

# Programme planning session

## Guidance note - 2023/24 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. Our commitment to collaborative reflection and learning 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

- Explore the purpose and goals of YPI in your school. What is your why?
- 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.
- Reflection and learning, considering successes, opportunities, and challenges. The Wood Foundation may share learning and examples of good practice from across our participating schools to support inspiration and development.
- Decide upon the priorities which would support you to make the most of YPI.

Additionally, there may be a requirement to train and upskill delivery staff, Lead Teachers, or members of SLT, ensuring there is a robust understanding of the programme's key outcomes. *This would require an additional session.*

### Attendance at the planning session



#### 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.

#### YPI Lead Teacher

Provide a pivotal role in managing and overseeing programme activity.

Space and time to explore programme fit, embedding and timeline with colleagues.

#### Senior Leadership Link

Provide a strategic overview of how YPI contributes to skills, partnerships, and IDL.

Demonstrate support and buy-in which is vital for programme esteem, embedding, and realising ambition.

#### Delivery Team

Support the Lead Teacher by sharing programme responsibilities

Opportunity to reflect as a team, share learning, and discuss programme priorities.

Please also consider the questions on **page two** in advance of the session.

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### Areas for discussion at the planning session

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

#### **Successes and challenges:** *applicable to established YPI schools*

- 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 overcome these?
- Are there any noteworthy changes to the model or delivery team?
- Are there areas of programme delivery you would like to focus on for further development and improvement?

#### **Programme delivery**

- How do you plan to deliver YPI in the forthcoming year? Where is it embedded within your curriculum?
- 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 2024.*
- 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?
- 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, either this year or in future years? How can this align with your YPI delivery or legacy?
- What can The Wood Foundation provide in terms of further support?

#### **Maximising programme impact**

At your planning session, there will be an opportunity to discuss and collaboratively agree on the format and focus for the programme [Reflection Session](#). This session is a core feature of the 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.

Considerations may include:

- What are your aims and objectives for YPI?
- How does YPI align with your skills framework, improvement priorities and curricular activity?
- Are you getting maximum value from the programme or are there areas that you would be keen to develop? *Consider: IDL opportunities; faculty/school improvement plans; skills profiling/DYW, accreditation*
- What will support programme development, and who needs to be part of the discussion/plan?

**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](mailto:ypi@thewoodfoundation.org.uk).**