

How to submit your Bristol Standard

Full Submission

- Complete the details of setting form
- All ten dimensions need an **Evaluation and Plan** form
- Identify 3-4 main priorities from the targets in your dimensions and enter them on the **Overall Evaluation** summary sheet.
- Include evidence for your strengths (please ensure pro-formas are filled in, photographs are annotated and cross-referencing is clear).
- Include your most recent Ofsted report or a web link
- Fill in the comments sheet (we take note of your comments)

Interim Submissions

- Complete the details of setting form
- A progress report for each of the previous 3-4 main priorities
- Evidence to support the progress reports
- Complete the dimensions update sheets for all other targets (these do not require evidence)
- Identify 3-4 new priorities for the coming year on the **New Priorities** sheets. (Interim 1 only)
- Include your most recent Ofsted report or a web link
- Fill in the comments sheet

Once you have checked that everything has been completed and included in your folder please deliver to your local Early Years or Play office.

For Bristol settings this will be:

The Bristol Standard Administrator
Bristol Education Centre
Sheridan Road
Horfield
Bristol
BS7 0PU

The validation panel meets six times a year. Submissions must be received by 5 pm on the Monday the week before validation day. Your mentor will advise you of the dates.

Validation criteria

Submissions will be judged on the following three criteria:

1. Are all dimensions covered in depth and detail?
2. Is there relevant evidence to support strengths?
3. Are the benefits for children clear and do they relate directly to the targets.

If your folder is successfully validated, you will be advised by telephone the day after validation. Your certificate and letter will then be sent within fourteen days of the validation day. The certificate is valid for one year.

If your submission does not meet all the criteria, you will receive written feedback and support will be offered to enable you to re-submit. If you are unhappy with the outcome of validation we have an appeals procedure. Please contact Nicky Bale nicky.bale@bristol.gov.uk for details of this.

Following validation a sample of settings may be visited to enable the Bristol Standard Development Group to moderate the validation process.