

Are you Ready for Progress File?

Definition:

Key Question	Current Position	Action	Hints/Tips/Key Messages
Is there a named person with responsibility for Progress File?			Co-ordinator needs to have influence to impact change and have whole school perspective
How can the leadership team be involved?			Identify a link into Senior Management team through e.g. key person, regular updates
Who are the key people to involve?			Formation of development group e.g. Governors, Connexions, Year Head
How will Progress File be integral to the school?			Progress File needs to be part of a whole school approach and link into developments on SIP systems . Work with other schools and the Progress File network in Trafford
Is there a vision and identified purpose for Progress File in your school?			This needs to be determined at the outset via consultation with whole school community
How will you sustain the process?			Keep it real, management and young people empowered
How are young people currently involved in decision making with the school? How will you ensure they have ownership?			Develop ownership by young people at each stage e.g. through school council
How will Progress File be launched in the school?			

<p>How do you intend to stage the introduction and development?</p>			<p>Consider appropriate year group and timings. A pilot may be useful. Take time to look at good practice. Try to think outside the box</p>
<p>How will you establish roles/responsibilities and timings for Progress File to work in your school?</p>			<p>=> systems e.g. responsibility for monitoring and support young people in reviewing Progress File</p>
<p>What is happening already that may relate to Progress File (a) within the school and (b) beyond the school? How will Progress File support young people's personal and social development?</p>			<p>Consider:</p> <ul style="list-style-type: none"> • Individual self assessment • Personal development activities • Opportunities linked to school calendar of events within subject areas • Specific activities/experiences within aspects of the personal development curriculum • Out of hours learning • Citizenship portfolio • Parental links • Key skills • Mentoring • Student support services • Transition • Learning pathways beyond your school community • Review sessions • Target setting and action planning • form tutor focused session • PSD framework – social inclusion award • Pupil tracking and monitoring • Current recording of achievement
<p>What linkages are there to other strategies in the school?</p>			
<p>Will you need to have explicit skill development sessions to support young people managing their learning?</p>			

Within your proposed model will all young people be able to maximize a comprehensive entitlement to Progress File?			
What resources are available to support Progress File?			
What level of awareness is there amongst staff?			
What mechanisms are there to update and involve key personnel where appropriate e.g. Governors, Connexions, tutors?			
What specific training/development needs to take place?			
What practical arrangements need to be in place e.g. storage, timing, personnel?			Specific timetabled slots
How will young people be supported in managing the Progress File effectively?			Specific review sessions Responsibilities
What resources are available to support Progress File?			