

Guide to contacting schools



1) PRAY

Our intention is to bless the school, bless the staff, bless the children. We are hoping to be guests in their setting, and we need to be ready to serve them well.

Ideas:

- **Commit to praying for the school**, the children, their families and the school staff in the intercessions at church (the school website can inform our prayers)
- **Ask God what He wants you to do** - you may like to think about your resources, and what you have on offer if the school is asked.

2) MAKING YOURSELF KNOWN

- If this is your first contact, **why not start the initial contact by sending in cards of appreciation**, or home-cooked goodies, doughnuts in a bag with a thank you note, boxes of wrapped biscuits or fruit.



3) WHO MIGHT YOU SPEAK TO?

- **If possible, go into school, make your face known** and ask, 'How can we help?' The initial contact is likely to be the administrators at the school reception. They are the doorkeepers to the school.
- **Be mindful that schools are busy places with many pressures. Be ready to listen.** Introduce yourself, always express appreciation for all the school does for the children, explain that you are representing the church. Ask who would be the best person to speak with to see if there are ways the church can support the school
- **If no one is available at that time, ask who you might contact** and if you might email them to outline your intention, and to arrange a time to speak on the phone.

4) WHAT SHOULD BE IN THE INTRODUCTORY EMAIL?

- **Keep the email brief**, introduce yourself, and explain that the church would like to support the school and hear about ways this might be possible. Is there a time when you could meet someone in person at a convenient time?
- **Do not take it personally if you do not receive a swift reply** or any reply at all - this is symptomatic of schools under huge pressure and your request is not at the top of their priorities. If you receive no reply after a couple of weeks, make contact again: Ring/call in to speak to the administration staff, and ask them what they suggest. Be gracious.



5) WHAT MIGHT THE CHURCH OFFER?

- **Be ready to express appreciation for what the staff are doing to invest in the children.** Be ready to listen. Be open to any suggestions of help that the school asks for.
- **Ahead of the meeting be prepared** – Do you know what the church could offer if the school wanted some ideas of what the church support might look like?
- **If the school is unsure what is on offer, have some suggestions ready** e.g. Gardening, reading support, cooking, playground games, reading to children, assembly/collective worship, sharing stories, bible story club, joining the governing body or Friends of the school, etc



6) WHAT NEXT?

If you agree to any venture with the school, ensure that you can keep to what was agreed. How you act among the staff and children will impact whether they invite you back in to be involved with further projects.

AND FINALLY:

keep praying for your school. Keep blessing your school (appreciating the staff, and being helpful to the children). It is in the connection between school and home that relationship can grow, and a healthy partnership between school, church and households can develop.

For further help or ideas, contact the [Gen2 Team](#):

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