

Diminishing Differences for Disadvantaged Pupils (DD4D) – Flow of Activities*

Phase	Activity	Process
1. Analytical Evaluation	Self-evaluation audit and agreement of format / activities for Phase 2 Diagnostic Review Visit	<p>1a.</p> <p>Meeting held between DC and/or HT and IP to discuss DD4D review process and establish key protocols as outlined in 'DD4D Project Guidance' document. Rough timescales for project completion agreed and date for Phase 2 Diagnostic Review Visit agreed.</p> <p style="text-align: center;">↓</p> <p>Review documentation is forwarded to DC by IP in electronic format.</p>
		<p>1b.</p> <p>DC completes School Evaluation Document.</p> <p style="text-align: center;">↓</p> <p>DC submits School Evaluation Document to IP at least 2 weeks before Diagnostic Review Visit along with PP strategy documents.</p> <p style="text-align: center;">↓</p> <p>DC/IP agree format of Diagnostic Review Visit and activities based on current data/evidence from School Evaluation Document at least 1 week before Diagnostic Review Visit.</p>
2. Diagnostic Review and Action Planning	Diagnostic Review Visit and production of DD4D Action Plan	<p>2a.</p> <p style="text-align: center;">1 day school visit</p> <p>Morning = 'diagnostic' activities; afternoon = 'action plan development' meeting</p> <p style="text-align: center;">↓</p> <p>Date of Interim Evaluation Visit agreed</p> <p style="text-align: center;">↓</p> <p>IP completes one-page RVA</p> <p style="text-align: center;">↓</p> <p>Action plan, to include improvement strategies and success criteria/milestones, completed by DC and forwarded to IP</p>
		<p>2b.</p> <p>Meeting held between DC and IP/IO to finalise and agree action plan and initiate phase 3.</p>
3. Direct Action	Implementation of Action Plan	<p>Action plan communicated to staff & governors; DD4D in-school M&E group created</p> <p style="text-align: center;">↓</p> <p>Implementation of plan begins</p> <p style="text-align: center;">↓</p> <p>During this phase, M&E group meets at least twice, RAG rates action plan progress and forwards meeting minutes to IP</p> <p style="text-align: center;">↓</p> <p>RAG rated plan submitted by DC to IP at least one week before Phase 4 Interim Evaluation Visit and DC/IP agree format of this visit</p>
4. Interim Evaluation	Interim Evaluation Visit (impact focus) and refinement of action plan	<p style="text-align: center;">1 day school visit</p> <p>Morning = 'diagnostic' activities; afternoon = 'impact' meeting (broad outline of findings added to 'initial impact' sections of Project Evaluation Document)</p> <p style="text-align: center;">↓</p> <p>Completion of 'initial impact' sections of Project Evaluation Document by DC and forwarded to/agreed by IP</p> <p style="text-align: center;">↓</p> <p>Action plan refined by DC and agreed by IP</p> <p style="text-align: center;">↓</p> <p>IP completes one-page RVA</p> <p style="text-align: center;">↓</p> <p>Date for Final Evaluation Review agreed</p>
5. Direct Action	Implementation of Action Plan	<p>School communicates celebrations with all parties</p> <p style="text-align: center;">↓</p> <p>Revisions to action plan communicated to staff & governors</p> <p style="text-align: center;">↓</p> <p>Implementation of plan continues with focus on rapidly diminishing differences</p> <p style="text-align: center;">↓</p> <p>During this phase, M&E group meets at least twice, RAG rates action plan progress and forwards meeting minutes to IP</p> <p style="text-align: center;">↓</p>

			RAG rated plan submitted by DC to IP at least one week before Phase 6 Final Evaluation Visit and DC/IP agree format of this visit
6. Evaluation Review	Final Evaluation Visit (impact & evaluation focus)		<p>1 day school visit</p> <p>Morning = 'diagnostic' activities; afternoon = 'evaluation' meeting (broad outline of findings added to 'overall impact' sections of Project Evaluation Document)</p> <p>↓</p> <p>Completion of 'overall impact' sections of Project Evaluation Document by DC and forwarded to/agreed by IP</p> <p>↓</p> <p>IP completes one-page RVA</p>
7. Feed Forward	Agreement of next steps		<p>School communicates celebrations with all parties</p> <p>↓</p> <p>School communicates Project Evaluation Document / RVA /RAG rated action plan to staff/governors</p> <p>↓</p> <p>Next steps agreed</p>

*** To be used in conjunction with Diminishing Differences for Disadvantaged Pupils (DD4D)
 ERYC ILS Support Package Process document**