

**Quality Start Processes and Procedures**

Applications for the Quality Start award will be open from 1st May until 24th May 2019.

**Application Process:**

* Read through information and guidance document.
* Complete each section of the application form by ticking the box which best describes your achievements. Add together the scores (these are indicated on the boot) from each section to give an overall total. This number will identify the level of award for verification.
* The form will then need to be signed by head teacher and PE Coordinator and sent to [enquiries@qualitystart.org.uk](mailto:enquiries@qualitystart.org.uk)
* On receipt of application schools will be sent an invoice for £95 from Quality Start.
* A member of the Quality Start team will then contact the school to arrange a mutually convenient time for verification.
* Any questions or queries during this time to [enquiries@qualitystart.org.uk](mailto:enquiries@qualitystart.org.uk)

**Verification Process:**

* Applications reviewed and verifications carried out until 20th July 2019
* Verification will take 45min- 1 hour with PE coordinator and/or KS1 Lead.
* Evidence to support your application will be needed during verification. [Please look at Mark Criteria sheet for examples]
* Written feedback provided to Head Teacher and PE coordinator
* Unsuccessful schools will be given an opportunity for re-verification at a later date and offered support to create PE and Sport Development Plan

**Qualification Process:**

* Successful schools will be awarded certificate and glass plaque of achievement.
* Schools may use QS logo on headed paper and other promotional materials related to school.
* Unsuccessful schools will be given an opportunity for re-verification at a later date and offered support to create PE and Sport Development Plan

