Programme Planning Session
Guidance Note - 2026/27 Academic Year

The programme planning session is the starting point each year for developing your school's delivery of YPI. It is an opportunity to work in partnership with us to plan together how you will deliver YPI, maximise its impact within your school and identify what support you may require. This collaboration is reflective of The Wood Foundation's commitment to school partnership working and the continuous development of YPI. We truly appreciate your active participation throughout.

Typically, the planning session takes one period and must be completed in advance of your programme launch. We will work with you to identify the best time, fit, and structure for the session dependent on your delivery model and timeline. Please also consider the questions on **page two** in advance of the session.

Purpose of the Planning Session

- Explore the purpose and goals of YPI and how it fits within your school's context. What is your why?
- Building upon previous reflection and learning, consider successes, opportunities, and challenges and identify what support may be required to achieve your goals and overcome barriers.
- Discuss and understand how you would like to deliver YPI and agree on delivery timeline and dates. This includes planning for the YPI Launch and Final Showcase, ensuring they have maximum impact.
- Share YPI programme and resource updates, learning and examples of good practice from across our participating schools to support inspiration and development.

Additionally, to ensure there is a robust understanding of the programme, there may be a requirement to train and upskill delivery staff, lead teachers and / or members of SLT. *If you require an additional session for this, we can arrange a suitable time.*

Attendance at the planning session



YPI Lead Teacher	Senior Leadership Link	Delivery Team
Provide a pivotal role in managing and overseeing programme activity.	Provide a strategic overview of how YPI contributes to skills, partnerships, and IDL.	Support the Lead Teacher by sharing programme responsibilities
Space and time to explore programme fit, embedding and timeline with colleagues.	Demonstrate support and buy-in which is vital for programme esteem, embedding, and realising ambition.	Opportunity to reflect as a team, share learning, and discuss programme priorities.

Preparation

We ask that all delivery staff, lead teachers, and SLT links familiarise themselves with the programme in advance of the session. The following documents will support this:

YPI Delivery Resource: Contains learning intentions, success criteria, links to skills, and content plans.

YPI Strategic Guide: Provides an overview of how YPI aligns with key education priorities.

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Areas for discussion at your planning session:

Please consider the following questions to support your planning and programme development.

Maximising Impact of YPI (See Appendix 1 for 'Our Values and Commitment')

- What are your aims and objectives for YPI?
- How does YPI align with your skills framework, improvement priorities and curricular activity?
- What are your school values and how can these support partnership working and delivery of YPI?
- Are you getting maximum value from the programme or are there areas that you would be keen to develop? (More information about areas you could develop to maximise impact)

For schools who didn't have the opportunity to reflect on last year's delivery, consider the following questions. We also encourage you to ask your students questions to gather their feedback.

Successes, Challenges and Reflection

- What worked well? What have been the highlights and key learnings?
- Were there any challenges which had an impact on programme success and delivery? How did your school overcome them or plan to overcome them?
- Are there areas of the programme you would like to focus on for further development and improvement?

Programme Delivery and Showcase Final

- How do you plan to deliver YPI in the forthcoming year? Where is it embedded within your curriculum?
- Are there any noteworthy changes to the model or delivery team?
- What is your proposed structure and timeline including estimated dates for your YPI Launch and Final Showcase? *Please conclude all YPI activity by the end of May 2027.*
- How can you ensure your launch is motivating and engaging for young people? Have you considered how alumni and charity input could add value?
- How can you support students to engage meaningfully with their charities? How are you encouraging and supporting in-person visits in line with school safeguarding procedures?
- How can you deliver an impactful YPI Final Showcase that is valued by the school community?
- How are you preparing for School Partnership Funding, either this year or in future years? How can this align with your YPI delivery or legacy?

Further Support and Communication

- Are there any other potential partners who could support? Do you plan to use mentors?
- What can The Wood Foundation and your Programme Officer provide in terms of further support?
- What are your communication preferences? Are there any best times to contact you?

If you have any questions in advance of your programme planning session, please contact your Programme Officer, or email the central YPI team at ypi@thewoodfoundation.org.uk.

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Appendix 1
Our Values and Commitment

At The Wood Foundation (TWF), we are committed to working in partnership with all participating YPI schools to ensure youth voice, youth action, and youth philanthropy have the highest possible standing within Scotland.

Our Why

- **Empowering active citizens through a curricular programme, giving young people a real-life experience of philanthropy through youth-led grant making.**
- **Developing skills and awareness of social issues, challenging young people to make a positive difference in their communities.**
- **Working in partnerships with schools, charities, and organisations to share learning, inform practice and maximise the impact of YPI for young people.**

We commit to:

- Facilitate your planning and reflection meeting, present at your launch and attend your YPI Final Showcase, to support you to plan, enable, and empower the most impactful programme for your school.
- Ringfence a grant for your school community, to be distributed to the winning charity in a timely fashion.
- Develop and deliver a suite of valuable resources to support programme delivery.
- Provide opportunities to collaborate, be inspired, and consider YPI's strategic value through in-person and virtual events, professional learning networks, and communications.
- Work closely with education partners to reflect and communicate how YPI aligns with priorities and drivers.

Underpinning everything we do at The Wood Foundation are **Our Values**

Integrity **Innovation** **Responsibility** **Respect**

- We aspire to deliver quality and excellence in all that we do.
- We value all of our employees and foster an environment where people can contribute, innovate and excel.
- We treat every partner and stakeholder with professionalism, dignity and respect.
- We behave responsibly at all times, and in all contexts.
- We conduct ourselves and our activities in accordance with high moral and ethical standards.
- We act in full compliance with all applicable laws, striving always to be a respected and respectful partner and contributor, worldwide.

The Wood Foundation

ypi@thewoodfoundation.org.uk
ypiscotland.org.uk

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