

School contact checklist



Print this out and keep it with you when you are making contact with the school – it will help you ask questions and will keep all relevant information in one place.

School contact checklist	
Name of contact	
Contact number for teacher	
Contact email for teacher	
Best time to call	
Address of school:	
Maths the class has covered:	
What age group are you going to work with?	
How many will be in your group?	
What time will the session start?	
How long will you have with the students?	
Time and date of first visit or pre-visit:	
Tell them	
Have you told them who you are and where you are from?	
Have you left your contact details?	
Have you spoken to the teacher you will work with?	
Have you explained about Number Partners?	
Have you explained what you can offer?	
Notes:	