



## Sharing the Present – Shaping the Future

### Guidance for Shared Education Coordinators or Link Teachers

All documents and information available at [www.sharededucationweek.org](http://www.sharededucationweek.org)

Area	Actions	Support Resources
Getting the Big Picture for SE Week	<ul style="list-style-type: none"> <li>Register your interest in taking part in Shared Education Week on our website <a href="http://www.sharededucationweek.org">www.sharededucationweek.org</a></li> <li>If you, your principal or another colleague wishes to attend one of our regional events make sure to register for these on the website</li> <li>Download the Shared Education Week Overview, FAQs and School Resources from the website.</li> <li>This pack has lots of suggestions and resources to help you plan something with pupils, your colleagues, parents and the community.</li> </ul>	Programme Overview FAQs Contents of Support Pack
Gaining the Commitment of the Principal and colleagues	<ul style="list-style-type: none"> <li>Schedule a meeting with School Principal and /or SLT</li> <li>Ask for time at a Briefing or Meeting to inform staff that this is happening</li> <li>Identify colleagues who might be best placed to help you</li> </ul>	Overview and FAQs
Arrange to meet the other coordinators in your partnership	<ul style="list-style-type: none"> <li>Plan an <b>achievable</b> programme of activities. The suggestions in the School Support Materials are just that – suggestions – <b>you choose</b> the activities which you feel <b>suit your school</b> best.</li> </ul>	Shared Education Week Planner

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<p><b>Remember</b>  <i>Get the approval for your plan from the School Principal – be clear about any changes to normal timetable – who is involved and any support or resources needed.</i></p>	<p><b>With pupils</b>            Can you identify colleagues in your school who could contribute to the celebrations using some of the support materials?</p> <ul style="list-style-type: none"> <li>• A special lesson?</li> <li>• A Student Voice Activity?</li> </ul> <p>Can you organise an assembly using the resources available to download?</p>	<p>Special Shared Lesson Plan and resources for Key Stages 1-3</p> <p>Pupil Voice Activity / Pupil Partnership Charter</p> <p>School Assembly Powerpoint and accompanying guidance</p>
	<p><b>With Staff</b>            Can you discuss some of the suggested activities with staff?</p> <p>At a briefing            At a staff meeting            At an SLT Meeting</p>	<p>Suggestions for Raising Awareness with Staff</p>
	<p><b>With Parents and the Wider Community</b>            Share plans for the week on the School Facebook Page, on Twitter or School Website            Write an article for the paper – use photographs            Invite a reporter to your partnership – tell your story.</p> <p>Use the SELF Shared Education Week Planner – email to <a href="mailto:barbara@selfni.org">barbara@selfni.org</a>. We would love to know about your plans and share in your celebrations through Twitter (@SharedEdWeek)</p>	<p><b>Celebrate and Share – A Guide to telling your partnerships story and raising awareness</b></p> <p>Shared Education Week Planner</p>

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<p><b>Share your plan with colleagues, pupils and parents</b></p>	<p>Do this well in advance so that there is minimum disruption to your colleagues, especially if there are changes to timetable or the normal routine.</p>	<p>Shared Education Week Planner</p>
<p><b>Make sure to keep staff up to date on Plans for SE Week</b></p>	<p>C2K are supporting Shared Education Week. There will be a Fronter Room with resources to support the week as well as reminders and updates of events happening. Keep an eye out for emails from SELF, sent to you through EA and keep your colleagues well informed.</p>	