SCHOOL OF PROGRAMMING

SUMMER 2025

Please take some time to review the information provided in this guide in advance of your child attending our Senior Code Clock.

We have included answers to some frequently asked questions about the week but if you have any further queries or concerns please do not hesitate to contact Errol Martin by email (admin@codeclock.co.uk) or mobile (07720897450).

GENERAL INFORMATION

All young people will be asked to wear a name tag for the duration of the week which must be given out at the start of each day and collected at the end. Once your child enters the building they will be under the supervision of Code Clock staff. No child is permitted to leave the building without written permission from a parent. If permission is given by the parent, children will leave the building at their own risk and will no longer be under supervision of Code Clock staff.

While we have never had any serious incidents in the past, all participants are reminded that they are responsible for the acceptable use of equipment over the course of the week. Any young person found to be misusing ICT equipment during any of our workshops will, depending on the severity, be excluded from the workshop. Parents will be contacted immediately in the event of any such incident.

In the event of an emergency, we would encourage parents to ensure they are contactable by mobile phone during our workshops. We will use the mobile number provided during registration to make contact with you. If this has changed since registration, please let us know so we can update our records. In accordance with QUB Fire Safety regulations, we will outline the fire safety evacuation procedures in the unlikely event of a fire in the building.
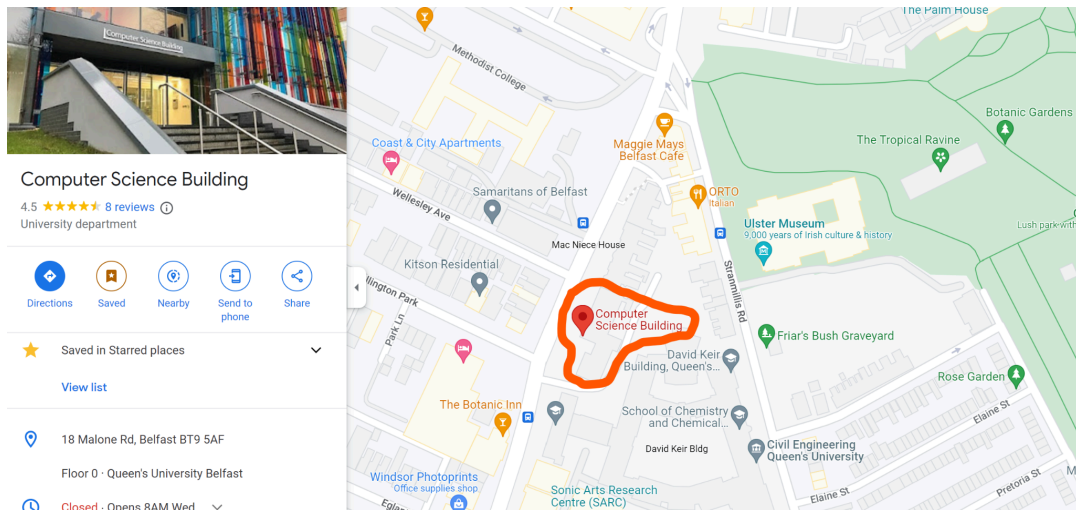
As mentioned previously, we have a number of students attending this year's summer school who have serious nut allergies. To ensure their safety and well-being, please ensure your child **does not bring or purchase any food/snacks or drinks which may contain nuts.**

Frequently Asked Questions

WHERE IS THE SUMMER SCHOOL HOSTED?

- The summer school is hosted in the [Computer Science building](#) at Queen's University, Belfast (18 Malone Rd, Belfast, BT9 5AF).

WHEN DOES THE SUMMER SCHOOL START AND FINISH?

- Our 'Senior' Code Clock summer school will run daily from **Monday 4th of August until Friday 8th August**. All our workshops begin each at 9:30am and finish at 3:30pm.

WHERE DO I DROP-OFF/COLLECT MY CHILD FROM EACH DAY?

- Morning registration will be located in the main lobby area on the ground floor of the building. Registration and collection will take place here each day.

WHERE CAN I PARK WHEN I AM DROPPING-OFF/PICKING-UP MY CHILD?

- Parking directly outside the building is restricted and so we would advise parking either along Wellesley Avenue or Wellington park, both a short walk from the venue, and accompanying your child to the building each day.

WHAT TIME DO THE WORKSHOPS START/FINISH?

- While activities are scheduled to **begin at 9:30am** each day, registration will be from 9am onwards each day
- Those who have booked early *'Early Drop-Off'* will be able to drop their child off from 8:30 am each morning. Similarly those who have booked *'Late Pick-ups'* will be able to collect their child at the latest 4:30pm each afternoon.
- Please note that the workshop finishes at 3:30pm each day. If you are running late, please text your name and child's name to 07720897450. Please note we can only provide supervision for your child between these specified times and we would appreciate it if you would drop-off/collect your child promptly.

WHAT ARE THE BREAK/LUNCH ARRANGEMENTS FOR THE WEEK?

- While we will be providing some light refreshments i.e. crisps, fruit, water etc for

young people, **LUNCH and BREAK IS NOT PROVIDED** and should be brought by the young person to the venue each day.

- Food and drink should only be consumed within designated areas and should not be consumed within the computer labs.
- There is a shop on the same side of the road and a very short distance from the Computer Science building. This shop has both hot food and 'deli' and should cater for most dietary requirements. Please note that only those young people whose parents/guardians have given written permission for their child to exit the building during the specified workshop times will be allowed to leave the building to go to this shop.

  *****Please note we have a number of students attending our workshops with severe nut allergies so please ensure lunches and/or snacks do not contain any ingredient which might trigger an allergic reaction.*****

WILL MY CHILD BE ABLE TO LEAVE THE BUILDING FOR ANY REASON?

- Only those young people whose parents/guardians have notified Code Clock that they give permission for their child to leave the Computer Science building will be allowed to do so.
- Please note that if permission is given by the parent for their child to leave the building during their workshop time, we cannot accept any responsibility for any incident which might occur while your child is outside of the building.

WILL THERE BE ANY PHOTOGRAPHS/VIDEOS TAKEN DURING THE WEEK?

- We may take some photographs over the course of the week for marketing and promotional purposes. We are already aware of those of you who have indicated you would prefer that your child is not included in any such photographs. If you

have any objection to your child being included in any such photographs and you're not sure if you indicated this during your initial registration, please drop us an email (codecamp@codeclock.co.uk) and we'll ensure no photographs are taken of your child.

● Please note that we will never use Code Clock participant full names in any of our promotional material.

● Code Clock participants are not permitted to take any photographs or record video during any of our Code Clock workshops irrespective of the reasons for the recording.

MY CHILD HAS A MEDICAL CONDITION, DO I NEED TO PROVIDE ANY FURTHER INFORMATION?

● When you first registered your child for the workshop, we asked you to declare any medical conditions your son/daughter may suffer from. If you failed to declare any medical conditions which might require urgent attention or indeed treatment during any of our workshops, we would ask parents to send us an email providing any relevant information.

● Parents should also ensure their child has any medication they may require during the workshop times. Please note we are unable to help administer any medication to your child in the event of an emergency.

● If any parents have any concerns about their son/daughter they would like to discuss prior to the workshop, please do not hesitate to contact us.

● Please note that while we do not expect anything to happen during any of our workshops, in the event of an emergency we will contact parents and/or emergency services depending on the severity of the incident. In the event that your child is unwell, we have a registered 'first-aid' person on-site who will assess and determine whether further care is required by a professional medical practitioner. We will of course notify parents in such circumstances and keep them notified. We would ask parents to remain contactable by mobile during our workshop times in case of emergency. We will use the emergency contact

number provided to us during registration to contact you.

WHAT IS THE STRUCTURE OF THE DAY?

Time	Session	Location
9:00→9:30 am	Registration	Lobby
9:30am→10:30am	AM1	Lab/Breakout Rooms
10:30→11:00am	Unplugged 1	Lobby
11:00am→12:30pm	AM2	Lab/Breakout Rooms
12:30pm→1:15pm	Unplugged 2	Lobby
1:15pm→2:15pm	PM1	Lab/Breakout Rooms
2:15pm→2:30pm	Unplugged 3	Lobby
2:30pm→3:30pm	PM2	Lab/Breakout Rooms