

Parent Carer Engagement poster guide

This guide aims to provide a short overview on how to use the co-produced engagement poster– this might be particularly helpful, if you using the poster for the first time or sharing it with others to gather feedback.

We are really keen to hear from Parent Carers across the county – this poster can be used with groups or individuals in the following ways.

Option 1- use with groups

You will need:

- Either one large poster (A1 size) or several copies in a A3. It's best to avoid using a A4 as the text can be hard to read.
- Post it notes for comments on section 4
- A pack of coloured stickers – each sticker will represent the parent carer sharing their feedback. If you have a small group, using existing colours might work, but if you are meeting with larger groups you might need to add a pattern or number to differentiate each parent carers responses, whilst ensuring anonymity. See below for an example:

5 Are you happy to share a few more details?

Put a sticker on all that apply to your child/children:

No Plan	They have a My Plan	They have a My Plan Plus
They have an EHCP	Early Years	Mainstream Primary
	Post 16	Special School
They have another type of Plan (i.e. CIN)	On roll but not attending	Alternative Provision*
	Not currently accessing education	Home educated

*Alternative Provision includes: Pupil Referral Units, Residential Schools, Special Schools, and Independent Schools.

Next steps:

Ask each parent carer to share their views by adding their stickers to each section than applies to them. If the parent adds a post note or two, ask them to add a sticker to their comments too.

Tips:

When gathering the feedback make sure people use only their stickers – if they mix and match it can be hard to track feedback across the whole poster.

Make sure to give enough stickers per person. Approximately 16 per person work well, but this might vary depending on the persons responses.

Option 2 – 1-1 with a parent carer

You will need:

- An A3 copy of the poster. It's best to avoid using a A4 as the text can be hard to read.
- Post notes for comments on section 4
- Though it's still best to use stickers if you have them, you can complete using a pen, as long as we have some kind of identifying info on the poster. I.e. the date and organisation that gathered the feedback.

Next steps:

Ask the parent carer to share their views by adding their stickers or marking to each section than applies to them. Though not essential, its helpful to ask them to add a sticker/mark to their comments too.

Other Options

If Parent Carers prefer, they can feedback digitally either via <https://forms.office.com/e/wgbKk13naT> or by using the QR code in the corner of the poster.

Sharing the feedback:

We'd really appreciate if you share any feedback with us – this can be via a quick photo of the poster(s) used, which you can send to localoffer@gloucestershire.gov.uk.