

## **INFORMATION TO SHARE WITH PRINCIPAL & TEACHERS**

- Name of the programme and its meaning (if relevant)
- Background to the programme (E.g. history, research done, success in other schools or areas, sponsorship, etc.)
- Aims and objectives must be explained.
- Nature of the programme (E.g. a literacy programme, focusing on reading or a life-skills programme, focusing more young men, etc.)
- Duration of programme (how long the NGO is planning to offer the programme at a particular school).
- In-school or after-school programme (explain)
- Time (day/s and venues to be used) – these may need to be negotiated with the school
- Which learners will be involved/targeted by the programme and why (Grades, etc.)
- A voluntary programme or not
- Benefits for learners participating
- Safety issues addressed – these may need to be discussed with the principal
- Duties/responsibilities of the school and/or teachers
- Names and contact details of persons responsible for running the programme