SeedPop!
Step-by-Step Guide
Preparation, delivery and programme completion

Resources

All digital resources are organised by session in the SeedPop Teacher Resources Area.
Scan the QR code or use the link below.

STEP 1 — **ON CONFIRMATION**

Confirm participation and arrange Kit Box delivery

Confirm your participation and scientist visit date by email. Before requesting delivery of the Kit Box, read the Kit Contents Checklist, Health & Safety/Risk Assessment and Teacher's Guide. Complete, sign and return the **Kit Box Delivery and Teacher Acknowledgement Form.**

STEP 2 — **ON RECEIPT**

Receive and check your materials

Check the Kit Box contents against the **Kit Contents Checklist** and report anything missing. A printed Teacher's Guide, pupil Lab Books and questionnaires are also included.

STEP 3 — **1 WEEK BEFORE**

Download resources and prepare each session

Read the **Teacher's Guide** and **Health & Safety/Risk Assessment**. Download the slides and videos for each session from **the Teacher Resources Area** and review them before delivering the session.

STEP 4 — **AS SOON AS POSSIBLE**

Practise the experiment

Use a spare teacher kit to set up the experiment yourself as soon as possible after the box arrives and before delivering Session 3. Follow the **Experiment Protocol** and contact us if anything is unclear.

STEP 5 — **BEFORE SESSION 1**

Complete the pupil pre-questionnaire

Ask pupils to complete the pre-questionnaire. Make sure each **pupil writes their initials**, not their full name, on the questionnaire. Store the completed forms securely.

STEP 6 — **OVER 3-4 WEEKS**

Deliver Sessions 1 to 4

Follow the agreed timetable and deliver the sessions: 1) seed germination and priming; 2) thinking like scientists; 3) carrying out and measuring the experiment; and 4) analysing results and preparing posters.

STEP 7 — **BEFORE SESSION 5**

Prepare for the scientist visit

Finish the pupil posters, read the Session 5 lesson plan and **Conference Timetable & Teacher MC Notes**, confirm the practical arrangements and prepare the room for small-group discussions.

STEP 8 — **FINAL SESSION**

Run Session 5 and collect feedback

Lead the Scientific Conference with the visiting scientists. Afterwards, ask pupils to complete the **post-questionnaire** and complete the **teacher feedback questionnaire** yourself. Make sure each pupil uses the same initials on both questionnaires.

STEP 9 — **AFTER THE PROGRAMME**

Return the questionnaires

Return the pupil pre- and post-questionnaires and teacher feedback questionnaire to the SeedPop! team as arranged.

Questions? Contact Yoshiko Nishigori, SeedPop! Project Manager:
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