

**Quality Start Processes and Procedures**

Applications for the Quality Start award will be open from 27th April until 22nd May 2020.

**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 [qualitystartaward@gmail.com](mailto:qualitystartaward@gmail.com)
* On receipt of application schools will be sent an invoice for £95 from Quality Start or £130 if not received 2 weeks after the closing date.
* 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 [qualitystartaward@gmail.com](mailto:qualitystartaward@gmail.com)

**Verification Process:**

* Applications reviewed and verifications carried out until 17th July 2020.
* Verification will take 45min- 1 hour with PE coordinator and/or KS1 Lead. This may be a video call or personal visit to school. (Depending on circumstances)
* Evidence to support your application will be needed during verification. [Please look at Mark Criteria sheet for examples]
* Written feedback provided to Headteacher 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 plaque of achievement.
* Schools may use Quality Start 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

