

IFLE - BRONZE

20 week project

Timeline	Project Outline
<u>Preliminary work</u>	<u>EVs Meet with NM (virtual Teams)</u> <ul style="list-style-type: none"> • EVs meet with NM to set up a date for Week 1 meeting
<u>Week 1</u> <u>Date:</u>	<u>EVs and NM Meet (virtual over Teams)</u> <ul style="list-style-type: none"> • Discuss readiness for IFLE Bronze award. • Introduce and outline award/ project, using Framework Table document. • Share expectations and an overview of the project using IFLE Bronze Flowchart for Nursery. • Share the IFLE Framework document, EVs will email document to NM. • NM to make Framework available to staff. • Check there is available screen for future staff meeting. • Agree and set all dates between Nursery and EVs.
<u>Week 2</u> <u>Date:</u>	<u>Whole Staff Meeting led by EVs (in person)</u> EVs share: <ul style="list-style-type: none"> • PowerPoint with Staff • Discuss framework documents • Facilitate discussion around the indicators. Setting (Post meeting) <ul style="list-style-type: none"> • Have 1 week to decide on chosen indicators and feedback to EVs.
<u>Week 3</u> <u>Date:</u>	<u>EV and NM Meeting (virtual)</u> Nursery Manager will: <ul style="list-style-type: none"> • Feedback selected indicators EVs will (Post meeting): <ul style="list-style-type: none"> • Create the IFLE Action Plan document, with the chosen indicators. • This will be used for the Baseline Observation.
<u>Week 4:</u> <u>Date:</u>	<u>Baseline Observation (EVs, in person, 1/2 day)</u> EVs will: <ul style="list-style-type: none"> • Complete baseline observation around the selected indicators. EVs will (Post Observation Visit) <ul style="list-style-type: none"> • Collate observations to populate the IFLE Action Plan.
<u>Week 5</u> <u>Date:</u>	<u>EV and NM Feedback Meeting- from Baseline Observation (virtual over Teams)</u> EVs will <ul style="list-style-type: none"> • Share observation summary in the form of the Action Plan. • Discuss with this with the NM and EVs will record next steps. • E mail Action Plan to NM. NM is responsible for: <ul style="list-style-type: none"> • Implementing next steps and keeping the Action Plan updated.

	<ul style="list-style-type: none"> • Ongoing gathering of evidence (e.g. photographs, videos, comments, resources, assessment) for the PowerPoint and Big Book. •
Week 6-11 No planned EV visits	<u>Setting consolidation</u> <ul style="list-style-type: none"> • Staff will implement and begin to embed next steps.
Week 12 <u>Date:</u> Ev Meeting only:	<u>Midway Point Observation (EVs, in person, 1/3 day)</u> EVs will: <ul style="list-style-type: none"> • Complete observations taking account of the next steps. • NM will share progress of evidence e.g. PowerPoint and Big Book. • Informal verbal feedback to the NM can be offered. • Agree date for Accreditation/ Celebration. <u>Post observation</u> EVs will: <ul style="list-style-type: none"> • Meet to reflect on observation and progress. Refer to and annotate original Action Plan (Nursery have the current Action Plan).
Week 13 <u>Date:</u>	<u>EV and NM Feedback Meeting- from Midway Point Observation (virtual)</u> EVs will: <ul style="list-style-type: none"> • Share observation summary • Discuss next steps with NM NM will: <ul style="list-style-type: none"> • Update the Action Plan accordingly.
Week 14-17 No Planned EV Visits	<u>Setting consolidation</u> <ul style="list-style-type: none"> • Staff will continue to implement and embed next steps. • NM will continue to gather evidence for PowerPoint and Big Book.
Week 18 <u>Date:</u>	<u>Final Observation (EVs, in person, 1/3 day)</u> EVs will: <ul style="list-style-type: none"> • Visit for a progress update. EVs and NM will: <ul style="list-style-type: none"> • Look at the accreditation documentation (PowerPoint presentation and Big Book).
Week 19 <u>Accreditation Visit Date:</u> <u>Feedback Date:</u>	<u>Accreditation Visit and Celebration (Accreditors and EVs, in person, 1/2 day)</u> NM will: <ul style="list-style-type: none"> • Present PowerPoint and Big Book to Accreditors evidencing the IFLE journey and response to the indicators. Accreditors will: <ul style="list-style-type: none"> • Also complete an on-floor observation. • Provide informal feedback, if appropriate, during this visit. Post visit: Accreditors will: <ul style="list-style-type: none"> • Complete accreditation report. • Share accreditation report and outcomes with NM (Virtually).
Week 20 <u>Date:</u>	<u>Celebration</u> <ul style="list-style-type: none"> • In person visit to Nursery by Accreditors • Attended by EV Mentor • Celebration and Presentation of Certificates to NM.

