



## **The Core Documents**

As the conclusion of your PSQM year you are required to submit reflective evidence to show what has been achieved. PSQM evidence is made up of five core documents and a reflection on the actions taken to meet each criterion. No other documents can be submitted.

The contents of each of the core documents will provide the evidence to support your reflections and is outlined below.

### **The Principles**

A single page word document is sufficient, containing just the principles produced within school. Some subject leaders compile a complementary set with pupils and include these on the same sheet. Some schools create a poster version for display.

Examples of Principles documents can be found in the repository on the VLE.

### **The School Development Plan**

Only the sections that are relevant to Science are required. You can cut and paste them into a briefer Word document. If science is not currently in the SDP then consider adding into your reflection thoughts about what you would like to be in the next SDP.

### **Calendar of Events (the children)**

This works well as a two or three column table in Word, containing date, event and a brief (one sentence) focus on impact. This is about what the children have beyond their regular curriculum entitlement for science.

Examples of Calendars of Events can be found in the repository on the VLE.

### **Subject Leader and CPD log**

This works well as a four column document. The first column includes the date, the second the activity, the third should indicate who was involved (please be clear on who is presenting CPD and who is attending as a participant) and the fourth should have a sentence or two to explain the impact. Please colour code your entries according to whether they are CPD, monitoring activities, meetings with SLT and other. Please note CPD is more than just courses and might include reading, informal meetings with colleague to help with planning etc.

Please make sure you regularly update your log throughout the year because it is so much harder to create it at the end of the year.

Examples of Subject Leader and CPD Logs can be found in the repository on the VLE.

## Portfolio

This is best presented in a PowerPoint file, (around 15 slides for PSQM Award, 20 for the PSQM Gilt Award and 25 for the PSQM Outreach Award) showing evidence from across the whole school and beyond), with examples of teacher planning and examples of pupil outcomes showing the impacts referred to in your reflections.

The portfolio should be produced after reflections have been written as then you will then have clarified what evidence you *need* rather than *want* to put in. Use annotations to explain and draw attention to the inserted evidence. Some subject leaders organise the portfolio around the criteria, some the principles and some according to themes or stories of the past year. Avoid animation, videos or excessive colour use, as this makes very large files for uploading! See the VLE guides for how to compress images. You can do this in PowerPoint and Word.

Video clips are not easily inserted into PowerPoints for uploading, and as they rarely add to the submission you are advised not to include these. Contact PSQM if you really think you need to include a video clip.

Ideally number the slides or pages so they can be referred to in the reflections.

Examples of portfolios can be found in the repository on the VLE.

## Additional information about your school- and you!

As well as the core documents and reflective statements you are required to answer two sets of questions about your school.

### At the beginning of the process

1. What is your DfE number? (check with the school office)
2. Please describe as best you can your school type (Primary, Junior, Special, Academy, etc)
3. How many classes are there per year group?
4. How many cohorts/Year groups are there?
5. Is there an attached nursery?
6. Is there an attached children's centre and/or special unit?
7. How would you describe the catchment/intake of children into your school?
8. Have there been any significant developments/circumstances in the last three years in your school of relevance to the PSQM programme e.g. change of leadership, inspection judgements.

### Once you have completed all the reflections

1. Summarise the main changes you have observed
2. To the profile of science?
3. To your colleagues?
4. To the children?
5. To you as a leader and teacher of science?
6. PSQM Outreach only- to the wider community?

Finally – what was the highlight?