

Quality Framework for Supplementary Schools

Silver Award

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 Code of Practice and its associated standard at Silver level. Use these sheets to divide your evidence into sections.

Please note that, at Silver level, we do not ask you to provide evidence for any of the following sections:

- Section 5: Plan and develop your organisation
- Section 8: Select and support staff and volunteers
- Section 9: Make sure that children are safe
- Section 10: Manage finances.

For these sections, the same evidence applies for Silver level as for Bronze, so you will already have provided the evidence at Bronze level. Instead, you must include your Bronze certificate, to show assessors that you have already fulfilled the requirements for these sections.

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 an award at this level. 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

Bronze certificate

Mentor's statement

School's award evidence:

Section 1 Create an effective learning environment

Section 2 Teach effectively

Section 3 Record progress and achievement

Section 4 Choose the right resources

Section 6* Consult, monitor and evaluate

Section 7 Work with other organisations

* There are no Sections 5, 8, 9 or 10, as evidence for these has already been provided at Bronze level.

School details form

Organisation

Full postal address

Postcode

Tel

Mobile

Email

Local authority area in which you are based

Your full name

Your position

School activities table

Average number of children and young people attending weekly

Age group of children and young people

Days on which the school runs classes

Average length of classes (hours)

National curriculum subjects taught (if applicable)

Community language(s) taught (if applicable)

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

Ethnic, religious and linguistic communities served

Bronze certificate

Mentor's statement

1

Create an effective learning environment

Code of Practice statement

Create a well-organised environment in which everyone can work comfortably and has clear expectations of behaviour that supports learning.

Silver standard

Create a well-organised environment in which everyone can work comfortably and has clear expectations of behaviour that supports learning.

List of evidence submitted

1a

1b

1c

1d

Evidence in other sections

Number

Title

Comment

2

Teach effectively

Code of Practice statement

Agree what pupils need to learn, and teach them in a way that engages their interest and enthusiasm.

Silver standard

Teachers know what children have previously learnt and have guidelines on what to teach.

List of evidence submitted

2a

2b

2c

2d

Evidence in other sections

Number

Title

Comment

3

Record progress and achievement

Code of Practice statement

Keep a record of what pupils have learnt, celebrate what they have achieved and, with their and their parents' permission, pass on information about what they have learnt to other schools and organisations.

Silver standard

There are simple records of what children have successfully learnt.

List of evidence submitted

3a

3b

3c

3d

Evidence in other sections

Number

Title

Comment

4

Choose the right resources

Code of Practice statement

Provide teaching resources that are well matched to the pupils' needs, and of the highest possible quality.

Silver standard

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

List of evidence submitted

4a

4b

4c

4d

Evidence in other sections

Number

Title

Comment

6

Work with other organisations

Code of Practice statement

Find out about other organisations with similar aims, and work with them whenever the school can.

Silver standard

The supplementary school knows about other local provision, and knows why its work is needed.

List of evidence submitted

6a

6b

6c

6d

Evidence in other sections

Number

Title

Comment

7

Consult, monitor and evaluate

Code of Practice statement

Ask pupils, parents and carers, teachers and volunteers to help the school judge how well it is doing, and plan how to improve its service.

Silver standard

The supplementary school regularly consults with parents and students, and is developing its programme accordingly.

List of evidence submitted

7a

7b

7c

7d

Evidence in other sections

Number

Title

Comment