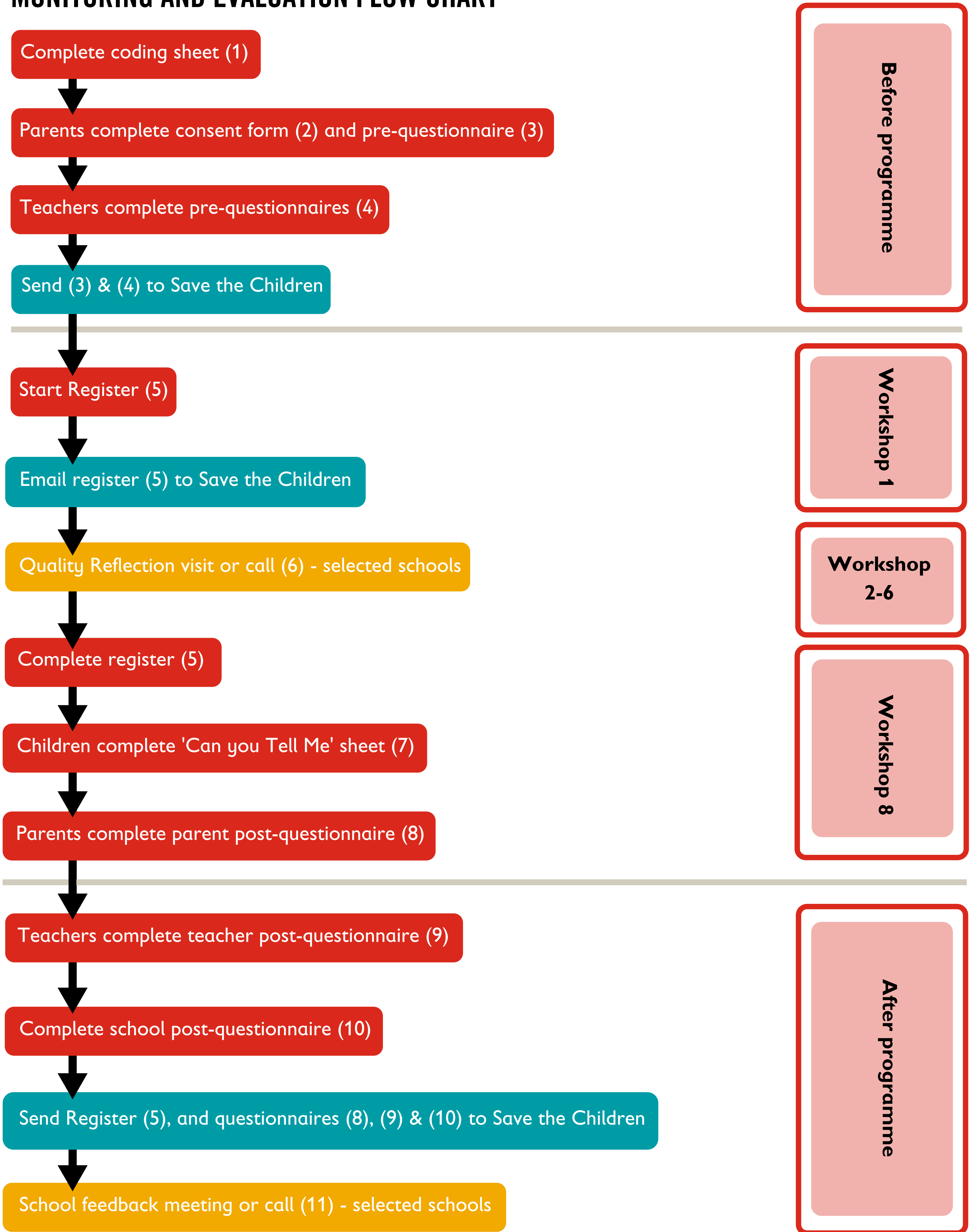


FAMILIES CONNECT - STANDARD SITES

MONITORING AND EVALUATION FLOW CHART



Documents are online at: <http://www.savethechildren.org.uk/families-connect/resources>

The email address for registers is: FamiliesConnectData@savethechildren.org.uk

What do I need to do?

1. Coding sheet

Use this form to allocate each child a Unique Reference Code. Use these codes on all questionnaires and the register, instead of children's names.

Keep it safe at school - do not send to Save the Children.

2. Consent form

Ask all participating adults to sign a consent form before the programme starts.

Keep it safe at school - do not send to Save the Children.

3. Parent pre-questionnaire

4. Teacher pre-questionnaire

These questionnaires allow us to measure the impact of Families Connect.

Add your school's details and the relevant child's Unique Reference Code to each form before giving out to parents and children's class teacher. Get this code from the Coding Sheet (1).

Support parents and teachers to complete the questionnaire before Workshop 1 of Families Connect. Send these back to Save the Children when they are complete.

5. Register

Fill out the register every week, using Unique Reference Codes, not children's names.

Make sure you tick the box to show that each family has signed the consent form, so that your school and Save the Children will be able to use their evaluation data.

Email us a copy after Workshop 1, and then email us or post us a copy within two weeks of Workshop 8. The address is: FamiliesConnectData@savethechildren.org.uk.

6. Quality Reflection visit or call

A sample of schools will be offered a Quality Reflection Visit or Call. This is to help us support you to run the best Families Connect that you can, and answer any questions.

7. 'Can You Tell Me' sheet

These sheets collect children's views on Families Connect. Give parents and children time to complete them during Workshop 8.

Use these to inform your practice. Do not send back to Save the Children.

8. Parent post-questionnaire

9. Teacher post-questionnaire

Just like the pre-programme questionnaires (3)&(4), these forms allow us to measure the impact of Families Connect.

As before, add the relevant child's Unique Reference Code to each form before giving out to parents and children's class teacher. Get this code from the Coding Sheet (1).

Support parents to complete the questionnaire in Workshop 8 and teachers at a suitable time in school. Send these back to Save the Children within 2 weeks of Workshop 8.

10. School post-questionnaire

Complete this form to tell us about delivering Families Connect and the impact it has had in your school. Send this form back to Save the Children within two weeks of Workshop 8.

11. Feedback meeting

A sample of schools will be invited to have a meeting or phone-call with Save the Children to review Families Connect and tell us about your experiences in more detail.

Send all forms via registered post to:

**PDQ Team Coordinator - UK Programmes, Save the Children,
1 St John's Lane, London EC1M 4AR**