



SCHOOLS' COMMUNITY RELATIONS  
PROGRAMME

*2007/08 Programme Report  
and Financial Statement*

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SCRIP Ref No: \_\_\_\_\_

NAMES OF SCHOOLS IN PROGRAMME:

School 1: \_\_\_\_\_

School 2: \_\_\_\_\_

**Please ensure the Parts 1, 2 and 3 are completed:** *Part 1 - Programme Report*  
*Part 2 – Financial Statement*  
*Part 3 - Certification*

**NOTE: Please read the notes below before completing this form.**

- This form should be completed and returned the Education and Library Board at the end of the programme or by **Friday 6<sup>th</sup> June 2008 at the latest**. **The evaluation should be undertaken in advance of preparation for future programmes.**
- Where actual expenditure in any one section differs from the approved figure by more than £100 or 10% whichever is the lesser, please give reasons in a covering note.
- Schools in Belfast, South Eastern and Western Education and Library Boards **must** submit receipts with this report.
- Applications for 2008/09 cannot be considered until the report of the 2007/08 programme has been received and processed. Failure to submit a report prior to the summer holidays will result in additional time for processing ie. longer than 6 weeks.

**If you need any help in completing the form,  
please contact the designated contact in your local Education and Library Board**

# SECTION 1 – PROGRAMME EVALUATION

## A. Statistics

	Male	Female	Total
Number of pupils involved			

Year Group	
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	% Catholic	%Protestant	%Other
Equality Monitoring			

## B. Programme Report

### Guidance on each question:

- 1 The purpose of this question is to highlight the evaluation process including the methods used and the involvement of young people. This could include:
  - Use of questionnaires
  - Pupils and teacher evaluations
  - Pupil, teacher and parent comments
  
- 2 The purpose of this question is to provide specific examples of how your objectives have been achieved
  - Pupils level of engagement with the programme
  - Pupils ability to co-operate on tasks
  - Pupils have as a result of the programme developed a language around Community Relations which is age appropriate
  - Increased understanding of the difference between groups which relate to religion, culture and politics
  
- 3 You should examine the activities you undertook during the programme and evaluate the influence of some of the following:
  - An emotionally safe environment for community relations learning
  - Age appropriateness
  - Progression
  - Building on prior learning

- Pupils working well with their peer and teachers in an atmosphere of mutual respect
- 4 Questions/Prompts
  - Has this programme opened up other opportunities for joint work and collaboration? eg joint professional development, teacher exchanges
  - How has this programme contributed to the overall CR programmes between the two schools?
- 5 Examples include
  - Pupils show enjoyment in their joint learning
  - Take a pride in joint work
  - Show interest in and value the contributions made by others
  - Ability of pupils to listen attentively to views and opinions which differ from their own
- 6 Provide brief examples
- 7 The criteria were amended making school-based activities an integral part of programmes. You may wish to comment on
  - How these activities contributed to the overall programme
  - Advantages and disadvantages
- 8 Provide details of how parents are involved beyond occasional supervision  
For example:
  - Parents have had opportunities to become familiar with the aims and objectives of the programme
  - Parental involvement in the development of the programme
  - Views and concerns of parents are taken on board
- 9 You should describe how the outside agency increased the capacity of the teachers involved in the programme in working with young people towards the improvement of community relations in Northern Ireland
- 10 As part of your ongoing monitoring teachers will work in partnership with pupils to collect evidence. Please include a **small** selection (optional).
- 11 & 12
  - Briefly outline process of consultation
  - How might you improve this programme for next year
  - How might you build on this experience as the pupils enter the next class
  - The support you require may include: school-based staff development on CR issues, information on specific CR programmes, workshops for parents etc

**Part 1: 2007/2008 Programme:**

1(a) State the methods used to carry out the evaluation.

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(b) How were the young people involved in the evaluation process?

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2 Making direct reference to the success criteria and any other evidence you feel is appropriate identify to what extent your community relations objectives have been achieved?

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3 How effective were the methods and approaches used in your programme in meeting your Community Relations objectives?

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4 How has the programme contributed to improving community relations between your schools?

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5 Comment on the quality of contact between the young people throughout the programme and availability and quality of resources.

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6. Give a brief summary of any activity that you found particularly effective in promoting community relations and in developing an awareness and understanding of religious, cultural and political diversity between your schools.

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7. What impact have school based activities made on the overall programme?

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8. What opportunities did the programme allow for on-going parental involvement?

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9. If you received support from other agencies in facilitating your programme please outline the nature of support and its effectiveness.

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10. Optional: Please provide **samples** of materials such as photographs, digital images, short power-point presentations made by the pupils, videos, pupils and parent comments which reflect the programme on offer and illustrate the participation of young people and teachers in the community relations programme between the schools.

**Part 2: Future Plans**

11. In consultation with principals, teachers, parents and young people please identify your future plans for the progression of this programme. What support would you require to develop these plans?

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12. (a) What areas have you identified for improvement in your present programme?

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- (b) Prioritise **two** areas that you consider require attention.

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**It is essential that a copy of Section 1 of this form is forwarded to any teacher who will be involved in planning a programme with this group of pupils next school year.**

## SECTION 2 – FINANCIAL STATEMENT

### SUB COVER

Month	No of Days Approved		Actual Days Used	
	School 1	School 2	School 1	School 2
Sep 07				
Oct 07				
Nov 07				
Dec07				
Jan 08				
Feb 08				
Mar 08				
Apr 08				
May 08				
Jun 08				

### ON-GOING ACTIVITIES

#### TRANSPORT

Grant Approved £ \_\_\_\_\_

Actual Expenditure £ \_\_\_\_\_

Location	Date	Mode of Transport	No. of Miles (If using own car)	Cost £	Receipt (Yes or No)
1.					
2.					
3.					
4.					
5.					
6.					

#### HIRE OF PREMISES

Grant Approved £ \_\_\_\_\_

Actual Expenditure £ \_\_\_\_\_

Venue	Date	Cost £	Receipt (Yes or No)
1.			
2.			
3.			
4.			
5.			
6.			

**ENTRANCE CHARGES**

Grant Approved £ \_\_\_\_\_

Actual Expenditure £ \_\_\_\_\_

	<i>Venue</i>	<i>Date</i>	<i>Cost</i>	<i>Receipt (Yes or No)</i>
1.				
2.				
3.				
4.				
5.				
6.				

**TUTOR FEES**

Grant Approved £ \_\_\_\_\_

Actual Expenditure £ \_\_\_\_\_

<i>Activity No</i>	<i>Date</i>	<i>Name/Organisation</i>	<i>Cost £</i>	<i>Receipt (Yes or No)</i>
1.				
2.				
3.				
4.				
5.				
6.				

**MATERIALS/EQUIPMENT**

Grant Approved £ \_\_\_\_\_

Actual Expenditure £ \_\_\_\_\_

<i>Goods Bought</i>	<i>Date</i>	<i>Name of Supplier</i>	<i>Cost £</i>	<i>Receipt (Yes or No)</i>
1.				
2.				
3.				
4.				
5.				
6.				

## RESIDENTIALS

Grant Approved    £ \_\_\_\_\_                      Actual Expenditure    £ \_\_\_\_\_  
(Includes transport, accommodation, entrance fees, food etc)

Venue	Date	No of Pupils	Cost £	Receipt (Yes or No)
1.				
2.				

### SECTION 3 – CERTIFICATION

We certify that the information given in this form is correct.

*(Note: Principals from ALL participating schools are required to sign below)*

Signed: \_\_\_\_\_ Contact Teacher                      Date: \_\_\_\_\_

School: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal                                      Date: \_\_\_\_\_

School: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal                                      Date: \_\_\_\_\_

School: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal                                      Date: \_\_\_\_\_

School: \_\_\_\_\_

**Please return form on or before Friday 6th June 2008 to the relevant officer  
in your board.**