Guidance for Sharing Good Practice
School Visits, Showcases and School-to-School Support
2014-15

Gathering Examples of Good Practice	Promoting Examples of Good Practice
- Use data to identify areas of strength - Volunteers - Evidence from Learning Reviews/ other reviews	- Use of data to identify areas of need - Directory available on the ETSA website - Direction from the school improvement team

Before a School Visit
Both parties should be clear as to the exact focus and purpose of the visit. To maximise the impact of the visit, arrange to visit with another colleague from your own school or from within the alliance.

Host	Visitors
- Read the pre-visit form - Clarify any points to ensure focus of the visit is clear and can be met - Communicate necessary practical information	- Complete pre-visit form - Prepare for visit by researching a little about the school/dept - Be very clear about what you hope to gain

During a School Visit
Both parties should have a copy of the pre-visit form with them.

Host	Visitors
- Plan a focused experienced which might include: An introduction to the school/project/practice Examples – observations in lessons, student work or interviews, input from other colleagues A task for the visitor (this might work better for small groups of visitors) Plenary – to return to pre-visit form and allow time for reflection - Prepare something for the visitor to take away with them if appropriate	- Keep in mind your focus but be open to what else you might learn - Ask questions - Make notes – come prepared to do so

After a School Visit
This will vary depending on the nature of the visit.

Host	Visitors
- Follow-up with an email to see how the learning from the visit has impacted on practice - Arrange a follow-up visit if appropriate - Arrange a reciprocal visit if appropriate	- Complete both parts of the reflection form - Trial/implement/change practice as a result - Feedback results of visit to host school - Arrange a follow-up visit if appropriate - Arrange a reciprocal visit if appropriate for the host school to see the impact - Share your findings with colleagues in your setting

Other Models for Sharing Good Practice
Successful departments, teams and teachers might find it more effective and efficient to hold open mornings or afternoons. This could be requested by the ETSA and school improvement team to address an issue affecting more than one school.

Pre-Visit Form
To be completed by the Visitor(s) with input from your line manager/in a coaching session

Host School:	Visitor's School:
Host School Contact (name and email address):	Visitor (name and email address):
	Date and time of visit:

Purpose/Focus of Visit:

What are you hoping to learn/see/discuss? Include any key questions you have.

What are you hoping to be able to implement/change/improve as a result of the visit?

How will you measure the impact of the visit?

Additional Notes

| **Visit Form** |
| To be completed by the Visitor(s) during the visit. |

Make notes on what you see (lessons, student work, resources etc)

How could you adapt what you've seen to your context?

Questions raised

Post-Visit Form To be completed by the Visitor(s) with input from your line manager/in a coaching session

Reflection immediately after visit

In what ways did the visit fulfil its purpose/address its focus?

What else did you learn in addition to your planned focus?

What do you plan to do as a result of your visit?

Monitoring of Impact

What have you done after 1 week and what's the impact? Have you been observed doing this/have you observed anyone else doing this?

What have you done after 2 weeks and what's the impact? Have you been observed doing this/have you observed anyone else doing this?

What have you done after 3 weeks and what's the impact? Have you been observed doing this/have you observed anyone else doing this?

What have you done after 4 weeks and what's the impact? Have you been observed doing this/have you observed anyone else doing this?