

Excellence Visits: Information for Hosts

Excellence Visits are a fantastic way to share best practice and showcase what you do. Evaluation results have consistently found that these have a real impact on teaching practice and we want to make them as successful as we can. This document sets out guidance and expectations on both sides that will ensure a successful, straightforward and impactful visit.

Key contact: Marta Bednarek, TSA Coordinator, Marta.Bednarek@guildfordhigh.co.uk

Before the visit

We will...

Promote the event to ensure sufficient sign up for a successful event.

Take on the **administration** around queries, guest lists and obtaining dietary requirements.

Your school will...

Provide a **summary** of the day in one or two sentences for us to use in targeted promotion, including information on who your **target audience** is.

Provide an **agenda** for the day. **We suggest, based on previous feedback, that the visit includes:** a start time which allows for those travelling long distances; information on school context/journey; a tour of the school; less observations; discussion time and networking opportunities; Q&A with staff and/or pupils; handouts; a closing session to agree top tips/actions to take away.

After the visit

We will...

Send out an **evaluation** to capture how the day went and planned actions as a result of the day. It also includes a space for people to leave their email address, should they be willing to take part in follow-up evaluations to assess the longer term impact. We will **share the results** of the evaluation with you.

Pay for all reasonable **administration, catering, travel and accommodation expenses** incurred as a result of attending or hosting an Excellence Visit. All invoices should be addressed to United Church Schools Trust.

Your school will...

Send through electronic copies of any **resources from the day** to Marta, for distribution to attendees and for publication on United Hub, for other schools and teachers to benefit from.

Complete a one-page template including the key take homes from the day and reflection questions so that others who did not attend can take this away and benefit from your practice. This will be shared, along with the other resources, on United Hub.