

CLEAPSS Services for Trainee Teachers

What is CLEAPSS?

CLEAPSS is an advisory service supporting the teaching of *practical* science and technology in schools and colleges from nursery through to GCE A-level or equivalent.

CLEAPSS services cover many aspects of practical science and technology, including:

- guidance and training on how to carry out effective experiments and demonstrations - safely;
- guidance on all aspects of health and safety in school science and technology;
- how to use particular pieces of apparatus (and where to buy them);
- how to look after various species of animals or plants.

What services are available?

We offer four main services.

- A large range of publications – including newsletters, handbooks, guides, CD-ROMs and leaflets.
- A **Helpline** that can be contacted by phone, letter, fax or e-mail (we take ~ 6500 calls per year).
- Training courses covering 'hands-on' practical science as well as health and safety (we run around 200 courses each year, at various locations around the country).
- Less-direct services that involve liaising with many other organisations.

As a trainee teacher, the first three of these services are likely to be of most immediate interest to you.

As a trainee teacher, what is my entitlement to CLEAPSS services?

If you are doing your teaching practice in a school that is a member of CLEAPSS (as almost all are), or if the establishment at which you are doing your training is a member, you have the same access as any other member of staff.

If you contact us, we will need to check that you are entitled to our services. If you write to us by post, you must do so from your school or college address, not a home address. Similarly by e-mail; some e-mail addresses allow us to identify the school or training establishment easily, but not all. If you phone, we will ask you for the name of your school or college.

We will only send publications to an identifiable school or college address.

Who pays?

CLEAPSS is basically a membership organisation. At the time of writing, all local authorities in England, Wales, Northern Ireland and the various islands are members of CLEAPSS*. This means that staff members in all local authority schools have free access to our services.

In addition, almost all independent, foundation and voluntary-aided schools and incorporated colleges subscribe directly (as associate members) or receive our services via a local authority. Similarly, virtually all teacher-training establishments that offer science courses are associate members.

[*A sister organisation, SSERC, operates in Scotland.]

Can I use the *Helpline*?

If you are in a member school or college, yes, you are entitled to use the *Helpline*.

However, we are NOT able - or willing - to carry out your assignments for you! If you want to know a safe way of carrying out the thermite reaction or whether particular glues are suitable for use by children at Key Stage 1 we will happily deal with your enquiry. But if your question is more about the benefits of the national curriculum or child development, then that is outside our remit.

Remember, our focus is on *practical* science (and technology) in schools – we do not have an encyclopaedic knowledge of *all* science. When you contact us, try to make your questions as specific as possible. For example, asking “*Which species of animals are suitable for keeping in schools?*” is more likely to enable us to provide you with just the information you want than “*I am doing a project on animals. Please send me all you have*”.

We recommend that you visit our website first, to see what we publish. If the publications you are interested in are not available in your school or college, you can then contact us to find out how to obtain the relevant documents. We'll also help by suggesting others which may be useful to you.

The *Helpline* contact details are: Email: science@cleapss.org.uk
Tel: 01895 251496
Fax: 01895 814372

If *you* have any ideas for new resources, we are more than happy for you to suggest them to us.

How do I obtain CLEAPSS publications?

CLEAPSS produces a large number of publications. These resources are designed to cover aspects of either primary or secondary science, although some are appropriate for both levels. Most publications for secondary schools are available on the *CLEAPSS Science Publications CD-ROM*. Publications for primary schools are now available on the CLEAPSS web site.

One copy of our publications for primary schools, and **new** secondary-school publications, is free to member establishments. Some are sent out automatically; for others, schools need to request them. **The publication belongs to the school or college, not to an individual teacher.**

There is a charge for paper copies of secondary-school publications already on the CD-ROM.

You may need to use one or more of our publications in order to complete an assignment. If this is the case, the document should be available in your training establishment. We are not able to supply **multiple** free copies for individual students but a teacher-training establishment can ask for permission to photocopy CLEAPSS resources for its own internal use by students.

However, don't forget that publications for secondary schools can be found on the CD-ROM and those for primary schools are now available on the CLEAPSS website.

If you are not able to track down the relevant documents, don't hesitate to contact the *Helpline*. We will let you know who, in your establishment, receives our publications and we will also check that your establishment *is* a paid-up member, so that you are able to benefit from CLEAPSS services.

Which CLEAPSS publications might be useful to me?

Information about the full range of CLEAPSS publications can be found on our website.

The listing on the next two pages provides information about just a *small selection* of the resources that are available – to give you an idea of the range of topics we cover.

Periodicals [1 per term – sent to schools, colleges and teacher-training establishments]	<p><i>CLEAPSS Bulletin</i> - intended for teachers and technicians in secondary schools and colleges. The <i>Bulletin</i> contains news about practical science and technology plus updates about CLEAPSS publications and the dates details of forthcoming CLEAPSS courses.</p> <p><i>Primary Science and Technology Newsletter (PST)</i> - intended for teachers and science coordinators in primary schools. Like the <i>Bulletin</i>, <i>PST</i> contains news about practical science and technology, tales from the Helpline, a full listing of CLEAPSS primary publications as well as feature articles plus ideas for practical work.</p>
CLEAPSS Science Publications CD-ROM [1 update each January]	<p>This contains all the CLEAPSS secondary publications. The CD is searchable – making it easy for you to find the information you need. The CD can be put onto school networks or copied onto teachers' laptops.</p>
Hazcards	<p>A5-size cards giving health and safety information about the most commonly used chemicals in secondary school science plus model risk assessment information for a huge number of experiments and demonstrations.</p>
Student Safety Sheets	<p>These photocopiable sheets can be used to support the teaching of health and safety and risk. The sheets provide information about hazards and situations found in school science (and elsewhere). Although they were originally designed for use by KS4 students, many of the sheets are also appropriate for use by students at KS3 and post-16 levels.</p>
CLEAPSS Laboratory Handbook	<p>This is a large reference manual which is most usefully accessed on the CD-ROM although it is also available in hard copy. The <i>Handbook</i> includes guidance on how to do many practical activities and covers key aspects of health & safety legislation. It is sometimes perceived as a 'technicians' Bible' - but there is a huge amount of relevant material for teachers too.</p>

The following selection of **Guides** ('R' or 'L') and **Guidance Leaflets** ('PS') may be useful for you to know about at this stage. Guides are A4 booklets, typically 20 or so pages long. Guidance Leaflets are short documents like this one, usually no more than 4 pages long.

R135	<i>Eye and Face Protection</i>	[Secondary]
L5p	<i>Safe Use of Household & Other Chemicals</i>	[Primary]
L42	<i>Plants for Classrooms</i>	[Primary]
L56	<i>Housing and Keeping Animals</i>	[Primary]/[Secondary]
L71	<i>Incubating and Hatching Eggs</i>	[Primary]/[Secondary]
L77	<i>Science for Secondary-aged Pupils with Special Educational Needs</i>	[Secondary]
L86p	<i>Electrical Safety</i>	[Primary]
L93	<i>Managing Ionising Radiations and Radioactive Substances</i>	[Secondary]
L120p	<i>Earth Science: Key Stages 1 and 2</i>	[Primary]
L122p	<i>Simple Electric Circuits with Bulbs and Batteries</i>	[Primary]
L161	<i>Magnets for Primary Schools</i>	[Primary]
L163	<i>Teaching forces</i>	[Primary]
L190	<i>Studying Microorganisms in Primary Schools</i>	[Primary]
L195	<i>Safer Chemicals, Safer Reactions</i>	[Secondary]
L197	<i>Giant African Land Snails</i>	[Primary]/[Secondary]
L198	<i>Earth in Space: Key Stages 1 and 2</i>	[Primary]
L204	<i>Science for Primary-aged Pupils with Motor Difficulties</i>	[Primary]

L206	<i>Tadpoles</i>	[Primary]/[Secondary]
L215	<i>Microscale Organic Chemistry</i>	[Secondary]
L221	<i>Developing & Using Environmental Areas</i>	[Primary]/[Secondary]
L238	<i>Health & Safety Induction and Training of Science Teachers</i>	[Secondary]
L241	<i>Teaching Health & Safety in Primary Schools</i>	[Primary]
L245	<i>Ourselves</i>	[Primary]
PS34	<i>Microbiology Activities in Spotlight Science</i>	[Secondary]
PS44	<i>The CASE Project: Safety & Resources</i>	[Secondary]
PS55	<i>Bringing Pets & other Animals into Schools</i>	[Primary]
PS64	<i>Are we allowed to ... ? (Biology FAQs)</i>	[Secondary]
PS66b	<i>Getting Started with the CLEAPSS CD-ROM</i>	[Secondary]
PS67	<i>Practical Activities in the New Science GCSEs</i>	[Secondary]
PS69	<i>Banned Chemicals and Other Myths</i>	[Secondary]
PS76	<i>Electron-beam tubes - an introduction</i>	[Secondary]
PS81	<i>How to use a model steam engine</i>	[Secondary]

There are several resources that are only available in electronic form. You will find these on the CLEAPSS *Science Publications CD-ROM* or on the CLEAPSS website. Some examples are:

E229	<i>Illustrations of Basic Laboratory Equipment</i>
E230s	<i>Teaching about Electrical Circuits</i>
E232	<i>Common Safety Signs and Hazard Symbols</i>
E243s	<i>Freshwater Food Chain Mobile</i>
E244s	<i>Garden Food Chain Mobile</i>
E252	<i>CLEAPSS Font</i> (allowing you to print common safety signs)

E229 and E232, for example, allow you to print poster-size illustrations in colour or black and white, or to paste them into worksheets.

Health and Safety

A very important aspect of our work involves providing advice, guidance and training on health and safety matters in school science and technology. Documents that will be particularly useful to you at this stage are:

- **PS21** *Health and Safety in the School Laboratory and the New Teacher* (for secondary teachers).
- **PS22** *Health and Safety in Primary Science and Technology* (for primary teachers).

Helpful information on health and safety can also be found in two publications from the ASE:

- *Safeguards in the School Laboratory*, 11th Edition, 2006 (for secondary teachers).
- *Be safe!* 3rd edition, 2001 (for primary teachers).

How can I find out more about CLEAPSS?

More detailed information about CLEAPSS, and the services it offers, can be found on our web site:

www.cleapss.org.uk