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| **Event Name:** Welcome to school! |
| **Date of Event:** 2nd September 2019 |
| **Date form filled in:** 7th September 2019 |
| **Organisation** | **Aims** | **Evaluation** | **Findings** |
| **Place:**Main Hall | **Aim(s):**Introduce parents to staff and to the school | **Comments on attendance[[1]](#footnote-1):*** More staff would have been useful
 | **What have we learnt?*** The aim wasn’t enough – we need to do more to build relationships from the outset
* Maybe have the event before the start of the school term?
* Some parents appreciated having the lists printed out, even though they are on the website
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| **Member of staff responsible:**Mr Hinds (Head of Year 7) |
| **Audience – who was invited?**All Year 7 parents/carers and all Year 7 form tutors | **Evaluation markers:*** Parents talking more to teachers
* Teachers talking more to parents!
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| **Date invitation issued:**20th August 2019 | **Was the aim achieved? Why or why not?*** Parents got to see the school and meet staff members
 | **What can we do different next time?** |
| **Date of RSVP required:**N/A |
| **Numbers attending:**Staff – 8Parents/Carers – 150 | **Attained? Comments?*** Some do – not sure if they would have done so anyway…
* Teachers need more help to support parents!
 | **Good practice to share:*** Having the lists was good
* Parents asked for tips to support learning and reading
* Tea and coffee were welcome, as was the cake!
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| **Resources used:** * PowerPoint (to show school day)
* Video tour of the school
* Photos of the school day
* Lists of what children need: uniforms, etc.
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| **Follow up evaluation date:**November 2019 |

1. Include here: whether or not the target audience attended, if there were more/fewer people than expected… [↑](#footnote-ref-1)