Welcome to PRISM Youth Project

**PRISM YOUTH**

**PROJECT**

**QUALITY ASSURANCE**

**CALENDER**

**2015-2016**

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| **September**  25- Learner Passports completed  22, Site walks | **October**  6 Full Service meeting 2.45-Farm  2, Quarterly Reports completed  20, Site walks  21-Standardisation meeting  23-2nd HALF TERM | **November**  3 Full service meeting 2.45-Club  9-13 Supervisions  17, Site walks | **December**  8 Full service meeting 2.45-Farm  14-Parents evening  18-4/1/2016 XMAS CLOSURE |
| **January 2016**  12 Full Service meeting 2.45- Club  8 Quarterly reports completed  4-15 Passport reviews completed  19,Standardisation meeting  19, Site walks | **February**  2 Full service meeting2.45-Farm  12-22 HALF TERM CLOSURE  23, Site walks | **March**  8 Full service meeting 2.45-Club  14-18 supervisions  21-Parents Evening  22, Site walks  EASTER CLOSURE-24-11 April | **April**  12 Full service meeting 2.45-Farm  8, Quarterly reports completed  29 Passports reviewed |
| **May**  10 Full service meeting 2.45-Club  24, Site walks  HALF TERM -27-6th | **June**  13- Full service meeting 2.45-Farm  21, Site walks | **July**  5 Full service meeting 2.45-Club  8 Quarterly reports completed  11-Parents Evening  15 Passports completed  21- Presentation Evening  SUMMER CLOSURE-22nd | **August** |

**Full Service meetings [1 hr 15mins]-First Tuesday of the month**

* Set Agenda –Brief written site overview based on:

Overall attendance %, and action plan aimed at achieving 85% or higherattendence

Curriculum progress and achievement with action plans to achieve 75%+ success rate

Common incident themes

Health and safety issues that require attention

Practice/training issues highlighted

Safeguarding

Good news /success story

* Health work update
* Volunteering update
* Management information
* Policy review

The venue for these meetings will alternate

**Minute taking will be shared by all staff, and passed for recording to the host site Admin worker [Rayne or Carol]**

**Daily site debriefs [30mins]**

* Agenda covering:

Attendance

Curriculum

Incidents-what happened, why, how was it resolved, what was learnt

Health and Safety

Safeguarding-3 way meetings, Epeps, Social worker visits, CAFS

Practice and training

**Learner passports**

* These will have been reviewed and revamped over the summer break
* The new passports must be completed as per planning and review calendar and revisited on two other occasions over the school year.
* As part of Prism Quality Assurance random samples of learner passports across both sites will be inspected throughout the year.

**Supervision sessions [1hr]**

* All staff will receive supervision in line with Prism Youth projects guidelines at given points across the year as per planning and review calendar [6 weekly]
* Should a member of staff require an additional supervision at any point agree this with line manager.
* Supervision will be supplemented by all staff updating their line manager SMT about positive practice ,incidents and outcomes or concerns

**Standardisation meetings [1hr]**

* These meetings will be for all staff
* The agenda will cover the following:

Standardising learners work

Moderation of work

Verification

Assessment/Achievement and progression

* These meetings will be recorded and shared electronically
* Staff will be required to bring samples of learners work which will be identified prior to the meeting

Quarterly reports

**Quarterly Reports**

* These are required at frequent points throughout the planning and review process.[First Friday in October, Jan, April, and July] Tricia will review the current template by the end of September.
* All reports should be completed electronically by the date highlighted and passed to Managing director for dissemination

**Parents Evenings:**

14th December 2015

21st March 2016

11th July 2016

**Awards Evening:**

21st July 2016