



## Planning and delivering a Chatterbooks programme – planning checklist

Chatterbooks projects need to be developed in partnership. You can use the following checklist to work with local school(s) to develop your Chatterbooks group. Following it will help you ensure that the project is developing in line with your joint objectives, and that the planning involves both partners in equal measure.

If you are not already part of the Chatterbooks network, contact The Reading Agency ([info@readingagency.org.uk](mailto:info@readingagency.org.uk)) for details on how to join.

1. Planning the programme: to do list	Complete	Notes or further action needed
<b>Support materials</b> - Obtain the Chatterbooks Handbook and other relevant materials from The Reading Agency website ( <a href="http://www.readingagency.org.uk">www.readingagency.org.uk</a> )		
<b>Chatterbooks training</b> - Book your places on TRA's training course.		
<b>Research</b> - What else do you need to know before you can confirm which/how many children you'll be working with? Who needs what? How will your group complement existing activities?		
<b>Consultation</b> - With the target group and their parents, carers and with individual teachers.		
<b>Resources</b> - What resources will you need, and what is available?		
<b>Staff</b> - Who are they; what skills do they have/need ?		
<b>Training</b> – Fill any gaps in staff skills and knowledge		
<b>Stock</b> - What books will you be reading and talking about and where will you keep them?		
<b>Publisher Support</b> - using existing or new links?		
<b>Further funding</b> - What will be needed, and where will it come from ?		
<b>Delivery</b> – You need to make decisions together about age ranges and group size, and the format and timing of sessions.		
<b>Other partners</b> - Your joint partnership is the basis for the group, but are there any other groups who could help?		
<b>Monitoring and evaluating</b> – Define the evidence you need to show the impact of the group for each of your organisations.		
<b>Reflection</b> - Write a Development Plan so that you are clear about what needs to be done when and by whom.		
<b>Promotion &amp; Recruitment</b> – Work together to attract the right members to your Chatterbooks group		



## Planning and delivering a Chatterbooks programme – delivering checklist

2. Delivering the programme: to do list	Complete	Notes or further action needed
<p><b>Orange Chatterbooks Materials</b></p> <ul style="list-style-type: none"> <li>▪ Ensure your Chatterbooks packs have arrived, or are on order and will arrive, before your group is due to start.</li> <li>▪ Ensure your key staff have received their Chatterbooks training.</li> </ul>		
<p><b>At Every Session</b></p> <ul style="list-style-type: none"> <li>▪ A warm welcome.</li> <li>▪ Name badges and a session plan.</li> <li>▪ An opportunity to choose books to take home and read before the next Chatterbooks meeting.</li> <li>▪ A reminder of the date and time of the next session – and of any special events coming up.</li> </ul>		
<p><b>Some Practical Tips</b></p> <ul style="list-style-type: none"> <li>▪ Have something for children to do if they arrive early.</li> <li>▪ Arrange a suitable time with library staff for when the children can get all their books stamped before they go.</li> <li>▪ Confirm start and finish times with parents/carers.</li> <li>▪ Check that your plans are in line with your Health and Safety policy and local Child Protection strategy.</li> </ul>		
<p><b>Running Chatterbooks Meetings</b></p> <ul style="list-style-type: none"> <li>▪ Plan the possibilities together.</li> <li>▪ Enable the children to contribute to session planning.</li> <li>▪ Establish a style and tone and explain how the group will work.</li> <li>▪ Include all kinds of reading and listening.</li> <li>▪ Talk through all the things in the Orange folders, and what they're for.</li> <li>▪ Use the Chatterbooks Handbook for ideas to get people thinking and talking.</li> <li>▪ Get people talking about their favourite books.</li> <li>▪ Chatterbooks questionnaire: get this completed during your second or third session, once the group is starting to settle in.</li> <li>▪ Don't forget the refreshments!</li> <li>▪ Set up reviewing activities and Book Chats, or special themes.</li> <li>▪ Include IT for reading and creating.</li> <li>▪ Consider developing family reading activities, special workshops, visits and behind the scenes tours.</li> <li>▪ Think about how the sessions can be followed up by the library and school.</li> </ul>		