SACRE Member/ Officer to SACRE identifies school to visit

SACRE Member contacts school to arrange possible visit.

Purpose and time of visit to be discussed

SACRE member to email Tracy Matheson details of visit in the form of a letter which can be sent to the school

TM to send letter to school

School to send notification of acceptance to TM

TM to inform SACRE member of acceptance

TM to forward onto Jonathan Hewitt for checking and once approved these will be sent to the school.

Once visit completed, SACRE member to email a thank you letter and notes of the visit through to TM.

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| **SACRE Member** | **Link School** |
| CC Anne Cheetham | Dave Fann – Sherwood Primary |
| Peter Martin | Kate Murry – The Hollins |
| Harsha Shukla |  |
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