

# Coordinator Day Notes

March 2024



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***"I really like the Spotlight events. I prefer the method of choosing a room with a topic that you are interested in and networking."***

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Feedback from Coordinators attending March 2024 Coordinator Day

## Welcome and Sharing Success

The day was attended by 28 Coordinators from Northern Ireland, Wales, as far North as Aberdeenshire and as far South as East Sussex. We were pleased to welcome all our Coordinators, especially those who are new to the role.

As always, we kicked off with an inspiring round of 'Speedy Successes' and found that one person's success is the solution to another person's challenge! (see [Appendix 1](#)).

## Updates and HENRY News

We were keen to be able to share several updates with you including some staff changes, ideas for ways to use any budget underspend to support your HENRY delivery and several other updates attached (See [Appendix 2](#)) It was wonderful to hear the buzz of excitement when we announced that the Parent Explainer Video is next up on our development agenda.

## Solutions and challenges from Breakout Rooms

### Supporting Facilitators

#### Challenges:

- Time - Having time for admin and managing the responsibilities of Coordinator. Time for Practice Development Sessions. Getting everyone to attend these can be challenging as capacity is low and everyone is so busy. Many Facilitators have other parts to their job as well as HENRY and some aren't able to be released from other work commitments.
- Some Facilitators deliver 3 programmes a day, while in other areas, practitioners are completing training, and then there's a significant gap between their HENRY training and delivery.
- It was felt that senior managers are not aware of what HENRY involves in some instances. This can be particularly challenging if groups are not well attended and/or referrals are low. Some Facilitators feel pressure to make improvements. It is felt that in some areas, senior managers don't realise the time commitment of a HENRY programme, including prep and admin.
- HENRY is targeted in some areas and universal in others. Some Facilitators do not want to lead on HENRY because they feel pressure, particularly where it is targeted.

#### Solutions

- The Coordinator and Facilitator Practitioner Pages on the HENRY website: [www.henry.org.uk/practitionerpages](http://www.henry.org.uk/practitionerpages) are an excellent go-to for the majority of needed information and support. Consistently signposting Facilitators to this page and especially the Top Tips on there can save time and answer their questions
- Hold Practice Development Sessions online and do more frequent, briefer sessions to increase availability and make them easier for more Facilitators to access.

- Calling them HENRY update sessions can help increase motivation to attend. Perhaps have an in-person annual celebration event for Facilitators with food/drinks etc and share feedback and outcomes from the programme in the most recent HENRY report
- Explore the possibility of some Admin support (the person wouldn't necessarily need to be HENRY trained) or sharing the role of Coordinator between 2 people. This can work well and provide cover in case of absence due to sickness, annual leave etc
- Use Doodle Polls to more quickly/easily find the best dates for Practice Development Sessions
- Holding Practice Development Sessions straight after other meetings helps increase attendance
- To help keep Facilitators' skills and knowledge fresh where there are gaps between training and delivery, or in between programme delivery, including practice sessions with peers as parents during Practice Development Sessions to maintain familiarity and confidence (i.e managing group dynamics and reframing/using ESP) can be useful
- Some Coordinators have developed flow charts/checklists in chronological order of what Facilitators need to do before, during and after programmes
- Sharing the Facilitator role description with line managers can help them understand the time needed to deliver HENRY - [link here](#)
- Where there are ongoing challenges around the lack of protected Facilitator time for HENRY, please discuss them with your Partnership Support Officer, who may suggest a Roundtable Meeting.

## Recruitment:

### Challenges:

- Waiting List – How do we retain parents if the waiting time is long? Parents may have felt it was right at the time of referral but then too much time passes.
- Engaging working families, and offering programmes outside of typical work hours is difficult for Facilitators.
- Some parents don't feel comfortable leaving children in the creche with staff they do not know.

### Solutions:

- Linking up with local Social Prescribers (usually based within GP surgeries) can be really useful, as they support parents by identifying non-medical support and local wellbeing solutions for those struggling with their mental or physical health
- Programmes early in the morning/ evening/over lunch breaks
- Social Media – Rather than just posting 'HENRY Programme', some areas have found improved engagement when they summarise what's involved and list key themes of the sessions.
- Piggyback onto HENRY National social media by sharing posts and using this as an opportunity to advertise local programmes/workshops
- Tag NHS/HV/Homestart etc ie targeting the appropriate audience

- Including QR codes on HENRY leaflets and posters which link directly to referral forms, online booking pages or web pages containing details of forthcoming programmes/workshops is working well. QR codes can be created by typing 'free QR code generator' into a search engine. It can then be screenshot and shared on social media or included in promotional literature
- Describing HENRY programmes as 'programmes for parents' rather than 'parenting programmes' can really help overcome any possible stigma or negative connotation for parents
- Target time and effort to work with schools and nurseries in areas with the highest need/obesity levels. They are often very interested and keen to offer families free support that they themselves don't have the training or resources to provide and can offer rooms. They can promote workshops/programmes in school newsletters, on notice boards or include flyers in book bags etc
- Using an online booking system such as Eventbrite or Trybooking can save admin time and streamline the booking process
- Using automated text services (such as Envoy Messenger within the NHS)
- Keep parents on waiting lists for programmes engaged with regular communication and updates and offer workshops if available. Offering area-wide online programmes and workshops which any parents can attend can support increased recruitment and reduce waiting time.
- Some areas offer incentives/prize draws such as slow cookers, fruit and veg hampers, and leisure centre passes.
- Being open with parents about the level of commitment required. Give the parent the option to opt-out without feeling awkward. It's okay if they decide against it, and this means they can offer it to someone on the list.
- Where Facilitators are part of the Parenting Support Team/Early Help, when families are coming towards the end of their plan they could move onto the universal offer. Helpful for families to already have a relationship with the Facilitator.
- Drop-in sessions for parents or practitioners to meet Facilitators and find out more about HENRY support have worked well
- Addressing misconceptions for Practitioners. Offer to attend Team Meetings to discuss HENRY and who/why and how to make referrals.
- Offer taster sessions for Practitioners to experience what HENRY feels like.

### Coordinator/Facilitator Time Saving Tips:

#### Challenges:

- Finding time to Coordinate on top of other roles/responsibilities
- Difficult to fit everything in when delivering several programmes a day/week.
- Time consuming when it comes to spending budget and knowing what's needed.
- Influx of phone calls and enquiries asking for more information.
- When organisations have to do their own questionnaires as well as HENRY ones.

### Solutions:

- The Coordinator and Facilitator practitioner pages on the HENRY website, [www.henry.org.uk/practitionerpages](http://www.henry.org.uk/practitionerpages), are excellent go-tos for the majority of needed information and support. Consistently signposting Facilitators to this page, especially the Top Tips on there, can save time and answer their questions.
- Explore the possibility of some Admin support (the person wouldn't necessarily need to be HENRY trained) or sharing the role of Coordinator between 2 people. This can work well and provide cover in case of absence due to sickness, annual leave etc
- Use the FAQ page on the Practitioner pages to help find answers to queries about HENRY quickly (for you or for others), or you can signpost directly to them: <https://www.henry.org.uk/faqs>
- Use Teams diary to break up the role eg. 2hrs scheduling programmes and workshops. 2hrs recruitment etc
- Coordinators block out protected time for HENRY and ensure facilitators know which days are the HENRY days.
- Facilitators carry out the final pre-programme phone call to parents to introduce themselves and say they are looking forward to meeting them etc (reduces load on the Coordinator too)
- Library of **Coordinator Day and Delivery Support Session** notes on the Practitioner Pages <https://www.henry.org.uk/content/coordinator-day-notes>  
<https://www.henry.org.uk/content/delivery-support-session-notes-facilitators>
- Sharing the HENRY Explainer Video <https://www.youtube.com/watch?v=XEQFs-JFmNI> alongside the relevant programme leaflet can reduce the time needed for 'explaining' HENRY to practitioners and potential referrers
- HENRY Raise, Engage, Refer training can save time promoting HENRY and networking with potential referrers - ask your Partnership Support Officer for details
- Some Coordinators have developed flow charts/checklists in chronological order of what Facilitators need to do before, during and after programmes - this can reduce the amount of phone and email queries from Facilitators (see Appendix 5 kindly shared by Siobhan)
- Having an ongoing/rolling 'wish/shopping list' of resources needed for delivering HENRY programmes and workshops saves a last-minute, larger task at the end of the financial year
- For face-to-face programmes and workshops, putting together a Kit Box ready to pick up and go; a shared resource box of flip chart paper/pens, blu-tack, reward systems, group dividers, tea/coffee and small optional gifts can save time. A suggested list can be found on the website <https://drive.google.com/file/d/1GD6j6FvpQJBKYwppE4Uh5wX2ynl7xkgt/view>
- Using an online booking system such as Eventbrite or Trybooking can save admin time

### Delivering HENRY on a Budget:

#### Challenges:

- Creche costs
- Parents being sent resource toolkits prior to online programmes, or given them at the start of face-to-face programmes and then dropping out.
- Newly recruited practitioners being trained and then leaving for new jobs

## Solutions:

- Explore Facilitator availability for delivering evening programmes online or face-to-face, as less childcare may be needed
- Where there is no creche and children need to be present, consider whether there may be a volunteer or other practitioner (not necessarily HENRY trained) who can be in the room to support them with activities etc
- Some local church groups (i.e Salvation Army) may be able to offer venues/creches, possibly in return for being able to refer some of the families they support to the programmes
- Linking with nurseries to use childcare
- Some supermarkets have Community Champions who may be able to offer support with finding a room or providing tea/coffee/refreshments for HENRY sessions, especially if they know HENRY is a charity and programmes are free to parents
- Online delivery can avoid the need for a creche and is less costly in terms of travel expenses and Facilitator time
- Workshops can be excellent forms of support that reduce costs regarding resources needed and Facilitator time. Most can be delivered without a creche
- Consider collecting toolkits from parents who sign up but don't complete programmes, and giving out toolkits from week 2 instead of week 1. The resources should be given out week-by-week as they are needed as per the Facilitator Manual in face-to-face programmes
- Matt shared that one of his Coordinators had found benefits in using an agency to recruit a team of casual/bank creche staff, These can subsequently be contacted directly by the Coordinator and be called on as and when needed. This only involved a one-off agency fee but thereafter saved on costs and ensured consistent availability of creche staff
- Careful recruitment, ensures practitioners are passionate and really want the job.

## Spotlight On - Running programmes in SEND Schools in Leeds (See appendix 3)

Since September 2022, they have delivered 41 Healthy Families: Growing Up programmes and 5 x 1-to-1 programmes across Leeds and trained 64 Facilitators, 47 of whom are still active.

They have also delivered a programme in a school for children with SEND.

It was made clear from the outset that the HENRY programme was universal and couldn't address specific needs. Parents started the course reporting high levels of stress, isolation (children took taxis to school so parents never met each other) and exhaustion. There was a high consumption of energy drinks and high-sugar foods. 9 parents completed the programme out of 11 starters. Parents really enjoyed and benefited from it, reporting the following outcomes:

- They formed a support network over the 8 weeks and said they felt part of a team
- Feeling more calm/relaxed
- Improved self-care
- Offering children choices
- Increased 1-to-1 time with children

- Better listening and increased empathy
- Fewer takeaways
- Understanding children's needs and feelings more - better able to support them
- Reduction in sugary drink and food consumption - small steps like changing to sugar-free energy drinks after the food labels session
- They enjoyed nurturing touches such as being given free toothbrushes and toothpaste and swim vouchers and an additional catch-up session offered to those who had missed sessions

## Spotlight On - Increasing engagement through parent consultation in North Lincolnshire (See appendix 4)

- Link to the survey sent to parents in a text to consult with them about what support and methods of contact they would prefer and find most useful.
- They had an average 50% response rate between Yr R and Yr 6 parents
- Text and email were preferred forms of contact
- Most parents wanted support in the form of leaflets and weblinks
- Topics they most wanted information about were meal ideas, face-to-face workshops, and support for neuro-diverse children.
- Parents of the most obese/overweight were sent 2 texts inviting them to workshops (Yr R - Fussy Eating and Yr 6 - Looking After Ourselves).
- Introduced joint working with target schools to recruit families. They made a video addressing parents' misconceptions about NCMP

## Closing Round and Feedback

We were delighted to see many of you at our HENRY March 2024 Coordinator Day.

We, of course, missed those of you who couldn't make it this time.

Thank you to those of you who took the time to complete the evaluation.

We were particularly interested in your ideas for future Coordinator Days.

Some of the topics you would like to see are:

- Case studies/examples of how HENRY has been developed, what helped?
- Success stories on the families that complete.

Thank you everyone for your continued hard work and dedication, and we hope to see you all at our next Coordinator Day

**“The opportunity to speak to and find out what is happening in other areas and, the sharing of good practice and ideas.”**

**“Listening to everyone's experiences”**

**“Discussions regarding Henry for SEND children and potential for an online group”**

**“Hearing how other areas are problem solving with regards to delivery of the programme.”**

**“Thanks for a great day! I appreciate the ongoing support from the HENRY team, thank you to all involved.”**

**“Opportunities to hear from other Coordinators”**

**“Really found the day beneficial for sharing ideas and supporting others to find solutions for challenges”**

Feedback from Coordinators attending March 2024 Coordinator Day



## Appendix 1 – ‘Speedy Successes’

### Area Successes

#### What’s Going Well with HENRY?

- Looking forward to face-to-face delivery in schools after 3 years of online
- Regular workshop delivery, enjoying face-to-face and using the HENRY Approach
- Getting to grips with it all as a new coordinator
- In-house HENRY Core Training is fully booked
- Improvements with capacity and Facilitators that were off are now back.
- So many requests for HENRY in the community
- Up-coming HENRY Training
- Building connections with schools and inviting parents from outside the school.
- Positivity and ‘buy-in’ from the Health Team. Five face-to-face Programmes!
- Finished our first programme and moving on to a waiting list for next time
- Using workshops to build interest and generate recruitment in the Group Programme.
- Great feedback from families and facilitators
- Been given the go-ahead to train more facilitators so will have hugely improved capacity
- Lots of requests for workshops from schools, nurseries, and prisons.
- Organisations wanting to link up with HENRY.
- Successful social media
- Referrals increased since the RER Training
- Linking up with Coordinators in other areas
- Great success of HFGU in schools, families were familiar with the people and surroundings
- Infant Feeding Team supporting Starting Solids Workshops
- Health Visiting Teams now delivering Starting Solids online
- Starting Solids and Understanding Children's Behaviour going well
- Outreach delivery – best retention and best outcomes for parents
- Retention on Programmes.
- Positive links with Children's Centres have meant workshop interest has increased and we've had to close bookings.
- Delivering Starting Solids with Family Support Workers on a monthly basis, rotating around different areas.
- Improvements in gathering data
- Working with health colleagues from Family Hub
- Multi-agency team working fabulously together with lots of excitement
- 21 practitioners now fully trained
- Starting pilot sessions in schools
- Have been invited to speak to the Perinatal Mental Health Community Team about how HENRY could support what they do
- HENRY focused Easter events, ‘Let’s Get Healthy with HENRY’ to boost recruitment. Outdoor activities, obstacle course and making meals and snacks using HENRY Recipes.

## Appendix 2 - HENRY Updates

### Team/Staff Updates

Tom Berry moved on to a new job and we are currently recruiting a new Business Manager. Kim, Matt, Angie and Stewart will be present for some of the interim commissioning conversations and RT meetings.

Also some restructuring - welcome Sonja as a new PSO and Matt Fitz-Gerald now taking the Partnerships Manager role. Nothing will change in terms of the support you receive from us. You may have noticed some changes to your PSO as we have re-distributed some areas as the team capacity has changed but we are all still here and can be contacted as always.

- New Head of Development - Olivia White
- Learning Content Manager - Bella Woodfield Will be working on a Parent Explainer Video so you may meet her at some point

### Practitioner Pages

There is now a single URL/link for all Coordinator and Facilitator pages. It is [www.henry.org.uk/practitionerpages](http://www.henry.org.uk/practitionerpages)

### Coordinator Day Notes Library on Practitioner Pages

We will send an email this time along with the link, but going forward we will just be adding them to the library. This will also apply to **Delivery Support Session** notes and is to minimise the amount of emails you receive from us

### Deadline for programmes to be submitted for Reports

In order for any programmes delivered during the Spring term to be included in a termly report for your area, they will need to be submitted online **by 19th April 2024**.

Please share this with all your Facilitators so that any completed programmes that haven't yet been submitted can be done so by **19th April 2024** - we can then include them in reports for you and your Commissioners. I'm afraid we cannot include programmes submitted after this date.

Please also remind your Facilitators that parents/carers must have completed both a **Baseline** and a **Completion** questionnaire in order for their data to be included in a report.

### Budget Underspend and ways you can use it to support your HENRY Programme Delivery

If you are fortunate enough to have any unspent budget for the 2023/24 financial year and would like to use this for HENRY training or resources, we can invoice you for these items before the end of March. You can then make use of these in the new 2024/25 financial year.

### Resources

- If you know what resource you want and would like to order them please use the usual Order Form on our Practitioner Pages - link [here](#)
- If you don't yet know which resources you would like, but would like us to invoice you for a set amount then please email [orders@henry.org.uk](mailto:orders@henry.org.uk) to ask to be invoiced. Let us know the amount you wish to spend and a Purchase Order number if needed
- **Parent toolkits (£22 each)** - we can even store these for you until you need them delivered. We can also deliver in batches, so you don't have to take them all at once. ***Please note that from 1<sup>st</sup> April, the cost of the Parent Tool Kits for Preparation for Parenthood will be reduced to £15.00 (and include a HENRY tote bag). We're able to do this now that this relatively new programme has had more take up and our print runs are longer.***

Should you need to ask about the progress or status of an order, please email [orders@henry.org.uk](mailto:orders@henry.org.uk) quoting the order number. Remember to allow 4 weeks for delivery from placing the order (longer for Northern Ireland)

### Training

You don't need to know exactly what training courses you want, or when but you can park the funds with us for later use.

- **Raise Engage Refer Training** - 2 sessions of online training to help support referrals into your HENRY programmes. £900 for up to 12 practitioners
- **Refresher Training** - 2 sessions online training for practitioners who want to revise the skills developed on our Core and Group Facilitation Training, or for anyone who has not delivered a HENRY group or 1-to-1 programme for between 1 and 3 years and who needs to restore their authorisation, £1200 for up to 8 practitioners or £150 for a place on a central training
- **1-to-1 Programme Familiarisation Training** - for authorised group programme Facilitators, £750 for up to 12 Facilitators or £165 for a place on a central training
- **Annual Partnership & Support Fee** - you can pay 2025-26 in advance
- **Credit** - if you know you want to buy some training or resources but haven't yet decided what then we can still invoice you now for you to draw down on later. Just let us know if it is resources or training you want to spend it on so we can get the VAT status right

### Parent Explainer Video

Next up on our development agenda is the explainer video. Olivia and Bella have both settled a little into their new roles, Bella is planning on starting this very shortly. She is project managing this section as it is in her area of expertise.

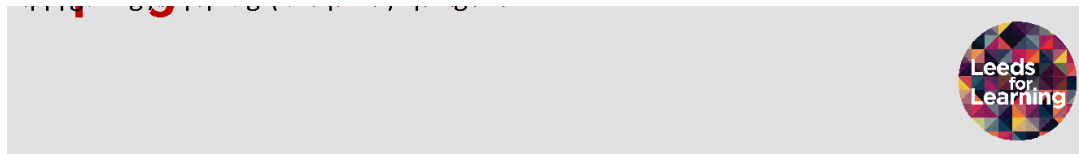
We don't have a timeline just yet but it's very much in development with hopes to start production after Easter. We would love some volunteers for Bella to come and visit and talk to parents, practitioners and families about HENRY. We would like representation from all over.

### Translated Resources

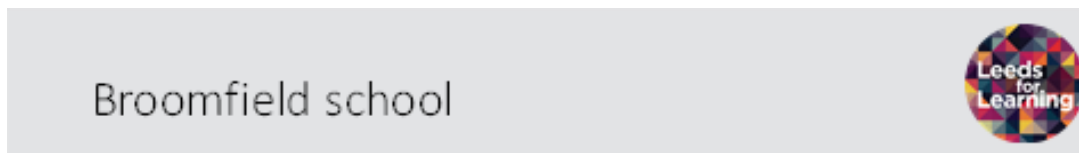
We are in the process of working out how best to support this and we know it's really important in terms of both inclusion and recruitment. We are committed to reaching as many families as possible.

**Starting Solids Study Findings** - Reminder that the finding from the research conducted by Swansea University about the effectiveness of our Startings Solids workshop are available on our website - link here <https://www.henry.org.uk/evidencebase/academicevaluation>

## Appendix 3 - Leeds SEND school slides



[www.leedsforlearning.co.uk](http://www.leedsforlearning.co.uk)



### Broomfield school

#### Changes made ...

- *Self-care, keeping calm and more relaxed understanding and not stressing about small things*
- *Trying to have a bit of time to myself, more one to one time with each child, giving choice*
- *Listen and empathise*
- *Listening and understanding and supporting more*
- *Less takeaway*

#### What they enjoyed ...

- *Meeting others with the same problems and talking getting advice.*
- *Being with like-minded people who understand or are in the same situation, not feeling judged and feeling welcome, learning new ways to do things or handle situations.*
- *The people*
- *Listening to other parents in the same boat and learning different ways to help*
- *Meeting people, feeling part of a team*



[www.leedsforlearning.co.uk](http://www.leedsforlearning.co.uk)



## More than just a parent programme ...



- Family movement sessions
- Food tasting
- Swim vouchers
- Family cooking sessions
- Toothbrushes and toothpaste
- Build friendships and a support network



[www.leedsforlearning.co.uk](http://www.leedsforlearning.co.uk)



## Next steps



- Link with Family Hubs
- Roll out HENRY Core Training to practitioners
- Family activity day at West Leeds Activity Centre
- Permeant admin support & increase referrals
- Expand work around cooking and activity e.g. Family cycling
- Link with the Leeds Parent Carer Forum
- Embedding HENRY as part of our Leeds local offer
- Continue to take referrals for all HENRY courses



[www.leedsforlearning.co.uk](http://www.leedsforlearning.co.uk)



## Appendix 4 - North Lincolnshire parent consultation presentation

### North Lincolnshire 0-19 Service .....NCMP

**NHS**  
Rotherham Doncaster  
and South Humber  
NHS Foundation Trust

#### ► What?

- Background - NCMP follow-up telephone calls to all parents of children identified as above a healthy weight. 22/23 = 854 children (260 reception/594 Y6).
- FSWs identified challenges & poor uptake from parents.
- Survey to understand parents' needs.



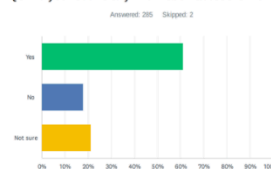
**RDaSH** leading the way with care

### So What?

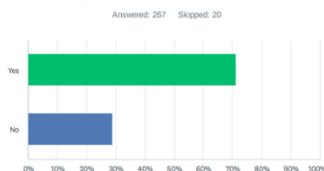
**NHS**  
Rotherham Doncaster  
and South Humber  
NHS Foundation Trust

- Survey sent via text message to all Y6/Reception parents 23/24.
- 286 responses - 54% Reception/46% Y6

Q3 Did you receive any information about the NCMP?



Q5 Did you find this information helpful?



- 22 commented: no info received/couldn't remember
- Common theme - parents who were unhappy about their child being weighed/identified as overweight.

**RDaSH** leading the way with care



**Rotherham Doncaster and South Humber**  
NHS Foundation Trust

Its inaccurate. My son is muscular like me not fat

I never gave consent for my child to take part in this. My child didn't want to take part and was told he had to. I'm not overly interested


I think it's unfair to tell a child he is very over weight he has an older brother who had a little puppy fat in year 6 and he is now a fine young man very fit and healthy there is no wonder many young children are conscious of themselves.

There's no indication of how it will be delivered to the child etc. I think parents should be with their children for this.

I don't think it's right to tell a child in reception she overweight, starts eating disorder and girls hating there own body from a young age ain't healthy

**RDaSH** leading the way with care

## So What?....



**Rotherham Doncaster and South Humber**  
NHS Foundation Trust

- Parents identified text message/ letter/email as their preferred contact methods

Q7 In some cases, we may contact you to offer further support. What do you think would be the best way for us to contact parents/cares?

Answered: 233 Skipped: 4

Contact Method	Percentage
Telephone call	10%
Text message	30%
Letter	25%
Email	35%

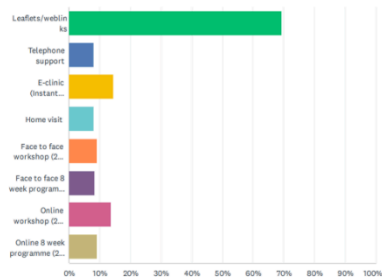
**RDaSH** leading the way with care



**Rotherham Doncaster and South Humber**  
NHS Foundation Trust

Q9 If you were to access support/advice around healthy diet and exercise, would you prefer (tick all that apply):

Answered: 250 Skipped: 37



- ▶ Leaflets/weblinks preferred (69%)
- ▶ Telephone support (8%)/home visit (8%)/ F2F programme (8%) least popular

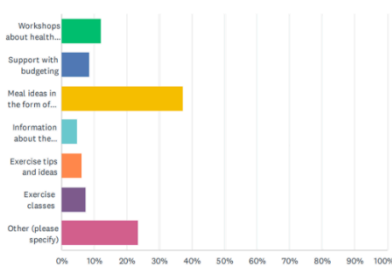
**RDaSH** *leading the way with care*



**Rotherham Doncaster and South Humber**  
NHS Foundation Trust

Q8 What information/support would you like to receive to help your family stay healthy?

Answered: 255 Skipped: 32



- Other - Most said no other info needed.
- Support for neurodiverse children/families was a theme

**RDaSH** *leading the way with care*



## Now What?

- ▶ Targeted approach to NCMP follow-ups - 2 x text messages
  - a. children above a healthy weight with less than 2 centiles between height/weight (open contact)
  - b. Children above a healthy weight with more than 2 centiles between height/weight (workshop)
- ▶ HENRY online workshops:
  - ▶ Reception -Fussy Eating
  - ▶ Y6 - Looking After Yourself
- ▶ Targeted approach to intervention - joint working with schools
- ▶ Video to address parents' misconceptions about NCMP
- ▶ Improve information on website
- ▶ Repeat survey in September

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and South Humber  
NHS Foundation Trust



**RDaSH** *leading the way with care*

## Appendix 5 - HENRY programme Delivery Checklist

### HENRY course delivery Checklist for coordinator and facilitators

<b>Venue</b>		<b>Start date</b>	
<b>Programme code</b>		<b>End date</b>	
<b>Lead facilitator</b>		<b>Contact at school</b>	
<b>Co facilitator</b>		<b>Email</b>	

	<b>Task</b>	<b>Completed (date &amp; initials)</b>
<b>1</b>	Arrange venue and start date and time for 2 courses per year	
<b>2</b>	Email <a href="mailto:Siobhan.Jennings@leeds.gov.uk">Siobhan.Jennings@leeds.gov.uk</a> to request your programme code	
<b>4</b>	Create <a href="#">poster</a> and <a href="#">flyer</a> / other comms	
<b>5</b>	Recruit parents – complete a booking form for all parents	
<b>6</b>	Arrange collection resource box, banner and parent packs	
<b>7</b>	Send welcome email/text to parents	
<b>8</b>	Sending welcome letter (hard copy) to parents	
	Meet with your co-facilitator to plan <ul style="list-style-type: none"> <li>- decide facilitator split (who will deliver each section)</li> <li>- who will draw the flip charts</li> <li>- who will think of the reward each week</li> <li>- who will contact parents between sessions</li> </ul>	
<b>9</b>	Print parent sign in sheet & <a href="#">attendance register</a> (record reasons why parents don't attend or drop out)	
	Prepare flip charts for session 1 (or more)	
<b>10</b>	<b>Ensure all parents have completed <a href="#">baseline questionnaire</a> during or before the first session</b>	
<b>12</b>	Weekly session review <a href="https://links.henry.org.uk/HFGU-Session-Review">https://links.henry.org.uk/HFGU-Session-Review</a>	
<b>14</b>	Regularly tweet good new, collect post-it and/or take photos about your course (with consent)	
<b>15</b>	Call or text parents between sessions – remind them the day before or morning of your session each week	
<b>16</b>	Printing certificates to parents <a href="#">Facilitators   HENRY</a> <a href="#">Print end of course handout</a>	
	<b>Ensure all parents have completed the <a href="#">completion questionnaire</a></b> <b>Follow up with any parents who didn't attend the last session</b>	
<b>17</b>	Submit your completed course within 1 week of the last session  <a href="https://links.henry.org.uk/Submit-Programme">https://links.henry.org.uk/Submit-Programme</a>	
<b>19</b>	Email a copy of your sign in sheet to <a href="mailto:Siobhan.Jennings@leeds.gov.uk">Siobhan.Jennings@leeds.gov.uk</a>	
<b>19</b>	Arrange return of resource box and any leftover parent packs	
<b>20</b>	Ensure this checklist is complete	

Please contact [Siobhan.Jennings@leeds.gov.uk](mailto:Siobhan.Jennings@leeds.gov.uk) for support with any of the above  
[Healthy Families: Growing Up - group | HENRY](#)  
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