

**PRISM YOUTH**

**PROJECT**

**QUALITY ASSURANCE**

**CALENDER**

**2015-2016**

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| **September**25- Learner Passports completed22, Site walks | **October**6 Full Service meeting 2.45-Farm2, Quarterly Reports completed20, Site walks21-Standardisation meeting23-2nd HALF TERM | **November**3 Full service meeting 2.45-Club9-13 Supervisions17, Site walks | **December**8 Full service meeting 2.45-Farm14-Parents evening18-4/1/2016 XMAS CLOSURE |
| **January 2016**12 Full Service meeting 2.45- Club8 Quarterly reports completed4-15 Passport reviews completed19,Standardisation meeting19, Site walks | **February**2 Full service meeting2.45-Farm12-22 HALF TERM CLOSURE23, Site walks | **March**8 Full service meeting 2.45-Club14-18 supervisions21-Parents Evening22, Site walksEASTER CLOSURE-24-11 April | **April**12 Full service meeting 2.45-Farm8, Quarterly reports completed29 Passports reviewed |
| **May** 10 Full service meeting 2.45-Club24, Site walksHALF TERM -27-6th | **June**13- Full service meeting 2.45-Farm21, Site walks | **July**5 Full service meeting 2.45-Club8 Quarterly reports completed11-Parents Evening15 Passports completed21- Presentation EveningSUMMER 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