

# MONTH-LONG ENGAGEMENT PLAN

## Checklist:

- ☑ **Plan** - how to inform the school community of the proposals
- ☑ **Involving** - engage at the initial stage of the project
- ☑ **Time-frame** - set a suitable time-frame for communicating
- ☑ **Communicate** - a variety of mediums can be used to help your message reach the entire community. Choose a core communication medium where all current information is accessible for all, e.g. website
- ☑ **Updates** - Information should be aligned/updated across all mediums
- ☑ **Promotion** - encourage your network to share your updates
- ☑ **Resources** - Our SRTS Communications Toolkit provides a useful suite of communication materials
- ☑ **Submissions** - If the proposals involve the 'Part 8' process encourage the school community to make a submission of support during the public consultation procedure. Please check out the SRTS resource entitled 'Part 8 Process' for more information.

**Remember that 'Part 8' of the planning application requires a consultation period of at least two weeks in order for the public to make observations and objections to the plan.**

## Example:



Select a date for a public meeting/workshop, either at the school or virtually - invite community members to register their interest to participate.

Gather the SRTS survey data which was collected from the parents of students.



Publish information about the SRTS proposals and the parents survey on the school website. Share this landing page on various mediums such as social media, signage, newsletters and community noticeboards.



Host an internal student assembly and a separate public meeting to inform the community and to gain support for the project.



Analyse the support for/concerns surrounding the proposals. Acknowledge concerns raised & align those fears to the potential benefits. Publish the final phase of communications e.g. social media, radio interview, local newspaper and school newsletter.