

CPD whole school activities

CPD activity 5: Linking with the community - welcoming visitors

Invited visitors can cause great excitement and offer huge benefits to pupils and staff alike, especially if both you and the visitor are well prepared beforehand. This activity aims to generate discussion about what to consider when inviting visitors into school and what visitors might find helpful for their own preparation. Here are a few points that you might like to throw into the discussion when participants are making lists of suggestions for a successful visit.

Is the visitor aware of and in agreement with the school's aims and ethos, the policies on Equal Opportunities, and codes of behaviour?

Are they clear about the pupils' and your own expectations, and the level at which to pitch the presentation?

Are you clear about and happy with what the visitor intends to do?

Are you and the visitor sure about the pronunciation of each other's names?

Are you clear about how the visitor wishes to be introduced?

What to do:

1. In groups, ask the participants to choose a classroom topic, and then suggest visitors who might be helpful in its teaching.
2. Next ask them to focus on one of their suggested visitors, and make two lists. First, everything the visitor would need to know before their visit. Second, everything you as hosts would need to have considered in order to make the visit successful. (Refer to the ideas above if necessary.)
3. In a plenary session, amalgamate the views from the groups. Aim to produce some practical and agreed 'Guidelines for Visits' - some relating to the school, others to the visitor. To maximise the mutual benefit to visitor and school, the Guidelines should be available for staff reference, and those applicable to visitors should be sent out before the visit.
4. To end the session, distribute copies of the **worksheet: Visitor checklist** (below) from Sanders and Swinden (1990) and discuss with the person next to you. This is particularly useful in ensuring that pupils maximise the experience of preparing for and looking after a visitor. It relates to both the process and content of a visit.

Worksheet: Visitor checklist

Our visitor is:	
We shall meet him/her at: (time/place)	
S/he will be staying for: (hours/minutes)	
We shall offer refreshments in: (place)	
My suggested plan of the room for the visit is:	
Who will do what?	
- Who will collect the visitor?	
- Who will offer refreshments?	
- Who will introduce the visitor?	
- Who will keep time?	
- Who will take notes?	
- Who will ask the first question?	
- Who will close the visit?	
- Who will ask the visitor if there is anything else he or she wants to say?	
- Who will ask how the visitor is feeling?	
- Can you think of any other jobs to be done?	