

**PLANNING SHEET FOR A TEACHING SESSION
DELIVERED BY AN OUTSIDE AGENCY**

This sheet should be completed and agreed during the planning session
and copies made for all those involved.

School	
Day and date of session	
Time and length of session	
Year group and age of pupils	
Number of pupils	
Room session will be held in	
What time can visitor arrive to set up?	
Where can visitor park?	
Does the visitor need any help carrying in equipment/materials for the session?	
Name of contact teacher for the visit	
Name of teacher(s) who will be present during session who will be responsible for pupil behaviour? A teacher must be present during the session	
Names of any other adults who will be present during the session and their role	

Prior learning that relates to this session (please use Schemes of Work/Mid-term Plans to illustrate where this session fits, in overall planning)

Learning objectives of session

Brief plan of session to be delivered

Resources to be used

IT requirements

Information about any particular pupils relevant to this session

To respect confidentiality, please do NOT record actual pupil names on this sheet

Are there any school policies/practices that need to be shared with the visitor relevant to this session

In the event of any Child Protection concerns, the teacher responsible for Child Protection is:

Any other relevant information

Signed on behalf of the school	
Role	
Signed on behalf of the outside agency	
Agency	
Date	