

Crawshaw School
Make the Grade Proposal Options
Year One programme
Sept 2012 – July 2013

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1 Executive Summary

The following proposal document details five options for you to select one from. Under each proposal you will find details of beneficiary numbers and the number of volunteers involved for the different combination of activities. For more information on each activity type please see pages 9 to 13.

Proposal	Activities included in Proposal (no^o of activities in brackets)	Approximate number of beneficiaries	Approximate number of business volunteers
Proposal 1 11 activities	Careers Event (1), Interviews Skills and Practice (2), Workplace Visit (3), Functional Workshop Series (4), Group Mentoring (1)	350 pupils	57 volunteers
Proposal 2 12 activities	Careers Event (2), Interviews Skills and Practice (2), Workplace Visit (4), Functional Workshop Series (4)	430 pupils	70 volunteers
Proposal 3 8 activities	Careers Event (1), Interviews Skills and Practice (1), Functional Workshop Series (3), Workplace Visit (2), Performance Mentoring – School support dependent Model ** (1)	250 pupils	50 volunteers
Proposal 4 4 activities	Interviews Skills and Practice (1), Work Experience (2), Performance Mentoring – Leeds Ahead led model** (1)	96 pupils	21 volunteers
Proposal 5 5 activities	Interviews Skills and Practice (1), Functional Workshop Series (2), Workplace Visit (1), Performance Mentoring – Leeds Ahead led model** (1)	165 pupils	26 volunteers

** Please see page 12

Sponsor Businesses: TBC

Anchor Businesses:



Proposal Key

Activities are broken down into various categories and are colour coded as follows:

Pupil Support – One off activities	These activities generally have a suggested duration of 1-3 hours and tend to reach a larger numbers of students.
Pupil Support – Intensive support	These activities offer intensive support to pupils over a longer period of time. This support is considered to have a larger impact on pupils but generally reaches a smaller number of pupils than the one off activities.
Staff Support	These activities support school staff to develop (with a particular focus on senior members of staff).
Grounds Support	These activities support the school grounds. Businesses involved generally do not have any interaction with pupils. Support of this kind includes gardening and decorating within school grounds.
Bespoke Support	Leeds Ahead can work with a school to develop bespoke activities to meet the school's needs if not met by the support options above.

In addition to the activities detailed in each proposal for the academic year 2012/13, as discussed, a further allocation is available to be assigned once discussed and agreed with all parties involved in the steering groups. A steering group will take place once a term with the school, sponsor businesses and anchor businesses involved in the Make the Grade programme.

2.1 Proposal One – One off activities and Group Mentoring

The following proposal covers a combination approach including Group Mentoring and one off activities. Proposal One is made up of 11 activities, approximately 57 volunteers and assumes beneficiary numbers of approximately 350 across the school.

Activity	Target cohort (as discussed with school)	Expected no ^o of beneficiaries (per activity)	Duration of Activity	Expected no ^o of Businesses (and volunteers) involved (per activity)*	No ^o	Notes on activity
Careers Event	Year 10	50-100 students	3 hours	6 – 15 across a breadth of sectors (12-30 volunteers) (A+)	1	Crawshaw are keen to see this activity involve BTEC students studying a module in events management. Crawshaw are to involve local businesses.
Interview Skills and Practice	Year 11/12/13	54 students	2-3 hours	3+ (6+ volunteers) (A+)	2	Crawshaw wish to target older students with this activity.
Workplace Visit	Year 7 – 13 TBC	15 students	2-3 hours	1 business (2-3 volunteers) (A+)	3	Workplace visits can be pitched at different levels for a range of abilities and ages.
Functional Workshop Series	Year 7 – 13 TBC	25-30 students (up to one class)	1-2 hours	1 business (1-3 volunteers) (A+)	4	Crawshaw are keen on an employability and language focus. This Functional Workshops series can focus on both or either of these subjects and can target the same students three times or a different group of students for each workshop.
Group Mentoring	Year 8 Girls	8 – 10 students (all boys or all girls)	2 hours – 6 times a year	1-3 businesses (8-10 volunteers) (A)	1	This activity can be targeted at boys or girls. This activity relies on a member of school staff attending each session. Sessions run once per half term and are led by the mentors.

*Where this number has an (A) it is assumed that an Anchor business would deliver this activity. (A+) assumes that the anchor business would deliver this activity alongside other businesses from the local area and a breadth of sectors across Leeds.

2.2 Proposal Two – One off activities to reach a large number of pupils

The following proposal includes one off activities to reach a larger number of pupils. Crawshaw have an option to target at different pupils of varying ages across the school or to allocate one group of pupils to the four activities below so they are receiving four interventions across the year. Proposal Two is made up of 12 activities, approximately 70 volunteers and assumes beneficiary numbers of approximately 430 across the school.

Activity	Target cohort (as discussed with school)	Expected no ^o of beneficiaries (per activity)	Duration of Activity	Expected no ^o of Businesses (and volunteers) involved (per activity)*	No ^o	Notes on activity
Careers Event	Year 10	50-100 students	3 hours	6 – 15 across a breadth of sectors (12-30 volunteers) (A+)	2	Crawshaw are keen to see this activity involve BTEC students studying a module in events management. Crawshaw are keen to see this activity involve local businesses. These two activities can target different groups – e.g. gifted and talented and/or vocational.
Interview Skills and Practice	Year 11/12/13	54 students	2-3 hours	3+ (6+ volunteers) (A+)	2	Crawshaw wish to target older students with this activity.
Workplace Visit	Year 7 – 13 TBC	15 students	2-3 hours	1 business (2-3 volunteers) (A+)	4	Workplace visits can be pitched at different levels for a range of abilities and ages.
Functional Workshop Series	Year 7 – 13 TBC	25-30 students (up to one class)	1-2 hours	1 business (1-3 volunteers) (A+)	4	Crawshaw are keen on an employability and language focus. This Functional Workshops series can focus on both or either of these subjects and can target the same students three times or a different group of students for each workshop.

*Where this number has an (A) it is assumed that an Anchor business would deliver this activity. (A+) assumes that the anchor business would deliver this activity alongside other businesses from the local area and a breadth of sectors across Leeds.

2.3 Proposal Three – One off activities and Performance Mentoring

The following proposal covers a combination approach including Performance Mentoring and one off activities. Proposal Three is made up of 8 activities, approximately 50 volunteers and assumes beneficiary numbers of approximately 250 across the school.

Activity	Target cohort (as discussed with school)	Expected no ^o of beneficiaries (per activity)	Duration of Activity	Expected no ^o of Businesses (and volunteers) involved (per activity)*	No ^o	Notes on activity
Careers Event	Year 10	50-100 students	3 hours	6 – 15 across a breadth of sectors (12-30 volunteers) (A+)	1	Crawshaw are keen to see this activity involve BTEC students studying a module in events management. Crawshaw are keen to see this activity involve local businesses.
Interview Skills and Practice	Year 11/12/13	54 students	2-3 hours	3+ (6+ volunteers) (A+)	1	Crawshaw wish to target older students with this activity.
Functional Workshop Series	Year 7 – 13 TBC	25-30 students (up to one class)	1-2 hours	1 business (1-3 volunteers) (A+)	3	Crawshaw are keen on an employability and language focus. This Functional Workshops series can focus on both or either of these subjects and can target the same students three times or a different group of students for each workshop.
Workplace Visit	Year 7 – 13 TBC	15 students	2-3 hours	1 business (2-3 volunteers) (A+)	2	Workplace visits can be pitched at different levels for a range of abilities and ages.
Performance Mentoring – School support dependent Model **	Year 10 borderline pupils	36 – 45 dependent on the no ^o of mentors	On-going- 8 x 1 hour sessions a year	3+ businesses (12-15 volunteers) (A)	1	Please see note on pages 12-13**. Each volunteer will mentor 3 pupils. Sessions are one hour eight times a year - each student gets 15 minutes with their mentor to review the hard data and a 5 minute change over time. This model is heavily dependent on a dedicated member of school staff to attend each session and arrange data to be sent to mentors prior to the session.

*Where this number has an (A) it is assumed that an Anchor business would deliver this activity. (A+) assumes that the anchor business would deliver this activity alongside other businesses from the local area and a breadth of sectors across Leeds.

2.4 Proposal Four – More intensive support for a smaller number of pupils

The following proposal covers a more intensive approach for a smaller number of pupils including Performance Mentoring and Work Experience. Proposal Four is made up of 4 activities, approximately 21 volunteers and assumes beneficiary numbers of approximately 96 across the school.

Activity	Target cohort (as discussed with school)	Expected no ^o of beneficiaries (per activity)	Duration of Activity	Expected no ^o of Businesses (and volunteers) involved (per activity)*	No ^o	Notes on activity
Interview Skills and Practice	Year 11/12/13	54 students	2-3 hours	3+ (6+ volunteers) (A+)	1	Crawshaw wish to target older students with this activity.
Performance Mentoring – Leeds Ahead led model	Year 10 borderline pupils	36 – 45 dependent on the no ^o of mentors	On-going- 8 x 1 hour sessions a year	3+ businesses (12-15 volunteers) (A)	1	Please see the note on pages 12-13**. Each volunteer will mentor 3 pupils. Sessions are one hour eight times a year - each student gets 15 minutes with their mentor to review the hard data and a 5 minute change over time. Leeds Ahead will be present at every session to ensure a complete mentoring service for the school, the pupils and the mentors.
Work Experience for 2 students	Year 10 or 11	2 students	1-2 weeks	1 business (A) (1-3 volunteers)	2	Work experience is planned in depth by Leeds Ahead with the business and the school. Work placements are targeted specifically with a targeted student in mind.

*Where this number has an (A) it is assumed that an Anchor business would deliver this activity. (A+) assumes that the anchor business would deliver this activity alongside other businesses from the local area and a breadth of sectors across Leeds.

2.5 Proposal Five – More intensive support for a smaller number of pupils (without Work Experience)

The following proposal covers a more intensive approach including the Leeds Ahead led model of Performance Mentoring and various one off activities. Proposal Five is made up of 5 activities, approximately 26 volunteers and assumes beneficiary numbers of approximately 165 across the school.

Activity	Target cohort (as discussed with school)	Expected no ^o of beneficiaries (per activity)	Duration of Activity	Expected no ^o of Businesses (and volunteers) involved (per activity)*	No ^o	Notes on activity
Interview Skills and Practice	Year 11/12/13	54 students	2-3 hours	3+ (6+ volunteers) (A+)	1	Crawshaw wish to target older students with this activity.
Functional Workshop Series	Year 7 – 13 TBC	25-30 students (up to one class)	1-2 hours	1-3 businesses (1-3 volunteers) (A+)	2	Crawshaw are keen on an employability and language focus. This Functional Workshops series can focus on both or either of these subjects and can target the same students three times or a different group of students for each workshop.
Workplace Visit	Year 7 – 13 TBC	15 students	2-3 hours	1 business (2-3 volunteers) (A+)	1	Workplace visits can be pitched at different levels for a range of abilities and ages.
Performance Mentoring – Leeds Ahead led model	Year 10 borderline pupils	36 – 45 dependent on the no ^o of mentors	On-going- 8 x 1 hour sessions a year	3+ businesses (12-15 volunteers) (A)	1	Please see the note on page 12**. Each volunteer will mentor 3 pupils. Sessions are one hour eight times a year - each student gets 15 minutes with their mentor to review the hard data and a 5 minute change over time.

*Where this number has an (A) it is assumed that an Anchor business would deliver this activity. (A+) assumes that the anchor business would deliver this activity alongside other businesses from the local area and a breadth of sectors across Leeds.

3. Supporting Product Information

Make the Grade activities are available in five categories; Pupil Support – one off activities, Pupil Support – intensive support, Staff Support, Grounds Support and Bespoke. All activities can be targeted and adapted to meet a school's needs. Please find more details on these listed below.

3.1 Pupil Support – One off activities

Careers Event

No^o of beneficiaries:	50-100 students
Number of businesses involved:	6 -15 generally (more can be discussed with a change of event layout)
Number of volunteers:	1-2 volunteers each bus.
Suggested Duration:	3 hours
Suitable for:	Year 10 and above

Description: Businesses from a breadth of sectors attend a careers event at school to talk to students about working life, their sector and different career paths. Volunteers are asked to present on their role and business; this is followed by a marketplace style careers event. The Careers Event assists schools in their aim to ensure all young people are able to reach their full potential irrespective of their starting point.

Interview Skills and Practice

No^o of beneficiaries:	Approx. 54 students
Number of businesses involved:	3+
Number of business volunteers:	6+
Suggested Duration:	2- 3 hours
Suitable for:	Year 10 and above

Description: A number of business volunteers act as interviewers for a group of participating students. Each is interviewed individually and then receives feedback. This gives students valuable experience of what a business may seek when looking for potential new recruits and how students can improve their presentation style.

Functional Workshop

No^o of beneficiaries:	25-30 students
Number of businesses involved:	1+
Number of volunteers:	1-3
Suggested Duration:	1- 2 hours
Suitable for:	Year 5 and above

Description: Volunteers deliver an interactive workshop to a group of students on a specialist subject related to their work. Leeds Ahead works with business volunteers to make activities engaging and interesting to the group and encourages student interaction wherever possible. Functional Workshops can be delivered as a one off or as a related series. Functional Workshops enhance delivery of the school's standard and / or creative curriculum, often contributing towards academic qualifications and meeting national and local agendas. Functional workshops can be focused around a variety of subjects including; Maths, English, Languages, ICT, Science and Employability (CV skills, interview skills, etc.) and focus on bringing the subject to 'life' to see how businesses use these subjects in their everyday work. Subjects can also include finance, manufacturing, marketing, product development, health and safety, literacy, well-being, law, engineering and many more.

Guest Speaker

Suggested beneficiaries:	25-30
Number of businesses involved:	1+
Number of volunteers involved:	1-3
Suggested Duration:	1-2 hours
Suitable for:	Year 5 and above

Description: Business volunteers deliver a presentation on their role, their sector and their route into employment. Leeds Ahead works with the business volunteer(s) to encourage them to create interactive activities based around their work and sector. This activity is particularly interesting for schools wishing to provide an insight into an industry for their students.

Pupil Workplace Visits

No^o of beneficiaries:	15 students
Number of businesses involved:	1
Number of volunteers involved:	2+
Suggested Duration:	2- 3 hours
Suitable for:	Year 5 and above

Description: Business volunteers host approximately 15 students to take a tour of their workplace. The visit focuses on discussions around work, jobs and career paths as well as having a key focus on the sector the business operates in. Workplace Visits give students the chance to see a working environment outside those they may have already considered and shows students an example of the variety of jobs available. Volunteers are encouraged to give the students a challenge to complete during the visit related to their sector. Visits can be targeted from Year 5 (Primary work) and above. Students particularly engage when the visit relates to their area of study (e.g. Media students visiting a production studio, Business students visiting a logistics company).

World of Work (Primary Activity)

No^o of beneficiaries: 25-50 students

Number of businesses involved: 1-6

Number of volunteers involved: 6+

Suggested Duration: 1 school day

Suitable for: Year 5 or 6

Description: Volunteers join a primary school class(es) of Year 5 and/or 6 pupils for the day. The teacher facilitates a series of activities which bring in the volunteers to work with students in small groups. The day focuses on exploring and encouraging higher aspirations among the students and informing them about the world of work through fun, interactive activities. Students gain insight into the industry and role of the volunteers as well as a broad range of other sectors and roles. Leeds Ahead provides the activity ideas and plans the sessions with the teachers in advance.

Enterprise World of Work (Primary Activity)

No^o of beneficiaries: 25-50 students

Number of businesses involved: 1-6

Number of volunteers involved: 6+

Suggested Duration: 1 school day

Suitable for: Year 5 or 6

Description: Similar to the World of Work activity above, Enterprise World of Work is a teacher-facilitated day where volunteers work with 1-2 classes of Year 5 and/or 6 pupils for the day. Volunteers work with pupils on activities around enterprise, product development, marketing and the working world. The day focuses on designing, marketing and presenting a chocolate bar from scratch, working with a variety of skills from communication and teamwork through to generating ideas, initiative and presentation skills.

3.2 Pupil Support – Intensive support

Live Enterprise Challenge

No^o of beneficiaries:	10-30 students
Number of businesses involved:	1
Number of volunteers involved:	2-6
Suggested Duration:	2-4 sessions over a period of time
Suitable for:	Year 7 and above

Description: Students take part in innovative and engaging project scenarios set to encourage commercial thinking. The project may be hypothetical or a real situation in the company's business sector. The business volunteers will set a brief for the students to work to – examples include a media company providing the brief for a group of students to design and make their own school's promotional video to industry guidelines and a technology company working with students on creating a sustainable vehicle made out of recycled electrical components. Businesses are encouraged to set briefs to meet the school's needs (e.g. the project could be part of project work for a subject class) and all briefs are encouraged to include communication and team working skills.

Working World

No^o of beneficiaries:	20 students
Number of businesses involved:	1-4
Number of volunteers involved:	4+
Suggested Duration:	4 sessions over time or based over one school day
Suitable for:	Year 7-9

Description: Volunteers work with Key Stage 3 students to increase their knowledge surrounding working life, employability skills and raising aspirations. The school can choose from a menu of activities to ensure the content compliments their curriculum and their school's aims.

Work Experience

No^o of beneficiaries:	1 student
Number of businesses involved:	1
Number of volunteers involved:	1-3
Suggested Duration:	1-2 weeks
Suitable for:	Year 10 and above

Description: Work Experience aims to increase the skills, experience and ultimately employability of a student through insight and hands on practice in a business setting. Work experience should give an overview of different aspects of a business' operations and the student's workload should contribute to meeting the business' needs whilst developing the student. Leeds Ahead work with the school and business to plan the Work Experience in depth to ensure the student gets the most out of the experience.

Group Mentoring

No^o of beneficiaries: 8-10 students (all boys or all girls)

Number of businesses involved: 1-3

Number of volunteers involved: 8-10

Suggested Duration: 6 x 2 hour sessions over the period of a year

Suitable for: Year 8-9 (please discuss with Leeds Ahead if you wish to work with an older age range).

Description: A group of 8-10 business mentors (all male or all female) meet on a regular basis with a group of 8-10 students (all male or all female) to work with them on developing a positive attitude towards aspirations and work and building confidence. The location for the sessions alternates between the school and the business and the group mentoring programmes often include workplace visits to the mentors' business(es).

Performance Mentoring

No^o of beneficiaries: 36-45 students (based on a minimum of 12 mentors)

Number of businesses involved: 3+

Number of volunteers involved: 12-15

Suggested Duration: 8 sessions over the period of a year

Suitable for: Year 10 and 11

Description: Business Volunteers meet with students to discuss their grades and attitude to learning with aims to increase both (with a particular focus on the core subjects of English, Science and Maths). Volunteers focus on hard key assessment point (KAP) data which is sent through to the mentors in advance by the school to allow time for mentors to review before they meet their mentees. Schools can target students as they wish, but Leeds Ahead recommend borderline (C/D) students. Mentors attend the session at the school for one hour; students each have a 15 minute session with their mentor where the mentor and student work together to produce realistic, but challenging, goals for the student to work towards.

IMPORTANT NOTE: Performance Mentoring assumes that mentors will be trained by Leeds Ahead but will not be CRB checked due to the infrequency and duration of the contact for these sessions. There must be a member of school staff present in the space where Performance Mentoring is taking place at all times and students must not be left alone with mentors. Please contact Leeds Ahead if you would like mentors to be CRB checked and we will adjust the model accordingly (this will incur an additional cost or use of unallocated budget).

**** Please note the differences between the two Performance Mentoring models.** The school support model of Performance Mentoring is highly dependent on a committed member of school staff to be present at all of the sessions to run the sessions and ensure data is provided to the mentors and printed off prior to each meeting requiring data. This must be a member of staff willing to take on the project. The Leeds Ahead led model for Performance Mentoring is highly supported by Leeds Ahead and a member of the Leeds Ahead team will be present throughout all 8 of the sessions. Due to CRB regulations a member of school staff will need to be present but will not need as much responsibility for the project for the Leeds Ahead led operating model. For the school dependent model Leeds Ahead will be present at the pre-start tour of the school with the mentors and the first session but no further sessions. For both models Leeds Ahead will be available for support via the telephone at all times throughout the project.

3.3 Staff Support

Critical Friend Mentoring

No^o of beneficiaries: 1 member of staff

Number of businesses involved: 1

Number of volunteers involved: 1 senior volunteer

Suggested Duration: 1-2 hour meeting every 4-6 weeks

Suitable for: School staff- primarily SLT

Description: Critical Friend mentoring provides specialist support for a member of staff to help them develop and manage aspects of their role and their workload in general. This focuses on professional competencies such as; marketing, organisational change, finance, law and HR as well as personal competencies such as; confidence, presentation skills, time management – or indeed whichever aspect the mentee feels in need of support.

3.4 Grounds Support

Team Activity Days in Schools

No^o of beneficiaries: Whole school

Number of businesses involved: 1+

Number of volunteers involved: 8+

Suggested Duration: Half day/ Full day

Description: Businesses take a team of colleagues into a school in need of painting and decorating or in need of improvement to outside areas via gardening work. Tasks vary according to the needs of the area and result in an improved learning environment for students and staff alike. The day sometimes incorporates some pupil involvement alongside the volunteers and is an informal, enjoyable activity.