



Quality Mark for Supplementary Schools

Name of supplementary school

Name of mentor/appropriate person providing witness statement

Date of recognition meeting



Quality Framework for Supplementary Schools

Organising your portfolio

Use the sheets in this document to help you organise your portfolio. There's a front sheet where you should fill in basic information. The contents list shows the order in which you should compile the portfolio. After the 'School details' and 'School activities' forms, you will find a series of sheets, each of which gives one statement from the Quality Mark standards. Use these sheets to divide your evidence into sections.

We no longer facilitate a Bronze/Minimum Safeguarding Standards award. You should meet your local safeguarding standards and must bring your management documents, policies and procedures to the recognition meeting in a separate folder from your portfolio of evidence.

Labelling your evidence

In each section, make a list of all the evidence that you are including. You should also list any pieces of evidence in other sections that show your achievements in this area. You must explain how the evidence shows that you have achieved or exceeded the standard. You can do this by writing a short comment on the page, or by telling us in your presentation at the recognition meeting, or both.

No more than four pieces of evidence are needed in each section. You can submit fewer than four pieces if you wish. However, the evidence you do submit must demonstrate clearly how you meet the standard.

Write the number on the front of each piece of evidence – for example, 1a, 1b, 1c, 1d, 2a and so on. Follow this format for labelling **all** your evidence. If you do not understand, ask your mentor about this.

You should put all documents and pieces of evidence in plastic hole-punched pockets.



Contents

School details form

School activities table

Ofsted/Section 11/safeguarding standards report

Mentor's statement

Section 1 Create an effective learning environment

Section 2 Teach effectively

Section 3 Record progress and achievement

Section 4 Choose the right resources

Section 5 Plan and develop your organisation

Section 6 Select and support staff and volunteers

Section 7 Make sure that children are safe

Section 8 Manage finances



School details form

Organisation

Full postal address

Name of supplementary school

Venue/premises where school takes place if different from postal address

Name of main contact for Quality Mark

What is your role in the school?

Telephone/Mobile numbers

Email

Local authority area in which you are based

Name and role of second contact for school



School activities table

Number of children and young people on school roll for the year

Average number of children and young people attending weekly

Day/s and times when your supplementary school operates

Average length of classes (hours)

Core curriculum subjects taught

Language(s) taught (if applicable)

Other activities (dance, arts, sports, outings, etc)

Ethnic, religious and linguistic communities served

Any other information about your school



Confirmation your provision meets local safeguarding standards

**Ofsted/Quality Framework Bronze/local Section 11 report
or completed Management File checklist**



School observation witness statement



Section 1

Create an effective learning environment

Standard: There is a well-organised environment in which everyone can work comfortably and has clear expectations of behaviour that supports learning. Pupils, parents, teachers and volunteers have clear and complementary roles to play.

Advanced standard: The supplementary school engages with parents and develops partnerships across the wider community to extend pupils' experience, and develop confidence and positive attitudes to learning.

List of evidence submitted

1a

1b

1c

1d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 2

Teach effectively

Standard: Teachers know what children have previously learnt and have guidelines on what to teach, and how to teach with regard to children's welfare.

Advanced Standard: Classes follow clear programmes of study, and sessions are well planned. Teachers know how to engage children creatively, and additional activities extend their experience and build confidence.

List of evidence submitted

2a

2b

2c

2d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 3

Record progress and achievement

Standard: There are simple records of what children have successfully learnt.

Advanced Standard: Teachers assess and record each child's needs, progress, performance.

List of evidence submitted

3a

3b

3c

3d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 4

Choose the right resources

Standard: There are adequate teaching resources for the teacher and the learners.

Advanced Standard: Teachers and learners have a choice of diverse resources, which support different learning styles.

List of evidence submitted

4a

4b

4c

4d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 5

Plan and develop our organisation

Standard: There is a management committee that meets regularly to ensure that the organisation is achieving its aims, obeys the law, and is financially secure.

Advanced Standard: The management committee consults with pupils and parents to monitor and evaluate the work of the supplementary school and issues reports summarising the achievements of the organisation and outlining plans for the future.

List of evidence submitted

5a

5b

5c

5d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 6

Select and support staff and volunteers

Standard: Staff and volunteers are safely recruited and are given the support and supervision they need to do their jobs and carry out their roles effectively.

Advanced Standard: There is induction, support and training for staff and volunteers.

List of evidence submitted

6a

6b

6c

6d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 7

Make sure that children are safe!

Standard: Make sure that children and adults are safe at all times when they are in the school's care, by adopting, implementing and reviewing policies and procedures to protect them, and carrying out appropriate checks.

Advanced standard: There is induction, support and training for staff and volunteers. The designated lead is linked in to the local safeguarding children board.

List of evidence submitted

7a

7b

7c

7d

Evidence in other sections

Number

Title

Number

Title

Comment



Section 8

Manage finances

Standard: Budget effectively, manage finances wisely, and account openly for all income and expenditure.

Advanced Standard: The management committee agrees an annual budget and monitors the use of funding regularly throughout the year.

List of evidence submitted

8a

8b

8c

8d

Evidence in other sections

Number

Title

Number

Title

Comment