

# An example: One school's priorities, goals, activities, responsibilities, and timelines

Use a blank version of this table (see appendix III) to inform your planning.  
The school in this example identified three priorities.

Priorities	Our goals	Activities	Who is responsible	Timeline
<b>The school grounds will be smokefree 24/7.</b>	All users of the school grounds will know about the school's smokefree policies and procedures and will ensure the grounds are smokefree 24/7.	Send letters that include information about the school's smokefree policies and procedures to all groups using the grounds.	Board of Trustees Student Health Team	immediately
		Put up new signs at the school's entrances.	Board of Trustees	immediately
<b>Year 12 girls currently smoking will be given support to become smokefree.</b>	There will be an increase in the number of year 12 girls who are smokefree.	Establish a year 12 support group.	Dean	By Feb 21
		Make quit-smoking coaching available to year 12 girls who smoke.	Health co-ordinator and support group to organise	By March 21
		Run teaching and learning sessions, for all year 12 students, that focus on well-being through being smokefree.	Support group (advised by health teachers and school counsellor)	Throughout term 1
		Create computer-assisted presentations about the benefits of being smokefree.  Develop unique school smokefree signage.	Year 12 health class (NCEA) teacher  Year 12 art class Art teachers (add names)	Term 2
<b>Community involvement</b>	Community members are partners in the school's smokefree initiative.  The immediate surroundings of the school are smokefree.	Hold a hui.  Have a picnic.  Contact advocates in the community (for example, marae representatives and local council members) and ask for their support and ideas for activities.  Hold a smokefree march.	Board of trustees  Parents' association  Students and staff	Ongoing (specific event dates to be set)