1. Ensure there are at least two working days between your initial email, and the date of the meeting. This will allow time for feedback/considerations from teaching staff.
2. Recommended attendees:

* Relevant school leaders
* One or two teachers with good knowledge of students’ English literacy ability (these teachers will be present in later meetings to help with details)
* 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 (they will need to be present in later meetings, so best to include them now)
* The staff member/s who are most likely to help train other staff in using See Say Write

1. Use the meeting invite email template below:

**Subject**: See Say Write – Initial Meeting to Discuss Value & Feasibility – 15 Minutes

Hi team,

As promised, here is the invite to an initial meeting where we can discuss *top-line* feasibility/value of the program.

No need to prepare anything in advance. We’ll start by watching a 3-minute Simple Overview of the program to get an understanding. I’ll then explain my thoughts on where it could add value before getting your take and assessing any issues, objections or better approaches.

This will be a really short, top-line meeting so we won’t go into any planning details, I’m just looking to get initial thoughts.

Thanks in advance.

Kind Regards,

1. Use the suggested agenda below to run the meeting:

* Make everyone feel welcome (of course!)
* Remind everyone this is just a 15-minute meeting intended to get quick feedback on the value and feasibility of the program. There will be time for detailed discussion later, if needed.
* On a central screen, or laptop, go to the [Program](http://www.seesaywrite.com/program) page of See Say Write website and ensure everyone watches the 3-minute Simple Overview video (at the top)
* Afterwards, scroll down the page and read out the headings until you reach the bottom. Highlight that the average video lesson is approximately 20 minutes.
* Explain where you think it can add value. Delete any irrelevant points below.

**Curriculum support**

* Offering a modern and structured approach to early English learning
* Reducing the amount of lesson planning time for teachers
* Replacing the current collection of different resource which are not sufficiently structured or modern
* Pronunciation support (with video lessons from native English teachers)
* Enabling easier phonics development and assessment
* Creating opportunities for *targeted* phonics learning

**Interventions**

* Helping improve our volunteers’ capability
* Giving teachers access to a bank of easy-to-assign and effective homework

**Homework**

* Offering a bank of effective homework that can be assigned with no prior planning or preparation
* Offering homework that can be easily tailored to the specific learning needs of each student
* Enabling better parental engagement to further support their child’s development at home
* Offering a school-holiday project to provide continuity/revision during long breaks

**Remote learning**

* Providing structure and support for students who can’t attend school for long periods
* Ask staff to highlight their points regarding value added and feasibility. Give them time to think and speak freely. Ensure to record any points for consideration (be wary that there is a detailed list of ‘planning considerations’ in this resource pack, for discussion in the next meeting).
* Review any useful email responses to your initial email that came from teaching staff.
* Highlight the next steps (i.e. a more detailed planning meeting in the coming days).
* Highlight that your door is open for further suggestions.