

**Table 4.1** Portfolio of evidence record sheets

**1. ETHOS, VISION AND POLICY**

Key evidence presented (Two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
a. • •		Mission statement; partnership policy; prospectus; website; information leaflets; stakeholder comments
b. • •		Family partnership policy; communication policy and procedures; prospectus; charters; information leaflets; photographs
c. • •		Data and feedback from family surveys; minutes of meetings from Family Group/Forum; correspondence with families
d. • •		Family testimonials; media reports; minutes from Family Group meetings
e. • •		Mission statement; vision statement; outcomes from any visioning activities for family partnership working
f. • •		Family partnership policy; family partnership agreement; statement of intent
g. • •		As for (f) above, with examples of at least two different formats for at least one of the documents presented
h. • •		A list of membership for any Family Support Group; minutes and extracts from Family Support Group meetings; photographs
i. • •		Name and photograph of Family Champion; job description or examples of activities performed by Family Champion
j. • •		Case studies or cameos showing how families have been helped to improve/ support their children's learning, behaviour, well-being
<p>Name of lead person collecting evidence: _____</p> <p>Job title/role: _____</p> <p>Date evidence-gathering commenced: _____</p> <p>Date evidence-collection was completed: _____</p> <p>Summative comment on the overall process:</p>		

Portfolio of evidence record sheet

2. LEADERSHIP, MANAGEMENT AND COORDINATION

Key evidence presented (two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
<b>a.</b> • •		Minutes of key meetings with families and other stakeholders; quotes, extracts from key documents, website, prospectus
<b>b.</b> • •		Name and role of Family Governor; examples of governor activities and participation
<b>c.</b> • •		Name and job description of Family Partnership Coordinator; examples of activities or developments Family Coordinator is leading
<b>d.</b> • •		Communication policy and procedures; website information for families to make contact with setting/service; leaflets
<b>e.</b> • •		Media reports; family feedback; surveys; comments from staff and governors; photographs
<b>f.</b> • •		Development Plan showing family priorities; summary of plan for families – website, CD, leaflet; PowerPoint presentation; events
<b>g.</b> • •		Targets set for family partnership working; reports on progress towards meeting targets set
<b>h.</b> • •		Relevant minutes of meetings with Family Group/Forum; family survey feedback; SLT feedback; action plan extracts
<b>i.</b> • •		Head's annual report to stakeholders; blog; website; reports on family open days or evening events
<b>j.</b> • •		Staff CPD programme; evaluations from training; case studies/cameos of success stories in working with families

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 Job title/role: \_\_\_\_\_  
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 Date evidence-collection was completed: \_\_\_\_\_  
 Summative comment on the overall process:

**Portfolio of evidence record sheet**

**3. COMMUNICATION AND INFORMATION SHARING**

Key evidence presented (two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
<b>a.</b> • •		Family Partnership Coordinator's job description; leaflet or website information about how to contact Family Partnership Coordinator
<b>b.</b> • •		Leaflets, text messages, blogs, flyers, website pages
<b>c.</b> • •		Policies relating to data protection, information sharing and communication, confidentiality; staff guidance
<b>d.</b> • •		Examples of promotional materials publicising family events and activities within and beyond the education setting/ service
<b>e.</b> • •		Feedback from family surveys; minutes from meetings
<b>f.</b> • •		Email correspondence; website family 'chat room'; minutes from Family Group/ Forum meetings
<b>g.</b> • •		Text messages, website forum, newsletters, letters, Family Council minutes of meetings
<b>h.</b> • •		Testimonials/comments from families airing views; minutes of meetings, actions on plans that show family views are acted upon
<b>i.</b> • •		Reports to parents on child's progress, behaviour, attendance; family feedback from parents evenings; pupil review meetings
<b>j.</b> • •		Complaints policy and procedures; examples of family queries with response and subsequent actions taken

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**Portfolio of evidence record sheet**

**4. PARTNERSHIP IN PRACTICE**

Key evidence presented (two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
a. • •		Programme of extended services for families; publicity material, website promoting family events/activities
b. • •		Family consultation meeting minutes; family survey feedback; email correspondence; activities plan showing response
c. • •		Family questionnaire; guidance for families to help choice of activities; website information and leaflets
d. • •		Photographic evidence of different families participating in events; changing policy for family activities and events
e. • •		Photographs of families using ICT, multi-media as part of family learning; examples of items produced, e.g. CVs, adverts
f. • •		Posters, flyers, leaflets, adverts relating to tailored family events and activities, e.g. 'Dads and Lads' fun day; plans for disabled access
g. • •		Photographs of Family Award ceremonies/presentations; media reports, website articles, newsletters
h. • •		Photographic evidence of multi-cultural family events, e.g. Indian dance, cookery; programme for a family multi-cultural fun day
i. • •		Risk assessment for a family activity/event; Health and Safety policy; relevant staff guidance for running family events
j. • •		Photographs of Family Room in use and empty; evidence of information board and displays in Family Room

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5. EARLY INTERVENTION

Key evidence presented (two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
a. • •		Extracts from relevant curriculum plans and programmes of study for PSHE, Citizenship, RE, SEAL
b. • •		Photographs of inputs from external agencies with pupils; newsletters, summary reports, information leaflets from agencies
c. • •		PowerPoint presentation; lesson plan, curriculum plan; quiz or pupil survey on types of families
d. • •		Photographs of positive adult family role models working with pupils; lesson/curriculum plans covering family relationships, positive parenting programmes
e. • •		Induction information, handbooks, leaflets, website, CD for new families; interpreter services; Family Buddy or mentor system
f. • •		Case studies, cameos of multi-agency support for families; minutes from relevant multi-agency family meetings
g. • •		Example of a Family Plan showing approaches and success in working with 'hard to reach' families; case studies, cameos
h. • •		Family support programmes; parenting programmes, behaviour management programme
i. • •		PowerPoint presentation; website pages; information leaflets; transfer and transition CD/video
j. • •		List of identified barriers to family participation; summary of strategies and approaches used to remove or minimise barriers

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6. EFFECTIVENESS

Key evidence presented (two examples per descriptor)	Source of evidence and cross-referencing	Examples of evidence to include in portfolio
a. • •		Questionnaires, surveys, emails, feedback from families; reports and plans showing changes and improvements to family activities
b. • •		Media reports; blogs; website updates; newsletters; data and registers of family attendance at events and activities
c. • •		Presentations and sharing good practice at local cluster/networks; showcase event – Family Conference; Family Road show
d. • •		Pupil-level attainment and well-being data whose families have received support and interventions
e. • •		Success stories; case studies; reports on impact of Family workers; Family Partnership Coordinator; Family Champion
f. • •		Evaluation reports on family projects, activities, events; reports on progress in meeting targets set relating to family partnership work
g. • •		Case studies; reports for two vulnerable or 'hard to reach' families who are providing better support for their children at home
h. • •		Log of family queries or complaints received with examples of subsequent action taken and by whom
i. • •		Family learning workshops; family courses, activities, events developing skills as lifelong learners
j. • •		Attendance registers; attendance figures for family events and activities; data analysis of trends

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**Photocopiable:**

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