

STEP 2: PLANNING

COMPLETE

PLANNING OF MEETING

1. Who? (Teachers)	
2. Place? (School)	
3. Date and time? (Conduct meeting 2-3 days after workshop; meeting can commence after school and should not take longer than 30-45 minutes.)	
4. Refreshments? (Possible refreshments from budget.)	
5. Necessities: 5.1 Notes on strategies parents and teacher proposed at workshop. 5.2 Pens 5.3 Copies of the planning sheets that follow.	
6. Aims of meeting: 6.1 Choose 4/5 strategies for the term which focus on getting parents involved in learning. 6.2 Determine goals. 6.3 Plan strategies. <ul style="list-style-type: none">• Focus on?• Principles and quality indicators?• Who?• Where?• When? 6.4 Decide who will be responsible for which strategy and who will be second in command.	