

GROUP RULES & GUIDELINES

Watford Park U3A Maths Study Group

General Information

The Group meets monthly for up to two hours, at 1430 on the 4th Thursday in the month.

Everyone is requested to arrive (by 1420) in order to be ready for a timely start.

Our meetings will be held in members' homes. Each meeting venue will be agreed and notified to all Group members at least a month before the meeting.

Where necessary detailed directions to the meeting venue will be provided.

We will aim to provide light refreshments (tea/coffee etc) at each meeting. These will be provided by the hosting member.

Meeting Format

The focus of the Group is to rediscover lost knowledge of maths, and to learn from each other by providing help and advice between Group members.

Our started at Key Stage 3, and was based on following the material in New Key Stage Three Mathematics Complete Study and Practice, published by CGP Books (www.cgpbooks.co.uk), ISBN: 978 1 84146 383 4.

We completed Key Stage 3 in December 2018, and since January 2019 have ben working at GCSE level. Study for this is based on following the material in GCSE Edexcel Mathematics Higher Level – Complete Revision & Practice, ISBN: 978 1 78294 405 8. We are supplementing this text by reference to GCSE Edexcel Mathematics Higher Level – New Student Book, ISBN: 978 1 78294 958 9. Both books are published by CGP Books.

All of the coursebooks noted above are available in bookshops or online, but please contact the SGL before purchasing them as a discounted online rate is available.

Study may progress beyond GCSE level in due course, and as Group members feel is appropriate.

We may supplement the coursebooks with other material (both hardcopy and online) as members feel is appropriate, in order to provide further depth to the subject, and/or to provide additional clarification.

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Meeting agendas will generally be based on the following items:

- Payment of fees/apologies for absence
- Introduction
- Review of course material studied since previous meeting
- Work through (collectively) a new section of the course book
- Set the plan for work to be undertaken by members prior to the next meeting
- Details of the next meeting

A suitable break in the meeting will be taken, as appropriate.

Membership

Membership of the Group is open to all Watford Park U3A members but is limited in number. This is in order to keep the Group to a manageable size, and to ensure that study within the Group does not become fragmented.

Costs and Membership Fees

We will endeavor to keep costs to a minimum by:

- Maximizing the use of email and minimizing the distribution of printed matter
- Maximizing the use of free meeting venues (including members' homes)

Where costs for the Group are incurred by individual members, the general practice within Watford Park U3A is for these to be reimbursed as follows:

- Refreshments, 50p a head
- Printing from a computer, 5p a sheet
- Postage, photocopying etc, at cost

Costs to be incurred should be agreed in advance with the Study Group Leader.

The Fee to cover these costs is set at £1 per member per meeting, 50p of which will be given to the hosting member. The Study Group Leader will maintain a record of all income and expenditure, and will account for this to the Group, and to the WPU3A Treasurer, as required.

The Fee will be reviewed from time to time and varied if necessary, and as agreed by Group members.

If any specific additional costs are required to be incurred these will be agreed with members, and paid, in advance.

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Group Rules

By joining the Group it is assumed that each member agrees:

- To use email as a prime method of communication
- To respond promptly to emails, and to check for these regularly for any adjustments to meeting arrangements etc.
- To allow your email, phone, and address details to be shared across the Group.
- To notify the Study Group Leader, and meeting host, as soon as possible if you cannot attend a meeting.
- To print your own items that may be sent to you for use in the Group meetings.
- To be an active participant in group discussions and activities.

Other Items

These Rules and Guidelines will be kept under review by the Study Group Leader, and revisions proposed to members as deemed appropriate from time to time.

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