

Initial Meeting Guidance for SLEs

The toolkit documents to use are shown in blue text

- Discuss the information contained in the [Support Request Form](#) and confirm that you and the client school both have the same understanding of what is to be delivered
- Agree dates and times for delivery of the support (making sure that all appropriate personnel are available)
- Complete the [Deployment Action Plan](#)
- Confirm reporting arrangements (who / how / when).