents buy and pay for books online using the code in the letter sent through to the school. The order will then be collated and sent through to the school. All orders will be labelled and listed to ensure they can be distributed to the children.

Logistics for the day

I will bring along all the resources and manage the session. However, a couple of things make it all run smoothly:

- If I am driving to your school please let me know the usual parking arrangement - whether it is on the street, or if there is a car park.
- I use a Powerpoint to show the book, photographs and general information during sessions and assemblies. I usually run this off my USB stick. If that is a problem, or does not work with your school's policies, please let me know in advance so we can work out the alternative arrangements.

It is always possible to find a solution, it is just less stressful to do it ahead of the session!



Zoom Risk Assessment and Child Protection Measures for online visits

The following measures have been considered and will be put into place during virtual online visits using Zoom. The system uses end-to-end encryption and these steps aim to maximise security of an online visit. If your school policy specifies a platform this can be accommodated. Please contact Kate to discuss this.

If the meeting is between Kate and a school classroom ...

Kate will:

- Schedule the visit with a randomly generated meeting ID and password, both of which are unique to this specific session.
- Ensure that the meeting has a waiting room to monitor guests before they join, and will lock the meeting once the link with the school has been established.
- Ensure that only the host (Kate) can share the screen, and other features such as file transfer, annotation and private chat are disabled.

School contact will:

- Ensure that the ID and password are kept secure and not shared with anyone outside of the meeting.

If children are joining from home(because of isolating from the class or due to whole class/school lockdown ...

Kate will:

- Schedule the visit with a random meeting ID and password, both of which are unique to this specific session.
- Ensure the meeting has a waiting room to monitor guests, and will lock the meeting once the participants have entered, or 5 minutes after the start time so the session can progress securely.
- Ensure that only the host(Kate) can share the screen, and other features such as file transfer, annotation and private chat are disabled. Reserve the right to mute or turn off video if individuals are interrupting or disrupting the session in a way that spoils the enjoyment or safety of the whole group.

School contact will:

- Ensure the ID and password are kept secure and that children joining from home understand that they must not share the link with anyone outside of the class bubble.
- Provide Kate with a list of participants so that she can admit pupils from the waiting room.
- Ensure that children understand school guidance on use of social media.



Reading Riddle

School visit booking form

Date of visit	
Name of school	
Address	
Phone number	
Contact name	
Email for contact	

How many classes are you booking for (maximum of 3 classes)?	
<p>I have read the Zoom risk assessment and agree to the procedures to keep the meeting secure (please put name of person agreeing to this).</p> <p>Note: Meetings will not go ahead without this agreement.</p>	

<p>Every half term I send out free resources, updates and useful links – please tick to agree to receiving this email</p>	
<p>Email address for this (please note many school emails block this type of communication so you may want to use a different address or ensure your system passes Reading Riddle emails)</p>	

	Session 1	Session 2	Session 3
Name of topic/book studying			
Time of start and finish			
Class name			
Teacher's name			
Number of children			

Check

Have you booked a slot on the electronic calendar
session on Calendly <https://calendly.com/readingriddle/school-booking>

Terms and conditions:

- By returning this form you are confirming your booking
- Online bookings must confirm you have read the Zoom Risk Assessment
- Changes/cancellations - cancellations made within one week of the session date will still be charged - please contact as soon as problems arise to discuss options, such as rescheduling sessions.
- Any expenses incurred for sessions cancelled by the school will still be chargeable
- Payment for sessions is due within 30 days of the session having been delivered

If at any point you have any issues or queries, please contact us at readingriddle@gmail.com so we can discuss solutions and make this visit the best it can be for your pupils.