**The Catch Up® Excellence Awards Literacy**

**submission entry form**

**Please note that the school and contact name will appear on our website if you are successful in your submission.** This will help to enable staff from other schools or settings to make contact with you about Catch Up®.

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| --- | --- |
| **School (or setting) name** |  |
| **Address** |  |
| **Postcode** |  |
| **Contact name** |  |
| **Contact role** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Date of submission** |  |
| **Name and role of person completing this entry form (if different to above)** |  |

**Please tick/complete the boxes below, as appropriate.**

**Level of Award**

|  |  |
| --- | --- |
| Bronze |  |
| Silver |  |
| Gold |  |

**Catch Up® Literacy**

|  |  |
| --- | --- |
| Year introduced to your setting |  |
| Total number of staff trained to deliver and/or manage Catch Up® Literacy |  |
| Total number of learners supported (approximate) |  |

**Required evidence (from the last 6-12 months):**

**1. Data on learner progress**

Please tick to confirm that you are attaching data, and in which format:

|  |  |
| --- | --- |
| Report(s) generated via the Catch Up® Progress Reporting Tool |  |
| Completed Catch Up® progress tracking template |  |
| Other documentation (please give details below) |  |

|  |
| --- |
| Details of documentation submitted: |

**2. Case studies**

Using the proforma below, please provide case studies 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.

Include anonymised information about each learner (including their age), describe their attitude/self-confidence etc before, during and after taking part in the intervention, and explain the progress they have made (ideally, using standardised test data, if possible). You may also include comments from parents/carers, and from the learners themselves.

Each case study should be approximately 150-200 words.

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| **Case study 1** (approximately 150-200 words) |

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| **Case study 2** (approximately 150-200 words) |

**3. High quality Catch Up® delivery**

You will need to submit copies of 10 anonymised individual session record sheets for each of two learners (20 record sheets in total), and two completed anonymised ‘Observation of individual session’ proformas, with the observations having taken place with the same deliverer and learner, at least four weeks apart.

**Please tick the boxes below, as appropriate, to confirm the number of sheets you are submitting, and how you are sending them to Catch Up®.**

**Number of sheets submitted: Observations submitted:**

**22 in total 2 in total**

**How are you sending the sheets to Catch Up®?**

Attached electronically By post

**4. High quality Catch Up® management**

Please complete the relevant sections on the following pages (as outlined below) about the management of Catch Up® in your school/setting. Include details about implementation, delivery, and monitoring of the intervention(s), as appropriate for your submission.

* **Bronze, Silver, and Gold submissions: complete the ‘Background’ section**

Introduce your school/setting and explain why you chose Catch Up® Literacy.

* **Silver and Gold submissions: complete the ‘Implementation’ section**

Describe how Catch Up® Literacy is organised in your school/setting.

* **Gold submissions: complete the ‘Ongoing support’ section**

Describe how you ensure high quality delivery of the intervention in your school/setting.

**Bronze, Silver, and Gold submissions: ‘Background’**

Introduce your school/setting and explain why you chose Catch Up® Literacy.

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| --- |
| **Background: Introduce your school or setting, and explain why you chose  Catch Up® Literacy** (approximately 150-200 words) |

**Silver and Gold submissions: ‘Implementation’**

Describe how Catch Up® Literacy is organised in your school/setting.

Please include information about how you have timetabled the Catch Up® Literacy sessions, communicated about Catch Up® Literacy, selected learners who need Catch Up® Literacy support and monitored their progress.

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| **Implementation: How is Catch Up® organised in your school/setting?** (approximately 200 words) |

**Gold submissions: ‘Ongoing support’**

Describe how you selected staff to deliver Catch Up® Literacy, how they are supported, and how you ensure that they deliver high quality sessions that are faithful to the intervention process.

Please feel free to add any other details that you think will be helpful in your submission.

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| **Ongoing support: How do you ensure high quality delivery of the intervention in your school/setting?** (approximately 150-200 words) |

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 **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**

As outlined in the separate ‘How to submit’ document, schools (and other settings) who successfully submit for an Excellence Award will undertake to help promote good practice by allowing their 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), and by allowing staff from other schools or settings to contact them by telephone, to discuss their implementation, delivery and management of Catch Up® Literacy.

**Please sign below** to confirm acceptance of these terms.

**Signature:**

**Date:**