

Guidance on how to do the Bristol Standard

- Training and support is offered in different ways depending on your Local Authority. You may be able to access mentor support or group network meetings. Your Bristol Standard Lead Officer will be able to advise you.
- In Bristol, you will be assigned a mentor who will facilitate an initial training session in your setting with the whole team. Further support can be accessed at the Bristol Standard network meetings. These are advertised through the locality network [CPD Schedules](#) .
- When starting, it is essential to plan ahead and familiarise yourself with the ten dimensions. It would be helpful to make a timetable of monthly Bristol Standard meetings for the coming year. The dimensions are not hierarchical and can be completed in any order.
- Prior to each meeting it helps if everyone in your setting has read the dimension materials and questions so you can focus on your discussion.
- Download the [submission paperwork](#) from the Bristol Early Years website and after each meeting complete the 'Evaluation and Plan' for the dimension you have worked on. It will be helpful if someone types it directly onto the forms at the meeting.

All Submissions (Full or Interim)

- If you decide that you wish to submit your Bristol Standard submission electronically, you will be provided with a login for Alfresco and given support. See the [guidance](#) on completing an e-submission.
- Complete the 'Details of the Setting' page remembering to include the electronic link to your latest Ofsted report – see [guidance](#) if required.
- Complete the comments page so that we can understand how we can improve this framework in the future.
- If you are a Bristol setting completing an e-submission you will receive guidance on how to upload it to Alfresco.
- If you are a Bristol setting completing a Bristol Standard folder bring with your supporting evidence to: Bristol Education Centre, Sheridan Road, Horfield Bristol BS7 0PU
- For other local authorities contact your lead officer.

Full Submissions

- Collate and annotate evidence as each dimension is completed. This will save time at the end. The easiest way is to insert evidence into the submission forms. If you are not submitting electronically you can compile your evidence in a folder.
- Once all ten dimensions have been completed select your 3-4 main priorities from your targets and record these in the overall evaluation summary.

Interim Submissions

- Write a progress report for each of the 3-4 main priorities and include evidence.
- Complete the dimensions updates for all other targets. These do not require evidence.
- Identify 3 to 4 new priorities for the coming year on the **New Priority** pages (There is no need to identify new priorities in the 2nd interim)

The validation panel meets five 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.