



School Link Meeting Checklist Template

You can use this form when conducting an initial meeting with your school contact to collect a range of useful information which will assist in planning future activity and developing your link.

Contact information

School Name:

Name of head teacher:

Name of School Contact:

Address:

Telephone Number:

E-Mail Address:

Is the school affiliated to their local ESFA:

School Sports Partnership Information

- Is the school part of a School Sports Partnership?
- School Sports Partnership Name:
- Partnership Development Manager Name:
- Cluster/Family or Linked Secondary School Name:
- School Sport Co-ordinator Name:

Facilities

Indoor:

What indoor space does the school have that could be used for football?

Outdoor:

What outdoor spaces does the school have that could be used for football?

Include size information if this will assist with planning

Can any of these spaces be used at lunchtimes and afterschool?

Equipment

What football equipment does the school have?

Where should coaches park when visiting the school?

Class information

Number of classes in school

Average class size

What activities are the school interested in?

- Breakfast Club
- Lunchtime Club
- Afterschool Club
- Curriculum Time Coaching
- Competition
- Football Leaders (secondary schools only)
- School Assembly
- Taster Day

Marketing and Promotion

Are the school happy to assist with:

- Leaflet distribution
- Posters on school notice board

- Include information in school newsletter
- School fair / open days

Meeting actions

