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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 |
| **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! |
| **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 – 8  Parents/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! |
| **Resources used:**   * PowerPoint (to show school day) * Video tour of the school * Photos of the school day * Lists of what children need: uniforms, etc. |
| **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)