

# Crocodile and Allig8or Trails

## Getting Ready for your Parent Information Meeting

The weeks leading up to the Crocodile/Allig8or Trail parent briefing are vital. This meeting will help you to identify which routes are the most popular and which parents are willing to support you. It is also essential that the school play their part in helping you to raise the profile of the Trail within the school community.

The aim of all of our efforts is to generate the maximum interest from parents.

A suggested schedule is:

### **4 weeks before meeting**

Four weeks prior to the presentation to parents every child in the school should take home the 'What is A Crocodile?' information letter.

### **3 weeks**

Three weeks prior to the presentation every child should take home the Trail Information Letter. This highlights the date and time of the meeting and includes a reply slip which when returned will give you some idea of the amount of support the scheme will have.

### **2 weeks**

Two weeks prior to the presentation every child should take home a school newsletter that includes an article on the proposed Trail/s with a mention of the meeting.

### **Day before**

On the day before the meeting the school must send a 'don't forget' note home with all children to give to parents as a final reminder. Presentations to parents on Mondays should be avoided if possible as this means the final reminder notes go out the weekend before your presentation and can be mislaid.

### **Day of meeting**

Display a notice in a prominent place advertising the meeting.

The most successful Trail presentations take place at schools where an element of promotional work also takes place within the classroom or in assembly. This can be covered in class within topics that deal with the environment, health and fitness or transport.