

## VISITORS IN SCHOOLS - A CHECKLIST FOR THE VISITOR

- Decide how you wish to be addressed
- Do you need directions/map?
- Aim to arrive early to meet and settle?
- Be clear with teacher about what you will be expecting.
- How will the room be laid out?
- How will the children be prepared?
- What materials will you need to take or ask to be provided?
- Do you know about the timing of event?
- Do you know about special learning needs?
- Do you know about particular issues which require sensitivity for individuals?
- Age appropriateness of materials?
- Comfortable dress (low chairs/carpet work)
- Are you going to wear a uniform?
- Do you need to take a bottle of water for yourself?
- Switch off phones and pagers
- Do you want the children to wear name badges?
- Are you going to use an ice-breaker activity?
- Do you want to have evaluative feedback from children? Adults?
- Do you want to know about any learning assistants present?
- Establish groundrules with the teacher you are in partnership with
- Behaviour, toilets, upset etc
- Do activities have any health and safety implications?
- Phone to confirm details in place immediately prior to session