

Pupil Recruitment & Setup Checklist

- Identify school contact responsibility for liaising with Wider World and overseeing programme engagement.
- Identify 6 children who would most benefit from participating in the enrichment programme.
- Approach parents of identified children to gauge commitment.
- Send registration forms to parents by
- Receive all completed registrations by
- Pass all completed registration forms to Wider World by
- Teachers complete baseline questionnaires
- Pupils complete baseline questionnaires
- Send parent baseline questionnaires
- Pass all completed questionnaires to Wider World by
- Arrange date for 'Meet the Children' session
- Provide finance / payment requirements, e.g. new vendor setup, purchase order, etc.

Any other checks / tasks

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