



Guidance for Bristol Standard E-Submissions (Using SharePoint)

This document is to support you in completing your Bristol Standard using an e-submission. It will give you all the information you need on how to complete the paperwork, share work with your mentor and submit for validation. By using SharePoint your document is secure and will only be viewed or accessed by yourself and the Bristol Standard mentor working with you and supporting your submission. It will then be accessed for Validation once you have submitted your completed submission.

Getting Started....

To start your Bristol Standard journey, you will need to find the relevant paperwork to write your submission on. This can be found on the Early Years website: <https://www.bristolearlyyears.org.uk>

Once you have downloaded your paperwork please rename it (see below) and you will then be able to work on it on your own laptop/computer until you need to upload it to submit for validation or share with your mentor.

Naming your Document **This is really important******

Once you have downloaded the relevant paperwork it is really important that you rename the document so that it represents you and your setting. Please save your work using the format:

'Setting Name Submission type Month and Year of submission'

e.g. Little Nursery F Oct 2021

F=Full

I1 = Interim 1 submission

I2 =Interim 2 submission

Or if you are following the Pathway route please save your work using the format:

'Setting Name Submission Pathway Year Month and Year of Submission'

E.g. Little Nursery PW2 Y2 Oct 2021

Pathway 1 = PW1

Year 1 = Y1

Pathway 2 = PW2

Year 2 = Y2

Year 3 = Y3

Document Format

Please use the following format for submissions:

Font: Ariel, Tahoma, Cambria, Calibri, or Verdana.

Font size: 11 or 12 but when necessary increases for headers/titles etc.

Colour: Black, with options to emphasis and highlight

Remember the Criteria for the Bristol Standard

- Is the submission covered in enough depth and detail?
- Is there evidence to support strengths?
- Are the benefits for the children clear?

How to fill in the paperwork

Please fill in the first page 'Details of Setting' as this gives the validator an overview of your setting.

Completing Dimensions –

This will depend on which route you are taking. If you are submitting the whole *Full Submission* in the first year then you can start by writing any of the 10 dimensions as they do not need to be completed in order.

If you are completing *Pathway 1* you must complete 4 dimensions in the first year. These must include Dimensions 1,7 and then you can choose two other dimensions. These can be completed in any order.

If you are completing *Pathway 2* you must complete 5 dimensions in the first year. These must include Dimensions 1,7,10 and then you can choose two other dimensions. These can be completed in any order.

We want you to make your submission your own and reflect your setting's journey. Below are only suggestions of how to complete the dimensions.

Area of Strength and Evidence

The first section in each dimension is 'Area of Strength'. Typically, a submission will include a minimum of 3-4 'Areas of Strength'. You can create more if you would like.

Area of Strength - What we do well:

“Write up your area of strength here, you can write in detail about one particular area. For example, this first box can focus on how well your new mud kitchen area has developed and the skills the children have learnt. You then insert evidence to back this up below.

You can then write up another area in the next ‘Area of Strength box’ e.g. How well your Forest School has developed. “

<p>(Insert evidence)</p> <p><i>“Insert photo/policy or newsletters etc”</i></p>	<p>(Insert evidence)</p> <p><i>“Insert photo/policy or newsletters etc”</i></p>
<p>(annotation)</p> <p><i>“write details about the evidence”</i></p>	<p>(annotation)</p> <p><i>“write details about the evidence”</i></p>

Many settings add more pages of evidence and may make a piece of evidence fill the whole page where necessary so that it can be read e.g. a page from a policy. You may merge box cells if necessary. Some settings write in bullet points for their strengths, others write in sentences, it’s completely up to you.

Remember not to duplicate evidence as you can cross reference your evidence with other dimensions.

How to upload photographs -

There are many different makes of computers/tablets so there may be different ways to complete this.

If you click in the box you want to insert a picture and then click on *Insert*, often found on the top bar of your screen, and then click on *Pictures*. You can then choose the photo you want to insert by finding the folder you have saved it in on your computer and click *Insert*.

How to upload documents –

Any document that you upload needs to be anonymised (no names, addresses or other identifying details etc), you can cross words out using the highlighter.

In a Word document this can be found by going to *Home* and clicking on  and choosing the colour black. You then highlight the word you want to cover.

If you want to insert a document (e.g. Newsletter/Learning Journal/part of a policy) into a box you can use the Snipping tool in Windows.

Snip and Sketch (replaces Snipping Tool):

If you open the document you want to insert and ensure you zoom out on the page so that you can see the whole document on the screen.

Next, search for the Snip and Sketch tool in your search box, a separate box will appear, you need to click *new*. Drag the cursor around the part of the document you want to copy and then click on the copy icon  .

Go to the file you would like to insert the document into and click on the box, then click paste  and the document should appear. You then need to extend the document to fit the box/page.

Areas to Focus on next – targets.

These are the targets that you are going to set yourself to work on for the next year. (make sure you write Targets and not Tasks here.)

Benefits for the children – related to targets.

These need to be clearly identified and written for the child's benefit (not the adults). The benefits need to be specifically related to the targets you have identified.

Tasks to be done in order to achieve targets

This is where you (and your team) allocate tasks and time frames for your targets to be met.

The next part of your submission will depend on which Pathway you are taking.

If you are completing a Full 10 Dimension submission then you need to

Choose your Priority Targets

You need to identify four targets that you have written in your submission that you want to have as your priority targets. Think about your setting and how to move it forward, which targets will benefit from becoming your priority targets.

Once you have identified your targets write them in the boxes and which dimension it relates to in your submission.

If you are completing Pathways 1 or 2 you do not need to choose your Priority Targets. If you are on Pathway 1 Year 2 or 3 or Pathway 2 Year 2 then you will need to write updates on your previous year's targets. **These can be completed on Dimensions Update forms (evidence is not required).**

Comments

This is an opportunity to hear your feedback about your Bristol Standard journey and the support and guidance you received. Your feedback helps us plan for the future when writing Bristol Standard documents and training offered.

Sharing your Submission with your Bristol Standard Mentor for Review

You should be in contact with your mentor throughout the Bristol Standard process and they will be able to offer you support if and when you need it. If you want to upload work to share with them then send them an email to inform them. If you don't know who your mentor is then please email Nicky Bale nicky.bale@bristol.gov.uk (Bristol Settings).

Once you have told your mentor you have work to share with them they will send you an invite via email to access your settings folder on SharePoint. Click on the link in your email and this will take you in to your settings folder.

Saving SharePoint to your computer

Once you are in SharePoint we suggest you save the web address to your Favourites so that you can find it again easily. To do this you need to click on the symbol  at the end of your browser box, you may like to rename the saved page as 'Bristol Standard SharePoint' so it is easy to find again. To find the page in your favourites in future you need to click on the symbol  which should be next to the  symbol you previously clicked on.

If you have a Mac computer you need to open the SharePoint webpage click on *Bookmarks* then *Add Bookmarks* and click *Add*. To find the webpage in the future you need to click on the bookmark icon .

Uploading your work to your mentor

Make sure the work you are about to upload is saved and shut down on your computer and then click on *Upload* on the task bar in SharePoint. Click on *Files* and search for your work in your saved documents then click on *Open* and this will upload your work to the folder.

How to make your work PDF

Before you upload your final submission please check that it has been saved in a PDF format.

You need to ensure your document is sent to Validation as a PDF so that it cannot be altered. To save as a PDF on your computer you need to open the Word document you want to change go to *File* and click *Save As*, you then will see the name of the file and a drop down box underneath, open this box and a list of saving formats will appear, choose *PDF* and click *Save*. You can then upload this document to SharePoint.

Submitting your work for the Validation Panel

This is your final version of your submission that you are ready to send to the validation panel. The date for this should have been set with your mentor when you started your submission. If you are unsure when this should be please contact your mentor.

When you are ready to submit you need to contact Helen Brandford (Bristol Settings) to inform her that you would like her to send you an email with a link to the folder you need to upload your submission to, this will be different to the folder you upload your work to your mentor.

helen.brandford@bristol.gov.uk

Once you have clicked on the link in the email you will then be directed to the correct place to upload your e-submission. Make sure the work you are about to upload is named correctly, a PDF, and saved and shut down then click on *Upload* on the task bar in SharePoint. Click on *Files* and search for your work in your saved documents on your computer then click on *Open* and this will upload your work to the folder.

What happens next?

Your submission will go to the validation panel and you will be emailed the outcome within a week of the panel meeting. If you have submitted on SharePoint your certificate will be posted to you. Settings who do not use SharePoint will need to collect their folder and certificate from Bristol Education Centre (Bristol Submissions, other counties may have different procedures).

Covid-19 Information

Please note that we are continuing to validate on the advertised dates during the current situation but due to our remote working, we are only able to offer a download of the certificate and letter from SharePoint which you can print yourself. We will advise you on how to access these after validation has taken place