

Programme planning session

Guidance note - 2022/23 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 reflect upon the key learnings and opportunities arising from the previous year's delivery and how they will be incorporated into subsequent planning. Delivery of this session and the newly established Maximising Impact Session is reflective of The Wood Foundation's commitment to school partnership working and the continuous development of YPI. We appreciate your active participation.

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.

Purpose of the planning session

- Reflection and learning, considering successes, opportunities and challenges. Your Regional Facilitator may share learning and examples of good practice from across our participating schools to support inspiration and development.
- Discuss and review resource updates and agree on delivery timeline and dates. This includes planning for the YPI Launch and Final Showcase, ensuring they have maximum impact.
- Train and upskill delivery staff, Lead Teachers, or members of SLT, ensuring there is a robust understanding of the programme's key outcomes.
- **NEW!** Decide upon the focus for the Maximising Impact Session, which is designed to help you to make the most of YPI. Please refer to the [guidance document](#) for further details.

Attendance at the planning session

Senior leadership

The involvement of the Senior Leadership Team (SLT) is critical.

- They have a strategic overview of how YPI contributes to students' skills development, community partnerships, and interdisciplinary learning opportunities, alongside other programmes and accreditation across the school.
- Support and buy-in from SLT is essential for realising ambition, supporting programme development, and YPI's status in the wider school community.

Delivery team

- Involvement of all teachers delivering YPI offers protected time and space to discuss the programme timeline and delivery plan, as well as training and upskilling.

Preparing for the planning session

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.

Please also consider the questions on **page two** (established schools) and **page three** (new schools) of this document in advance of the session.

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Areas for discussion at the planning session (established schools)

In advance of the session, consider the following questions to support reflection, planning, and programme development.

Successes and challenges

- What has worked well? What have been the highlights and learnings from the school's YPI delivery approach?
- Did the school experience any challenges which had an impact on programme success and delivery? How did your school work to overcome these?

Programme delivery

- How do you plan to deliver YPI in the forthcoming year? Are there any noteworthy changes to the model or delivery team?
- What is your proposed timeline including estimated dates for your YPI Launch and Final Showcase?
- 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 deliver an impactful YPI Final Showcase that is valued by the school community?
- Are there areas of programme delivery you would like to focus on for further development and improvement?
- If applicable, what have you learned from delivering a digital or blended YPI programme? Are these learnings being implemented/further utilised this year?
- How can you support students to engage meaningfully with their charities? What learnings can be taken from the last two years? How are you encouraging and supporting in-person visits?
- Are there any challenges that you foresee relating to the delivery of YPI? How can these be overcome?
- 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?

Maximising programme impact

The Maximising Impact Session is a newly established core feature of the YPI Scotland support structure. It is designed to help you to make the most of YPI in your school and support continuous improvement. The focus of the session is flexible and bespoke to your school's context. At your planning session, there will be an opportunity to discuss and collaboratively agree on the format and focus for the session. Please refer to the [Maximising Impact Session guidance](#) in our Educator Zone for further details.

Considerations may include:

- What are your aims and objectives for YPI?
- How does YPI align with your skills framework, improvement priorities and curricular activity?
Consider: IDL opportunities; faculty/school improvement plans; skills profiling/DYW, accreditation.
- What do you think are the key learning experiences that will benefit students? Do you feel that your students would agree? If not, how can you bridge this gap?
- How can you support students to deliver creative and impactful presentations?
- How can you support students to engage meaningfully with their charities and establish robust, specific business cases for their presentations?

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

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Areas for discussion at the planning session (new schools)

In advance of the session, we ask that you consider the following questions which have been designed to support planning and programme development.

Programme delivery

- How do you plan to deliver YPI? Where is it embedded within your curriculum?
- What is your proposed timeline including estimated dates for your YPI Launch and Final Showcase?
- How can you ensure your launch is motivating and engaging for young people? Have you considered how community partners could add value?
- How can you deliver an impactful YPI Final Showcase that is valued by the school community?
- How can you support students to engage meaningfully with their charities? How are you encouraging and supporting in-person visits?
- Are there any challenges that you foresee relating to the delivery of YPI? How can these be overcome?
- How are you preparing for School Partnership Funding in the future?
- What can The Wood Foundation provide in terms of further support?

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