

## Quality assurance and recognition briefing

Since 2009, the National Resource Centre for Supplementary Education has supported 500 supplementary schools to develop the quality of their provision through training, facilitation and moderation of nationally recognised and respected quality assurance for the supplementary education sector that:

- raises awareness,
- improves quality, and
- facilitates partnership

**To achieve a Quality Mark, supplementary schools must demonstrate that they:**



1. Create an effective learning environment
2. Teach effectively
3. Record progress and achievement
4. Choose the right resources
5. Plan and develop your organisation
6. Select and support staff and volunteers
7. Make sure that children are safe
8. Manage finances wisely

There are three routes to ensure good practice is being met and to access the NRCSE Quality Mark.

1. Supplementary schools are supported by a trained mentor or local authority representative who checks that they are meeting local and national safeguarding standards and completes the NRCSE management checklist report.
2. Groups of supplementary schools take the NRCSE 3-day Good Management course and are each supported to complete a management folder. The NRCSE management checklist report is completed by an NRCSE Quality Development Adviser (generally the course trainer)
3. An individual supplementary school completes online assessment of their provision and upload copies of policies and procedures. An NRCSE Quality Development Advisor checks through their documents and gives feedback via the NRCSE management checklist report.

Once safeguarding standards are met the school downloads templates and guidance from the NRCSE website and prepares a portfolio of evidence. The school must arrange an observation visit from an appropriate person (qualified teacher/education professional/NRCSE-trained mentor) who will write a short report witnessing what they have observed. The school then confirms that they are ready for their provision to be quality assured by NRCSE.

NRCSE will discuss with the school and local authority to identify a local 'educational expert' and arrange for a 'Quality Recognition Meeting' to take place.

At the Quality Recognition Meeting, two experts (one from a mainstream educational background and one from NRCSE) will scrutinise the portfolio of evidence, listen to a short presentation from school representatives, ask questions, and come to a decision as to the level at which the eight standards have been achieved.

- A Quality Mark report is prepared, together with a certificate and a logo and sent to the school.
- With the school's permission, this report is included on NRCSE's online directory of quality supplementary education providers.
- Local authorities are encouraged to publicise the achievement of supplementary schools in their area, demonstrating their own good practice and supportive response to government regulation and statutory guidance.
- NRCSE aims to arrange a national celebration of achievement annually. Past celebrations have taken place at the British Museum and the Houses of Parliament.

