

Gap Task 2 Checklist - Partnership With Parents

- Send the parental survey to all parents.
- Consider the parental responses alongside your own views and decide on the topic for the parent workshop.
- Decide on the space and time you will hold the parents workshop.
- Consider the purpose of the workshop and the difference you want to see as a result of the workshop.
- Carry out some research on the chosen topic. Talk to other settings about the topic. Consider finding experts in the field from the local authority or University to contribute to the workshop.
- Send a letter to invite parents to the workshop.
- Create a parent questionnaire related to the topic of the workshop.
- Run the workshop and give out the parent questionnaire.
- Evidence the responses from the parents, in your scrapbook and to share with the team.
- Feedback to others (the team, Governors, Senior Leadership, the Local Authority) as to what worked well and what could be even better.
- Continue to ask parents about topics for further workshops.
- Run regular parental workshops.