

Task	Outcome	Due date	Cost	Person responsible
<b>Stage 1</b>				
Identify and contact schools to find good media departments to do the recording and editing	At least 2 schools are committed to be part of the project. One in Reading/Wokingham area; one in Slough/Maidenhead area	End of July 2019		BR to contact Piggot, Waingels and Prospect AA to contact Eton CI/SE to contact a couple of Slough schools if possible
Identify and contact a range of venues to host the recording sessions	A range of venues (4 per area?) have agreed to host the sessions and provide a range of members to participate in the filming	Mid-September 2019		All to investigate venues happy to host AND provide a least two people to answer questions.
Set two dates for the visits	2 dates fixed – one in Reading/Wokingham area; one in Slough/Maidenhead.	Dates fixed by end of September 2019- for two days around February Half-term 2020		All to feed back as venues identified.
Contact bus companies in appropriate areas to obtain quotes	Buses booked as per the dates outlined above. IDEA: to ask schools if they can provide mini-buses to save costs	End of September 2019		
Produce flier to invite teachers to participate and explain project to them	Max 15 teachers per day (Numbers TBC)	End of September 2019		
Carry out the two visits and filming	Range of syllabus questions and answers recorded.	End of Feb 2020		

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Edit films as required	Films edited and sent to hub for approval; films on USB to be used by teachers in Stage 2	End of March 2020		
<b>Stage 2</b>				
Set up two half day sessions to work with the completed films	Two venues identified	End of March 2020 Sessions to take place in May 2020		
Teachers invited to the two sessions to produce lesson plans using the materials	Range of lesson plans produced and approved by hub – Possible involvement of RE Inspired	End of May 2020		
<b>Stage 3</b>				
Publish materials for general use	Materials uploaded to the web, sent to NASACRE/Westhill and RE Online	June 2020		