

Junior Trader Enrichment Programme

TEACHER GUIDANCE

Assignments, Submissions, Data and Licence

This guide covers how Junior Trader assignments run, how to send us your students' work, how we look after that work, and what your school's licence allows. Keep it with your teacher packs.

1 Assignments

- Each assignment comes as a one- or two-page student brief. Print it or post it on your school platform.
- Students work in teams of three and spend at least one hour on each task.
- Students use AI tools to research and draft. Use only the tools your school approves, and check them against your school's AI policy and each tool's age terms before the first lesson.
- Deadlines are printed on each brief, usually about two weeks after it goes out, so work comes back in time for the next session.
- Hand-drawn work is welcome. Students upload a clear photo or scan.

2 Submitting work

Every assignment follows the same five steps.

	Step	Who	When
1	Set the assignment on Google Classroom or Teams with the brief attached	Teacher	When the brief goes out
2	Students upload their work, named with their team name	Students	By the deadline on the brief
3	Put all the files into one shared folder (Google Drive or OneDrive) and send us the link	Teacher	The Monday after the deadline
4	We mark the work and send the feedback to you	Junior Trader	Within two weeks of the link
5	Pass the feedback to your students	Teacher	At the next session

Students never send work to us directly, and we never contact students directly. All contact goes through you.

- Share the folder with view-only access, and only with the address we give you.
- Remove our access once you have the feedback.

3 Feedback

Each team gets short written comments: what worked and one thing to improve. You also get a one-page class summary naming the strongest pieces of work. Feedback comes to you, and you decide how to share it with students.

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4 Data protection

- We only need team names. Check that files don't include students' full names, email addresses or photos of students. A photo of hand-drawn work should show the work only.
- Your school stays in control of your students' data. We use submitted work only to mark it and write feedback.
- We store work securely, and only the people marking it can see it.
- We delete all submitted work at the end of the academic year in which it was submitted.
- We never publish student work or use it in our marketing without your school's written permission.
- If a student or parent asks for their work to be removed, tell us and we will delete it.
- If work is ever sent to the wrong place, tell us the same day and we will work with your data protection officer to put it right.

5 Licence agreement

Your school's booking form sets out the full terms. The licence covers the students registered on the programme for one academic year and ends on 31 July.

You may	You may not
✓ Print and copy the materials for the students registered on the programme and the staff teaching them ✓ Post the materials on your school's internal platform, as long as only that group can see them ✓ Change dates, deadlines and timings to fit your timetable	✗ Share the materials outside your school, including with other schools, tutors, public websites or social media ✗ Use the materials with any other class or a future year group ✗ Remove the Junior Trader branding or the licence line from the footer ✗ Sell, publish or rewrite the materials for another purpose

When the licence ends, remove the materials from shared drives and your school platform. Junior Trader owns the copyright in all programme materials. Your students' work belongs to them.