**Y5 STATES CHAMBER VISITS - IMPORTANT REMINDERS**

***Please read the detailed instructions online carefully as they contain important information. The following are some additional key reminders:***

1. E-mail your class list and your proposition templates to the Administration Team at [SGRadmin@gov.je](mailto:SGRadmin@gov.je) - by 9.00 a.m. on the Wednesday **before** your visit.
2. Download the templates (no’s 3 and 5) from the ‘Files to return’ section in Subject Support/PSHE/CITIZENSHIP. Please use the updated documents as they change over time.
3. Fill in the class template with students’ names from number one upwards. Avoid leaving gaps unless you wish to place a teacher or helper in a particular seat. Please inform us if a student has a connection to a States member and would like to sit in their seat.
4. The Usher and the Greffier do not participate in debates, so do *not* allocate these roles to pupils who want to take part in the debate. However, please make sure that the pupil you choose to be Greffier is a good reader. The Dean, who reads the Lord’s Prayer, *can* also participate in the debate but not vote.
5. Please choose a debate subject which engages the children and has a balanced number of opinions for and against.
6. Avoid rehearsing your debate with a fixed order of speakers, except for the proposer and seconder who speak first and second, respectively.
7. If your group is larger than 45, it will be necessary to book two separate sessions as we cannot accommodate more than 45 children in a single group.
8. If you have a single large group, please remember that if all pupils speak at length, there may not be time to complete your debate. For this reason, debates with larger groups should include balance of shorter contributions, ideally avoiding too much repetition.
9. Do *not* invite members of the media to the sessions as they require special permission to take photographs or film in the chamber. (A special dispensation has been agreed to allow schools to take pictures of their own sessions.)

Please refer to 'Introduction: Planning a Visit' online for a full guide to preparing your class for the States Chamber.