

Procedures for Organizing Event in School

REAL Schools Shah Alam Campus



Approved by:	[Anthony Partington]	Date: [1 Aug 2023]
Last reviewed on:	[N/A]	
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1.0 Procedures

Communication, clarity of purpose and understanding of roles and responsibilities are essential for effective school events. Without these there is opportunity for potentially enriching, enjoyable and worthwhile events to be marred by criticism and incident.

- Good events are carefully planned well in advance and a variety of perspectives, outcomes and consequences considered and mitigated. Sharing these eliminates risk from the project and ensures a wider chance of stakeholder experience and satisfaction.
- A planning committee is to meet at least four weeks before the event to plan it using Part A of this document.
- The committee should consist of:
 - Event leader
 - A member of the finance team
 - A member of the marketing team
 - A member of school leadership team
 - Administrators
 - Academic staff
 - Where involved and applicable, parent representatives
 - Where involved and applicable, student representatives
 - Where involved and applicable, community and/or charity representatives
- Committee to complete the event planning form and present to principal/head for checking, comments and approval
- Principal/head to sign off form
- Information to be shared with the school community (students, parents and staff) before the event, including:
 - Dates, times and venues
 - Roles and expectations
 - Purpose and expected outcomes of the event, including learning opportunities
 - Details of charity being supported and when the money/ donation will be handed over
- Part B of this document should be used by the event leader to check all details are completed before, during and after the event.

Part A: School Internal Event/Activity Planner

Part A must be completed by event leader and passed to school leadership team for approval.

1	Proposed Event/Project	
2	Purpose/ Learning opportunities	
3	Date	
4	Calendar Conflicts & Considerations	
5	Stakeholders to be Consulted <ul style="list-style-type: none"> ● School leaders ● Academic Staff ● Administrative staff ● Finance staff ● Marketing staff ● Students ● Parents ● Community/ charity 	
6	Key Staff & Responsibilities	
7	Year Groups Involved	
8	Risk Assessment <ul style="list-style-type: none"> ● Meeting with H&S Team ● Meeting with Marketing Team ● Meeting with school leaders ● Meeting with parents 	
9	Child Protection/ Safeguarding Risks and Mitigation	
10	Equipment Required	
11	Facilities Required	
12	Staff Required	
13	Student Helpers	
14	Cost/Budget	
15	Money Collection <ul style="list-style-type: none"> ● Who is responsible for the collection of money? ● How will students collect the money in? ● Who from the Finance Dept will collect the money at the end of the event? Have they been informed? 	

	<ul style="list-style-type: none"> Have you collected receipts for all monies paid in? 	
16	The Aftermath	
17	Publicity	
18	Status	Proposal / Agreed and Ongoing / Completed & Review

	Approval	Signature & Date
	Event Leader	
	SLT Line Manager	
	Principal/ Head	

Part B – The Event Checklist

Part B can be completed on approval.

	Action	✓ /x/N A
1	Event proposal form signed	
2	Detailed events planner completed	
3	Risk assessment completed and approved	
4	EPRNs raised and approved	
5	Briefing to staff given	
6	Briefing to students given	
7	Parent update sent via email/ social media, meeting of parent representatives arranged for briefing	
8	Student permission slips received	
9	Facilities, equipment booked	
10	Facilities and IT team ticket raised	
11	Security team informed	
12	All monies collected by the Finance Team in accordance with cash handing procedures.	
13	Cover arrangements approved by SLT	
14	Admin Team aware of all the details	
14	Yearbook and social media write-up completed and submitted	
15	Details of collections shared with students, staff and parents, where relevant. Money transferred to charity and details reported to school community.	