

## SCHOOL-DETERMINED STUDY VISITS 2004-2006 GUIDANCE NOTES FOR UK SCHOOLS

These notes are designed to help you in your application for a School-Determined Study Visit with the Specialist Schools Trust. While we would like to be able to accept every application to the programme, it is important that proposals do meet the set DfES criteria. By reading and thinking about the points below, it is hoped that you will have a better understanding of what constitutes a successful application to the programme.

### General Points

- 1) Where possible, all application forms should be filled in electronically. While this is not essential, it does make our job a lot easier in being able to read through your proposal.
- 2) Please write the full contact details for both your school, and your partner school. This will allow us to make contact quickly with all those involved, including your partner school, who we will contact to verify the link you have, and the dates you have proposed for the visit.
- 3) Visits must incorporate a minimum of 5 working days in your partner school, and a maximum of 10 working days.
- 4) All forms must bear the appropriate signatures. Your application will be delayed if this is not adhered to.

### Project Proposal & Teacher Application Forms

- 1) Theme of Visit – a maximum of two approved themes can be chosen by the participating group, and must relate to current areas of interest in your school that you wish to develop.
- 2) Strength of link – It is important to demonstrate, as fully as possible, the strength of the partnership with your link school. Please detail all activities that have been undertaken as a result of the partnership, including e-mail/pen-pal links, curricular projects, previous study visits, reciprocal visits etc. If we are not able to see this kind of information in your application forms, it is unlikely it will be accepted. You need to have had an established link for *at least six months* at the time of application.
- 3) Why have you chosen this school? – In your proposal form, please explain fully why your partner school is appropriate for the study visit. Having a strong link with the school is important, but we also need evidence that the theme you have chosen can be examined to good effect in the host school, and that exemplary practice will be evident.
- 4) Learning Objectives – Please ensure that the learning objectives fully relate to the themes you have chosen for the Study Visit.
- 5) Outcomes – the projected outcomes of your visit need to be explained in detail, and must relate to the learning objectives for the visit, and your school-development plan. They will need to particularly demonstrate how the proposed visit will contribute to the raising of pupil achievement in your own school, and not just your partner school.
- 6) Preparation for the Visit – it is important to detail how you and your colleagues intend to prepare for the proposed study visit. For example putting together an itinerary, proposed research areas, and what procedures will be in place, before you go, to evaluate the success of the study visit.

- 7) Evaluation of the visit – in this section, please detail all the avenues you will use to evaluate and disseminate the findings of your study visit. This could include staff meetings, presentations to your LEA, sharing of information with partner schools, report writing, professional training days etc. You will also need to demonstrate how you envisage the study visit will have helped strengthen the link you have with your partner school.
- 8) Each teacher application will be assessed on an individual basis, and will need to match the eligibility criteria set by the DfES (set out in the accompanying brochure).

**IMPORTANT NOTE: Before submitting your application, please ensure that your partner school has AGREED to your proposed visit, and the dates which you have outlined in your application forms!**

If you have any questions about the above points, please do not hesitate to contact a member of the TIPD Team. Tel: 01733 758030, E-mail: [alisonw@specialistschools.org.uk](mailto:alisonw@specialistschools.org.uk), Fax: 01733 758033.