

“Hi there, I’m excited that you are planning to try out the BHMS process for yourself! I hope you have gone through the pack and enjoyed seeing the videos.

I invite you to use this **Quick ‘At a glance’ checklist as a reference** to ensure that you do not miss out on each of the ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Feel free to innovate, translate and implement the way you want.** I would love to know **how you have done it, so please do share your experience!**”

☺ **Nandini Parkekh, Key Stage 2 leader**

I. My checklist:

SETTING THE TONE:

- Discuss the upcoming event with the students and explain how it is a great opportunity for the students to showcase what they enjoyed learning & how they learnt it.

BEFORE:

- Timetable for BHMS at the start of the year.
- Begin to plan 2 weeks ahead of the scheduled date.
- Plan to call parents in batches on the same day, or over different days to accommodate large numbers of parents (since this event involves many grades). Plan for approximately 2 hours for each batch of parents.
- Send an email invite to parents a week before the event. Follow up closer to the day. Send a Whatsapp/sms reminder a day before the event. *Check the sample email template to parents in Resource 1.*
- Have clarity on the possible beacons/themes to showcase before brainstorming with the students.
- Give students the choice and voice to pick their area of strength to present around 2-3 selected themes or beacons.
- For example, if the beacon selected is Maths and Scientific thinking, each of the grades in the key stage can showcase something around the chosen beacons, relevant to their stage of learning.
- Map the spaces in terms of where all what can happen which will help you decide the formats better. Take help of a particular grade (e.g., grade 7) to map the spaces and take a decision on the final format of showcasing.
- One of the ways to organize could be to have multiple stations spread out in different spaces of the school. Each station is led by students of different grades. For instance, different classrooms could work as a work-station. One class room functions as a Math Station wherein all the math groups from different grades would be stationed. Another class is a Scientific thinking station where all the grades would be showcasing their experiments/games etc. Another one could be an English station and so on. *Examples of themes to do a BHMS are available in Resource 2.*
- The children can start collating the necessary resources. Based on the units/topics occurring in the grade, coordinate with the school’s administrative staff in organizing the event.

- Ensure that the students have ample opportunity to prototype and test run their presentation before the event. (Example: If it's a game they want to do with parents, how long will it take? What are the resources needed, is it engaging enough, etc.). Arrange for the students to be questioned or scrutinized on their presentation by different people, e.g., teachers of other grades, so they are more confident on the day of the event.
- Dedicate the last 2 days before the event for a final run through.

DURING:

- Each student's learning is celebrated in the event with three components to each BHMS:
 1. Visibility of knowledge (through charts, photo documentation),
 2. Process of learning (through demonstrations),
 3. Understanding (through presentations and interactions with visitors).
- On the day of the event, parents come in and explore the various stations led by students of different grades.
- Encourage parents to see all work stations and not just their child's station.
- Stay vigilant for the kind of questions being asked to the students in their station. Play a supportive role for the child and be around for any query raised by parents which the child is unable to answer.
- Put up a board at a visible location for taking parent feedback on it before they leave. Since the format of the event might not permit time for a direct address to all parents.

AFTER:

- Close the event addressing the parents with appreciation and applause for the efforts of the students, as well as the teachers.
- Share about any upcoming major activity, or any key communication with the parents.

CLOSING THE LOOP:

- Close the loop by doing reflections with the students on what went well and what can change.

II. Some important Tips

- Since this is a large scale event which is essentially interactive, it is essential to discuss the 'How' with students while exploring various formats to present.
- It is a good idea to spend some time every day in the two weeks before the event for the preparations, since it involves multiple grades.