

## The Catch Up® Excellence Awards – how to submit

### Aims

- To recognise and celebrate learner achievements
- To recognise and celebrate successful implementation of the Catch Up® intervention(s)
- To share examples of excellent Catch Up® practice

There are four levels of Excellence Award for each intervention.

Each Excellence Award is valid for two years.



Schools (or other settings) can choose to enter for either a Bronze, Silver or Gold Excellence Award, according to the evidence they wish to submit. (Please see the 'Award overview' page for a full summary.)

Schools (or other settings) that have held a Gold Excellence Award for at least two years, may then submit for a Platinum Excellence Award.

### Assessment criteria and evidence required

Schools (or other settings) will be required to provide appropriate anonymised evidence for each Excellence Award to meet the following assessment criteria.

ASSESSMENT CRITERIA	EVIDENCE REQUIRED
<b>Positive learner outcomes</b> (standardised tests or other measure of progress)	<p><b>Submission of data</b> (eg, pre- and post-scores on a standardised test) for a minimum of two learners who have received Catch Up® support over the last 6-12 months. Learners should have made at least double the normal (expected) rate of progress.</p> <p>Anonymised data should be submitted by using the Catch Up® Progress Reporting Tool, or a Catch Up® progress tracking template (a customised Excel sheet available for download), or via other suitable tracking</p>

	documentation, for example, the school's own progress tracking form.
<b>Positive learner outcomes</b> (case studies)	<b>Case studies</b> (using the proforma provided) of two learners who have received Catch Up® support over the last 6-12 months, and who have made at least double the normal (expected) rate of progress.
<b>High quality Catch Up® delivery</b>	10 individual session record sheets for each of two learners (20 record sheets in total), and two completed 'Observation of individual session' proformas, with the observations having taken place with the same deliverer and learner, at least four weeks apart.
<b>High quality Catch Up® management</b>	<b>Completion of the proforma provided</b> , detailing management of the implementation, delivery and monitoring of the intervention(s).

## Process of submitting for and the granting of Excellence Awards

The entry form should be completed and submitted electronically to Catch Up® (via email to [training@catchup.org](mailto:training@catchup.org)).

1. The electronic submission should include a jpg image of the school logo, for use on the Catch Up® website as required.
2. The electronic submission should include anonymised data, via completed progress tracking templates/forms, as appropriate.
3. The electronic submission might also include copies of supporting documents (if applicable).
4. The Excellence Award submission will be assessed by Catch Up®.
5. Applications will be responded to within approximately six weeks of receipt.
6. Winners will be awarded a 'Certificate of Catch Up® Excellence', and will have the right to use a 'Catch Up® Excellence Awards' logo (within a licensing agreement), for Catch Up® Literacy and/or Catch Up® Numeracy, as appropriate.
7. The Excellence Award will be valid for two years, and holders of an Award may submit for renewal at the end of the two years.



8. Schools (and other settings) who successfully renew a Gold Excellence Award will automatically be awarded a Platinum Excellence Award.
9. Schools (and other settings) who successfully submit for an Excellence Award will undertake to help promote good practice by:
  - Allowing their anonymised case studies to be used by Catch Up® in training and promotional materials, including on the Catch Up® website (with an image of the school logo)
  - Allowing staff from other schools or settings to contact them by telephone, to discuss their implementation, delivery and management of Catch Up® Literacy and/or Catch Up® Numeracy (as appropriate)

Once you have completed the entry form, send it to Catch Up® via email to: [training@catchup.org](mailto:training@catchup.org). Please remember to attach a jpg image of your school logo, anonymised data and (if applicable) copies of anonymised supporting documents.

If you are posting supporting documents, please send them to:

Catch Up, Keystone Enterprise Factory, 39 Brunel Way, Thetford, IP24 1HP