

Section 1a. Purpose and Goals

Identify what you hope will be achieved by your collaboration

Identify what it is that you need to collaborate with others about.

For example, is it:

- Planning student centred adjustments?
- Identifying learning goals?
- Developing a behaviour support plan?
- Supporting transitions?
- Ensuring everyone is on the same page?
- Identifying student needs and strengths, navigating issues that have arisen?

Draft your goals for this collaboration (e.g., I will use my collaborative partnerships to support the establishment of appropriate learning goals, strategies and plan and structure appropriate learning opportunities to support Donna's transition to year 4).

Section 1b. Who will be involved?

Identify who should be involved in the collaboration. Who might it be important to consult with e.g., student, parents, other teaching staff, ancillary staff, staff from the leadership team, external stakeholders?

Section 2. Notes from initial contact with stakeholders

Liaise with relevant partners about their involvement to determine what role they may play and how this might be achieved. Make any notes about your conversations here.

Section 3. Contact Details and Collaboration Preference

Stakeholder's name	Contact details (e.g. phone/email)	Preferred way to collaborate

Section 4. Draft Collaborative Partnership plan moving forward

What are your initial goals?	
What was the best mode of communication for most partners?	
What are the roles of each stakeholder?	
Who will be the key contact and coordinator of the partnership?	
What modes of communication will be used with members?	
Who will chair meetings, or will it be a rotating chair position?	
Who will take meeting minutes?	
Other notes	