**1: PLANNING A VALUES DAY**

**This Best Practice Guide is designed to help you plan an outstanding Values Day, a Drop-Down Day, or a Student Workshop involving external educators.**

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| **PLAN** |
| **Booking the Event*** Define the desired outcome in line with our Ethos Outcomes. Decide what you want to achieve.
* Identify the specific audience and numbers. I.e.: Whole Year Group? Targeted group?
* Establish the best dates and timings. Make sure it fits with the school day.
* Follow your school procedure for booking dates. Make sure the date is in the school Calendar and approved by SLT.
* Confirm the event venue, including room allocation. Contact relevant school staff to allocate classrooms and to book larger spaces for use e.g., school hall / lecture theatre if required, well in advance. When booking rooms for the day, include where possible set up time ahead of the start time. Avoid room changes when organising the timetable, unless absolutely necessary.

**Planning the Schedule*** Develop a detailed timetable and schedule on one side of A4. It should contain – Date, Target audience, brief impact outcomes, schedule of event including timings, rooming, and staff allocation. Make sure every person named on the plan has a copy of it.
* Determine if any paperwork, such as risk assessments or promotional materials, is required and prepare well in advance.
* Outline necessary resources, including technology and PA requirements. Conduct a technology run-through, including PPT collation BEFORE the day where possible. Check projectors and computers are working in all rooms. Check if WiFi access is needed and arrange as necessary.
* Determine printing and resource needs in advance of the day.
* If using external providers remember they can get booked up well in advance. Once booked, communicate with external providers a month before the day, with details for the day and requesting DBS information for all providers attending and dietary requirements etc. Include in this clear communication on what time you will need external providers to arrive onsite and any procedures. Check any dietary needs for external guests prior to the event and make sure these are catered for if providing hospitality.
* Decide how you are going to measure impact. Prepare and allocate time for feedback forms or other impact measures to be used on the day or after it.

**Communicating with Stakeholders*** Ensure any key staff are in the loop from day one.
* Identify and communicate with the key staff involved in organisation and delivery of the event.
* Communicate with all staff involved in the day, communicating to all those affected by the event e.g., Head of Year, Pastoral team, Receptionists, IT Technicians, facilities team.
* Communicate with staff who will be in any sessions regarding expectations – turn up on time to minimise disruption/take registers/ no teaching required of the topic/ support the guest with classroom management/sanction students according to school policy if needed.
* Discuss any sensitive topics covered in the event with Head of Year, Pastoral/Safeguarding & SEN Team to identify any vulnerable pupils. Any pupils with EAL (English as an additional language) will also need identifying so that provision can be made to support them to access the event.
* Circulate the programme plan to all relevant staff members two weeks before and send a staff reminder the 2-3 days before. It is often helpful that school staff are aware of what this day is about, even if it doesn’t affect their particular year group.
* If parent letters are required ensure these are sent well in advance detailing the date, time, purpose of activity, who it is for, how to contact you, and any necessary permissions needed.
* Inform students in advance of the event and purpose of the activity via Assembly, Tutor Time, Email, Video or an in-person conversation. This helps students prepare for the day.
* Send DBS information in advance to your Admin Manager & Receptionist team so that DBS certificates are not asked for on the day, and electronic badges can be issued so guests can walk unaccompanied if fully DBS checked.
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| **DO** |
| * Always have at least one member of the Ethos Team free to oversee and lead any event that involves multiple activities happening at the same time in order to help trouble-shoot.
* Meet and greet external guests at a pre-agreed time to ensure they can set up in their allocated space.
* All visitors will need to have DBS clearance or have staff available to accompany them around the site. DO NOT ask pupils to accompany non-DBS cleared visitors around the site.
* Ensure clear communication with students on the day. Provide an overview of the activity to participants, emphasizing learning objectives and purpose.
* Utilize signage for clear event information.
* Verify that rooms are appropriately set up on the day of the event.
* Check and ensure the functionality of technology, including sound, lighting, and visuals.
* Have a plan for hospitality and refreshments for throughout the day, (even if this means external people need to bring their own).
* Provide access to hot and cold drinks or bottles of water in the Ethos Room (or whichever room has been allocated as a ‘base’ for break and lunch hospitality or when a provider is not leading a session.)
* Monitor and measure the impact of the event according to your plan.
* Take Photos on an approved devices.
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| **REVIEW** |
| * Compile impact data into your main report. Include Photos (media released).
* Share positive impact stats, stories, or student voice with SLT, Staff, & on social media, as soon as possible after the event. This builds profile.
* Conduct a team debrief, highlighting successes and areas for improvement.
* Address and follow up on any feedback from staff or students.
* Document notes and reflections for future planning.
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