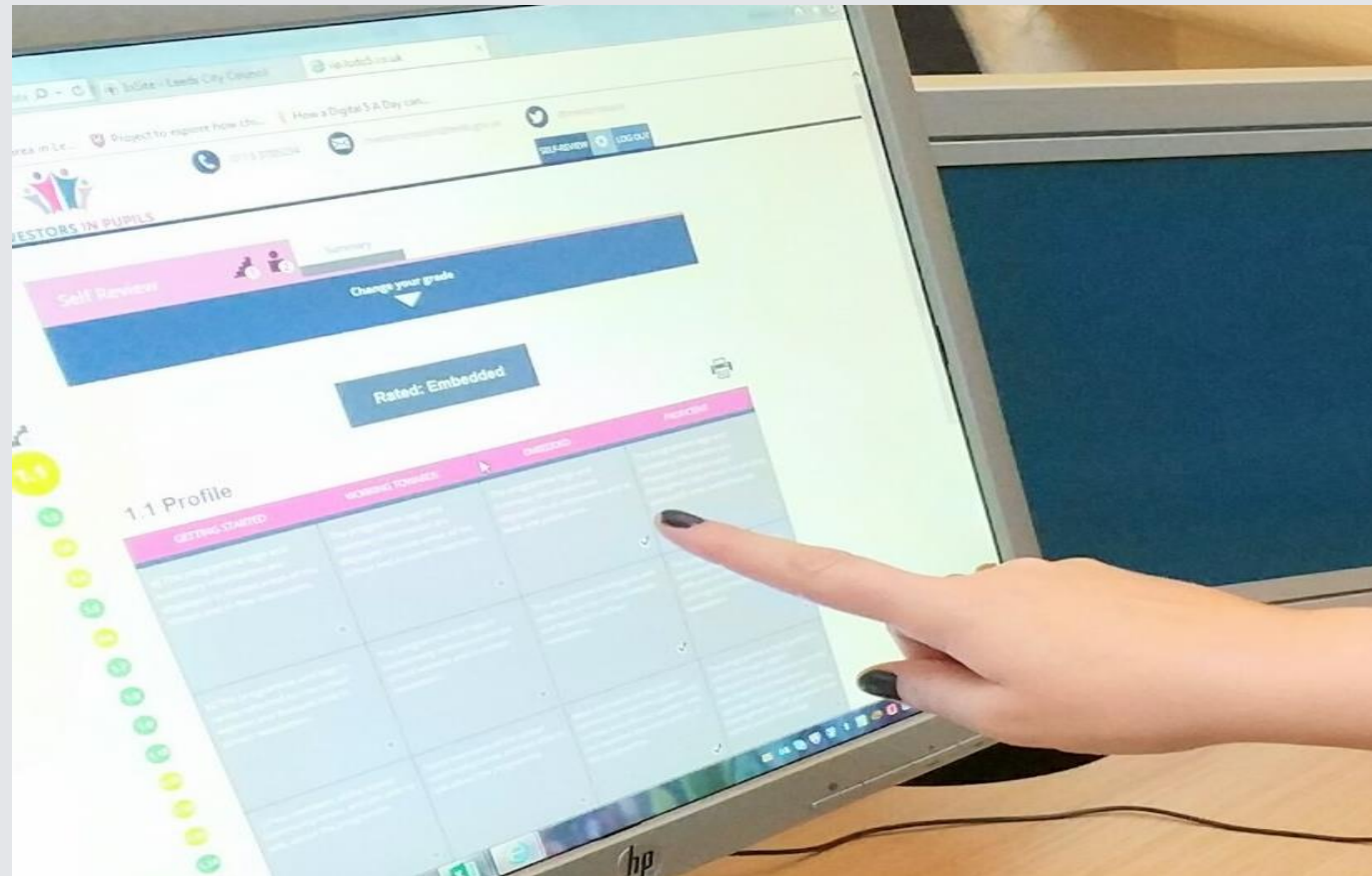




INVESTORS IN PUPILS



New online Self-review framework: A User's Guide

February 2018

Welcome to the new online Self-review framework

- What is online Self-review?

This new online framework supports schools to self-review using Investors in Pupils grade descriptors to further promote and encourage greater pupil voice, participation and leadership in schools.

- How long does it last?

Successful completion lasts for 2 years and is recognised through a display wall certificate.

- Can you combine online Self-review with the original external assessment?

Yes, a *Self-Review Plus option externally verifies the self-validation by an experienced Investors in Pupils assessor at the same price as a stand-alone external assessment (based on NoR). It also extends the self-validation period for a further year (3 years in total). Successful achievement of *Self-Review Plus* gains school an Investors in Pupils display wall plaque and a comprehensive report.**

- How much does it cost?

This new pathway to accreditation is competitively priced at just £250+VAT.

*(*N.B. Options including external assessment are currently only available to schools in the U.K.)*

How to use the new Self-review framework

- Register or log on to www.investorsinpupils.org.uk/
- Select the option for **Self-review**, which takes you to a page describing the Self-review.
- You can register by clicking '**Proceed**' where you can enter details such as Purchase Order (PO) number.

following self-review, your school is self-validating as an Investors in Pupils school. Subject to satisfactory quality assurance this will be confirmed in writing. Further information on completing the process is available via the '**How To**' tab in the self-review.

TABLE OF PRICES	Self-Review	Self-Review PLUS (external verification within 12 months)	External Assessment/ Reassessment
Up to 100 Pupils	£250+VAT	£659 + VAT	£659 + VAT
101 – 420 Pupils	£250+VAT	£769 + VAT	£769 + VAT
421 – 800 Pupils	£250+VAT	£879 + VAT	£879 + VAT
Over 800 Pupils	£250+VAT	£949 + VAT	£949 + VAT

Where your school is not already registered, you will need to do so in order to **Proceed** to our on-line self-review framework. Alternatively, should you wish to have a stand-alone external (re)assessment visit [here](#).

Proceed

Back to Investors in Pupils

How to use the new Self-review framework

- When registering, please make sure you select your preferred option: **Self-review** or **Self-review Plus**.
- Here, you can also add if you have been referred by another school.
- Once registered, the 'How to Guide' explains how to use Self-review and when you can submit.



How to Guide

To help get you started with self-review the following *'How to'* guide will help.

This self-evaluation framework supports schools and settings to identify the breadth of provision for pupil voice and participation comprising a total of **18 strands** including, amongst others, reference to; *whole school ethos, mission and vision statements, class targets, pupil personal targets, rewards, induction and pupil roles and responsibilities.*

1. Grading each strand.

How to use the new Self-review framework

- Selecting the **Self-review** or **Self-review Plus** tab takes you to the first of 18 strands, where you will begin to grade your school using the 58 grade descriptors provided.
- You will see the colours change depending on your choices.

Rated: Embedded

1.1 Profile

GETTING STARTED	WORKING TOWARDS	EMBEDDED	PROFICIENT
a) The programme logo and summary information are displayed in limited areas of the school and in few classrooms.	The programme logo and summary information are displayed in some areas of the school and in some classrooms. .	The programme logo and summary information are displayed in all classrooms and at least one public area..	The programme logo and summary information are displayed and promoted throughout the school on all class and public area noticeboards. ✓
Edit action plan			
b) The programme and logo is rarely reflected on the school website and features little in school newsletters.	The programme and logo is occasionally referenced on the school website and in school newsletters.	The programme and logo is well reflected on the school website and features in school newsletters.	The programme and logo has a dedicated section and is fully reflected on the school website and regularly features in school newsletters. ✓
Edit action plan			
c) Few members of the school community know, and are able to talk, about the programme.	Some members of the school community know, and are able to talk about the programme.	Most members of the school community have the opportunity to hear and discuss updates and can describe the main points of the programme.	The programme is high profile in school through regular discussions and updates with the vast majority of pupils and agenda discussions at leadership.

1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

1.10

1.11

How to use the new Self-review framework

- At the end of each strand, you have the opportunity to summarise, in text, the practice at your school.
- Then choose an overall grade for each strand based on your choices e.g. if you have graded 2 out of 3 as 'embedded' and 1 as 'working towards', your overall grade will be 'embedded'. Use the majority rule of thumb here as per the 'How to Guide' then save, and move on to the next strand e.g. 1.2

GETTING STARTED	WORKING TOWARDS	EMBEDDED	PROFICIENT
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		can describe the main points of the programme.	vast majority of pupils and agenda discussions at leadership, management, staff, governor and school council meetings.

Edit action plan

Please feel free to summarise in the following text box, in 500 characters or less, what the profile of Investors in Pupils looks like in practice in your school:

In our school, this is mainly characterised by:

Grade

Embedded

▼

Save



1.1

1.2

1.3

1.4

1.5

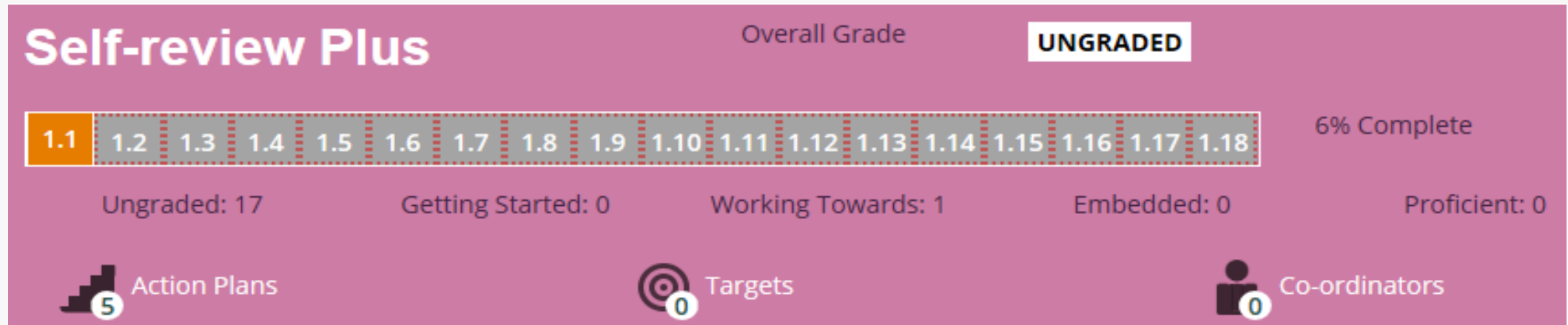
1.6

1.7

1.8

How to use the new Self-review framework

- The 'My Documents' tab allows you to upload up to 18 supporting documents to your Self-review, such as pictures, extracts from reports, etc.
- You can check if all strands are complete by reviewing the progress bar (below). Make sure you have selected the overall grade:



- If any of the strands are grey, they remain incomplete and will need completing before continuing.
- Any 'getting started' or 'working towards' grade descriptors will automatically go into an action plan for you to work on. To edit these, click on 'Action Plans' to add targets/notes as per the next slide.
- You also need to add a Responsible person/Co-ordinators details using this progress bar, which is the person completing the Self-review.

How to use the new Self-review framework

TARGET	RESPONSIBLE PERSON	COMPLETION DATE	PROGRESS
1.1 Profile The programme logo and summary information are displayed and promoted throughout the school on all class and public area noticeboards. Edit Delete	Lauren	28-02-2018	Not Started

TARGET	RESPONSIBLE PERSON	COMPLETION DATE	PROGRESS
<p>Target</p> <p>The programme logo and summary information are displayed and promoted throughout the school on all class and public area noticeboards.</p>	<p>Strand</p> <p>1.1 Profile</p>	<p>Completion date</p> <p>2018-02-28</p>	<p>Progress</p> <p>Not Started</p>
<p>Action(s)</p> <p></p>			
<p>Notes</p> <p></p>			

- You will also need to add a completion date for each action plan target so you can work on these before your submission. **You are unable to submit until this grade has improved and is regraded as ‘embedded’ or ‘proficient’.**

How to use the new Self-review framework

- Once all grade descriptors are rated overall as 'embedded' or 'proficient' you are ready to submit.
- The submit button under the submit tab is only visible when all grades are embedded or proficient. Upon submission, you will be able to download an evaluation form to feedback on your experience which helps us to continually improve our service. Please return via email.
- An email will confirm your submission and a member of the Investors in Pupils Central Team will get back to you once your submission has been quality assured.
- If you have chosen **Self-review Plus**, you will need to contact the Central Team directly to arrange an external validation within 12 months of the date of submission.

You may also want to take advantage of our time limited Special Offer! Facilitating a 20% discount for successfully referring 5 schools to the Self-review.



Any questions?

Feel free to contact us:

- **Website: www.investorsinpupils.org.uk/**
- **Email: investorsinpupils@leeds.gov.uk**
 - **Phone: 0113 378 5254**
 - **Twitter: @InvestorsPupils**