

**Appendix C**



**Visiting Speakers Evaluation Form**

After the presentation, an evaluation form will be completed by the staff member who liaised with the visitor.

Evaluation forms will be shared with the Headteacher and kept in Visiting Speakers file.

Name of visiting speaker:

Date of visit:

*Please circle where relevant yes or no*

1) Any contentious subject areas or comments made by the visiting speaker?

Yes No

2) Would you book the speaker again?

Yes No

3) Any further discussions needed with speaker?

Yes No

4) Any additional actions?

Yes No

Any additional comments? Please include any comments made by other staff members or pupils if relevant.

Authorisation of Headteacher:

Signed.....

Date:.....