**Sample: Community Support Planner School Leader Resource**

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| **A note for school leaders:** For a successful school re-opening, we must think through a clear plan for how we are going to gather community support. Some ideas/themes have been provided below:-(***a) Listen - patiently (b) Involve - actively and (c) Communicate - regularly.*** *What else can you do?* How can you involve your school staff in this plan? |

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| **Task** | **Timelines** | **Notes** |
| Ensure all class teachers have access (at home) to their class list with all parent phone numbers and ask them to call and speak with parents to check on how they are feeling about reopening. Ask class teachers to take notes on what the parents said and share them with you. |  |  |
| Class teachers;- Call and speak directly with parents. Ask them how their family is coping and hear their concerns about sending children back to school. |  |  |
| SL-Call and speak directly with a few students from different classes, checking on how they are feeling and what they think about coming back to school. Encourage class teachers to do the same. |  |  |
| Identify and invest influential community elders who other parents might listen to. |  |  |
| Identify and invest community champions (active parents) who can help the school communicate with other parents. |  |  |
| For each class, help teachers identify some parents who they can call (when required to relay a message from school) who can, in turn, call other parents and so on, to form a communication chain. |  |  |
| Call a few parents (you can choose from different classes) and speak to them directly. Share with them how the school is preparing for re-opening and what safety measures we will be taking. They will appreciate hearing from the school leader directly. |  |  |
| Send encouraging messages to parents directly. Encourage teachers to do the same. For example, appreciating them for being patient during this period or for helping by adhering to safety rules or for helping with the reopening. Remind them that they are not alone in this, and the school staff is there to support them and their children. |  |  |
| Share the new safety procedures parents need to know about. |  |  |
| Share regular messages in the week leading up to school re-opening. Focus on sharing (a) logistical details like dates, time, etc (b) updates about safety measures, and (c) covid rules |  |  |