

Workshop action plan

First steps (up to one year before the event)	
Action	Notes
Contact or visit another school with previous experience of parents' workshops.	Useful for ideas and actively getting the process started.
Speak to head and line manager. A possible PM target?	Needs positive support and commitment. Good for dept and whole school – puts mathematics in the limelight!
Set date. Enter in departmental development plan and school timetable.	Arrange date ASAP to avoid clashes.
Decide time (morning or afternoon). Decide year group, set, etc.	8:30am start? Possibly Year 7 as enthusiastic and more parents dropping off at school, etc. ?
Decide venue – will need four to a table and possibly 12–15 tables – cosy and inspiring.	A venue that can accommodate all students and their parents, e.g. a class of 30 means seating for up to 60.
Book the venue, e.g. Library. Book refreshments – budget implications.	Book with the correct person, e.g. librarian/PE dept, with diaries. Keep copy! Remember – will be important that you are not interrupted and distracted by outside factors.
Getting organised (up to six months before the event – but at least a term in advance)	
Action	Notes
Appoint parents' project manager (PPM). Appoint/designate clerical assistance to coordinate practical arrangements.	Discuss in meeting as it is vital one person takes overall charge and therefore reviews, monitors and paces development.
Organise a range of activities in discussion with colleagues. Decide certificate/presents for parents. Order resources, e.g. dice, counters, linking cubes, 2 colours of sticky notes.	All part of the process. Have more activities not fewer; might need to change according to set, etc. at short notice. Certificate signed by PPM and head?
Organise timetable which includes PPM and possibly 1–2 teachers and any TAs.	Need at least three adults. Always include the teacher whose class it is as they will always know the names of the students – also a positive way to communicate.
Involving the department (about three months ahead)	
Action	Notes

Prepare presentation for discussion at meeting with department/class teacher. Get resources ready in wallet and place in workroom for safe keeping.		Try and think of all resources as long-term and fixed for a year – laminate, glue and scissors. No running around when you are really busy!
Involving the pupils (at the start of the term when event is to take place)		
Action		Notes
Introduce idea in assembly.		Can talk about department homework and support policy. Important to generate enthusiasm!
Countdown to the workshop		
When	Action	Notes
One month before	Send a flier/letter to the parents. Include the day, date, time and venue. Emphasise fun, worthwhile and non-threatening.	Include a tear-off slip and the name of one person who it should be taken to. Get it signed by head.
One month before	Check venue and plan table arrangements.	Double-check everything! Opportunity for child to sit with their parent and work together.
Three weeks before	Send reminder letter to parents. Remind class teacher. Remind class.	Class teacher and clerical assistant to work together on updating lists, collecting slips, etc.
One week before	Contact parents by phone/email if necessary.	CT and CA to follow up any non-returns. Have copies of letter to give to students who insist that their parents have not received the invitation!
One week before	Check venue/refreshments	Make sure venue is presentable –clean tables and check displays. Organise for one person to bring the refreshments and take them back.

One week before	Put details of class, room changes, etc. in staff weekly bulletin. Mention at staff briefing. Remind LM, etc. about the workshop so that they can attend briefly.	Promotes good feeling and emphasises the importance of the event.
The workshop		
When	Action	Notes
Day before	Resources ready: flip-chart, board pens, ICT, etc.	Department to arrive on time/early to help set up.
On the day	Sort out tables in venue. Folders on each table, starting activity ready, projector/IWB on, etc.	Parents' 'presents' ready as applicable.
On the day	Organise someone to welcome parents	Parents may be nervous when in school environment and especially when doing mathematics!
On the day	Enjoy the experience! Leave only 4–5 minutes at the end for questions and finish on time. Important for all to leave feeling enthusiastic. Better to leave them wanting more than to overrun.	Don't forget to be less like a teacher and more like a facilitator. Take photographs. Use sticky notes for comments.
Day after	Evaluate the workshop while still fresh in mind.	Write up the comments and email to LM, SLT, etc.
Day after	Check through resources	Replace missing items, etc.

