

## Appendix Two

### Top Tips

- Your establishment must be a member of nurtureuk to apply for the award.
- Read the extensive application pack carefully before applying and refer to the Frequently Asked Questions document too.
- Ensure that you meet all of the essential criteria.
- The application pack **Part One** – (Application Form, Further Information, Six Key Principles Submission) is your opportunity to “paint a picture” of the school and nurture group. Do not write this by hand - download the application form and type it so that you can expand the boxes and describe headings in more detail. The assessor should get a good feel for the provision from this document. Use it as an opportunity to celebrate what you do in the nurture group but also for the whole school nurturing approach.
- If submitting a hard copy evidence file, do not overfill the folder as it makes it very hard to read when the papers are forcing the ring binder open.
- A good idea is to use one child from the group as an example of assessments, observations, targets etc. as you would if it was a case study, rather than lots of examples of the same thing for several children or young people.
- Some sections require the same piece of evidence. Do not repeat the piece of evidence, simply cross reference it to the original section. Post it notes are useful for this when submitting a paper copy evidence folder.
- Photos are a good idea, but too many A4 photos take up too much space and can make the folder overfull. Shrink *relevant* photos so that you have several on one page and annotate them with brief explanations. Questions to ask yourself: *What is the picture capturing, why am I sharing it? What are the children/staff gaining from what can be seen in the picture?*
- If you put forward evidence of whole school training or whole staff or parent questionnaires, make sure to comment on the impact or outcomes following them.
- A really good evidence folder will usually reference the section and question number as an opening page or divider with a brief description of the evidence in that section written on it - e.g.

Whole School management and staffing

1a - Is staffed by adults who have and promote a positive attitude towards parents/carers of all children and encourage their involvement in activities supportive of the nurture group programme

1. Feedback from parent's questionnaire.
2. Invitations to nurture bake off day
3. Home school diary
4. Photos of parents in nurture

*We regularly invite parents into the nurture group for activity days. We send a home school diary every day and will chat informally with parents when they drop off and pick up the child daily. Questionnaires are usually positive and we use feedback to develop practice. Parents talk about the differences they see at home and school. We have an open door policy and we support parents with things like job applications or form filling for outside support if they need it.*

- Only add policies to the file of evidence that are relevant to the nurture group and school.
- Use a highlighter pen to make any reference to nurture in policies or school documents clear.
- Add a recent Ofsted/Estyn or HMIE reports or any other reports or awards, if they mention or are relevant to the nurture group.