1. We recommend waiting a minimum of 3 working days before hosting the more detailed planning meeting, to allow time for staff to digest the information, and to receive any further suggestions/points.
2. Before the meeting, ensure you have prepared yourself by quickly viewing and gaining an understanding of:
3. The ‘[Training for Schools](https://www.youtube.com/watch?v=c228SPzpdSs&list=PL7nL4dIMK0MTWGGMYoKkjIup_UAgPVA9T&index=3&t=67s)’ video (skipping through as needed)
4. The ‘Key Planning Considerations’ document in the ‘Guidance & Planning Considerations’ folder (this will provide the necessary structure for the meeting).
5. The ‘Planning Considerations’ for Phonics Assessments, Teacher Training and Streaming Students, contained in the sub folders.
6. We recommend revising the attendees for this meeting. Given the length and detailed nature of this planning meeting, you may wish to remove any school leaders who are not key stakeholders. Recommended attendees:

* Relevant school leaders
* One or two teachers with good knowledge of students’ phonics ability (they will be useful to help determine the type and number of resources needed)
* The staff member/s who are most likely to conduct an independent English (phonics) assessment of the students i.e. someone with reduced teaching hours (without them present, you will have to spend extra time to brief them later)
* The staff member/s who are most likely to help train other staff in using See Say Write (without them present, you will have to spend extra time to brief them later)

1. Use the email template below to highlight the agenda:

Subject: See Say Write – Detailed Feasibility and Planning Meeting

Location: Ideally a room with a central screen that everyone can view easily

Meeting length: [Consider 1hr 30mins, and make time for a second meeting if it runs over]

Hey team,

Thanks for all your thoughts during the initial meeting on See Say Write. This invite is for a more detailed look at the feasibility of the program, and to work through all the planning considerations.

Again, there is no obligation to prepare anything in advance unless you did not attend the initial meeting, in which case please familiarise yourself with the [Program page](http://www.seesaywrite.com/program) of the website. During the meeting we will:

* Gain a better understanding of the program and resources
* Decide which year groups/classes can/will use the program
* Decide the number and types of resources that are needed
* Decide the need for staff training and the solution
* Decide the need for a phonics assessment and a solution
* Determine a likely start date to begin using the program

(and more)

I don’t know about you but I’m looking forward to it! It always takes an extra push to instigate positive change but I think See Say Write could save us a lot of time and energy in the long run, and (most importantly!) it could really get the students on the best path for success with their English ability.

Have a great day.

Kind Regards,

1. Before the meeting, ensure you have the following loaded prepared:

* An [example See Say Write video lesson](https://www.youtube.com/playlist?list=PL7nL4dIMK0MQWGn1PjOfmDBL8MUf-ceIG).
* The ‘[Training for Schools](https://www.youtube.com/watch?v=c228SPzpdSs&list=PL7nL4dIMK0MTWGGMYoKkjIup_UAgPVA9T&index=3&t=67s)’ video.
* The ‘Key Planning Considerations’ document (and the considerations for Teacher Training and Phonics Assessments).
* The ‘points for consideration’ that were raised/recorded during the initial meeting.

1. Use the suggested agenda below, and the additional guidance resources, to run the meeting:

* Make everyone feel welcome.
* Remind everyone of how long you have for the meeting.
* On a central screen, or laptop, watch an [example video lesson](https://www.youtube.com/playlist?list=PL7nL4dIMK0MQWGn1PjOfmDBL8MUf-ceIG) (skipping through as needed).
* Again, on the central screen, watch the ‘[Training for Schools](https://www.youtube.com/watch?v=c228SPzpdSs&list=PL7nL4dIMK0MTWGGMYoKkjIup_UAgPVA9T&index=3&t=67s)’ video (skipping through as needed). Explain the intent of watching the training video is simply to understand the resource available; the intent is not to actually receive and absorb the training.
* Next, open the ‘Key Planning Considerations’ document and ask the relevant questions. They follow in a logical order and will form the main structure for the meeting.
* Review your list of ‘points for consideration’ that were raised/recorded in the initial planning meeting. Ensure they have all been covered.
* Reiterate all the action points (and responsibility holders) that resulted from answering the questions asked in the planning considerations resources. Get individual confirmation from each responsibility holder that they can achieve the request “Are you able to do this?”.
* Thank everyone for attending, remind them that you’re they to support them, and emit some positive energy about the prospect of making a school improvement.