

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

1.1 Date	1.2 Schools involved	1.3 Researchers involved	1.4 Main contacts		
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		