## School-University Partnership Planning Template for [Event/Activity Name]

<table>
<thead>
<tr>
<th>1.1 Date</th>
<th>1.2 Schools involved</th>
<th>1.3 Researchers involved</th>
<th>1.4 Main contacts</th>
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<tbody>
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</table>

### 2. Intended outcomes

### 3. What are we offering?

### 4. National curriculum links

### 5.1 Training for researchers

### 5.2 Training for teachers

### 6. Safeguarding—general notes, training required, training attended?, DBS checks?

### 7.1 Depth of engagement

### 7.2 Activity/activities type(s) and length(s)

### 7.3 Planning notes—timings, venue (e.g. room no.), risk assessment complete?

### 7.4 Resources—requirements and sources

### 8. Publicity—chosen methods, who will carry out, complete?

### 9. Costs and sources of funding (see breakdown on page 32)

### 10. Evaluation—objectives, methods

### 11. Reflection—aims met?, learning points

A tool from the University of Southampton SUPI project *Talk to US!* Guide Book
For more information visit www.sotontalk2us.org.uk