

Artsmark toolkit

Tips for completing your
Case Study



**A NEW
DIRECTION**
We create **opportunity**

The Case Study is the second and final document you will send to Arts Council England, and is used by the Artsmark assessors together with the Statement of Commitment to determine which level your school will be awarded (Silver, Gold or Platinum). The Case Study is used to reflect on the journey your school has taken since submitting the Statement of Commitment, and demonstrates the progress your school has made.

In this toolkit, we would like to offer some tips to help you get the most from the process of completing the Case Study. As each Case Study will be different, we are not offering exemplars, but we will take you through each question and consider what needs to be included.

When planning to write your Case Study, do bear in mind that it shouldn't be the work of just one person. It should result from the process of looking back at the Statement of Commitment, your Self Assessment, the Arts Council's Quality Principles and the work that has been done across the school, to evidence and evaluate what has happened and the impact your actions have had. This is a valuable process for the school and should involve senior leaders, teaching colleagues, governors and other members of the school community including young people where possible. Take time to reflect and celebrate the work that has been done and the positive impact Artsmark has had on your setting. If you are still waiting to see the effects of your actions, consider delaying submission until you can measure and demonstrate these.

Don't forget, your Case Study must be submitted within two years of the date on which you submitted your Statement of Commitment.

Top 10 tips for your Artsmark Case Study

- 1. Create a narrative**
that reflects on your original aims and objectives.
- 2. Describe challenges positively** to show resourcefulness and flexibility.
- 3. Work with SLT** to strengthen your evidence, and include a range of voices.
- 4. Demonstrate** impact and systemic change.
- 5. Give yourselves enough time for reflection and analysis** and for your actions to have a measurable effect.
- 6. Select strong examples** and use quotes that support your findings.
- 7. Show your case study** to someone who has not been involved in the process, to check how it reads.
- 8. Refer to the Self-Assessment Framework.** Ensure you have included evidence in all eight SAF areas.
- 9. Relate your Artsmark journey** to your **School Development Plan and strategic improvement.**
- 10. Write with passion and enthusiasm.** What has this process given you and where could it take you next?

**If you need a bit
more support with
the individual
questions, here
goes!**

Question 1

Question 2

Question 3

Question 4

Question 5

Question 1

Reflecting back on your Statement of Commitment, your School Development Plan (SDP) and any associated reflections the setting has made on SDP progress, how does your actual journey compare to the one you envisaged when you began?

- » Reflect on your Artsmark journey using the aims/objectives outlined in your Statement of Commitment. Tell the story of your Artsmark journey and highlight new insights and opportunities.
- » Ensure that you give clear evidence of what happened during your Artsmark journey and use a broad range of examples to support this.
- » Refer back to the Artsmark Self-Assessment Framework and use the criteria to help focus your reflections and analysis.
(Values and Ethos, Leadership, Children and Young People, Curriculum Design, Range of Offer, CPD, Partnerships, Equality and Diversity.)

Question 2

Where there have been differences from your original plans how would you account for them?

- » Respond to why you think there have been differences. Have the differences had a positive or negative impact on your Artsmark journey?
- » If there were challenges, how did you address them? What resources did you use? What did you learn? Don't spend time apologising for what didn't happen.
- » This is good opportunity to illustrate the positive and surprising developments in your Artsmark journey.
- » Consider how any changes in provision, setting or governance might impact on the arts in your setting in the future.

Question 3

What has been the impact of your Artsmark journey and how would you summarise this in relation to children and young people, staff, parents and the wider community?

» **Impact: a marked effect or influence**

» You have already written about what happened. Now you can focus on the **impact** your actions have had on learning, behaviour, engagement etc.

» Evidence the impact of your Artsmark journey using staff/pupil/parent quotes, statistics, OFSTED reports, Local Authority feedback, press responses, data, registers, observations, focus groups.

» Sub-headings can be useful here i.e. pupils, staff, parents, wider community so that the impact on all stakeholders is clear.

» How has the Artsmark process and framework enabled you to make a positive impact on young people, staff, parents and wider community?

Question 4

How can you further demonstrate the seven Quality Principles?

Quality Principles

1. Striving for excellence and innovation
2. Being authentic
3. Being exciting, inspiring and engaging
4. Ensuring a positive and inclusive experience
5. Actively involving children and young people
6. Enabling personal progression
7. Developing belonging and ownership

- » Use well-chosen examples from stakeholders to evidence the impact of your Artsmark journey.
- » Use the Self-Assessment Framework as a way of ensuring that you detail all aspects of your Artsmark journey.
- » How have the quality principles impacted on planning and evaluating high quality activity for young people in your setting?
- » This is a great opportunity to outline what Artsmark level (Silver, Gold or Platinum) you believe your setting has achieved.

Question 5

Has your Artsmark journey influenced any change for the better at a whole-setting level such as, for example, change in policy, establishing new partnerships, reviewing pedagogy?

- » How has the Artsmark process had an impact on whole school improvement and influenced your School Development Plan?
- » How has the Artsmark process added value to what you were doing already?
- » How did the Self-Assessment Framework, Quality Principles, Artsmark Development Day and access to support (from A New Direction or other settings/partners) impact on provision and pedagogy in your setting?
- » How have you shared your Artsmark journey?



And finally...



Your Case Study should be submitted directly to Arts Council England. They will only consider what is written on the Case Study and the Statement of Commitment when levelling. Hyperlinks, pictures, additional evidence or appendices cannot be accepted.

Word counts matter. If you exceed the stated word limits, it is likely your Case Study will be rejected.

Bear in mind that the assessors use the Self-Assessment Framework criteria when levelling. Refer to this too, and ensure that you are including relevant evidence.

Details of deadlines for Case Study submission can be found on the Artsmark website. Once you have submitted your Case Study, you will receive your award around 10 weeks after that deadline.

Good luck!

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Through our partnerships we create positive change across schools, education and communities to ensure that young people get the most out of London's extraordinary creative and cultural offer.

We want a London where :

- » cultural education is the best in the world
- » young people are able to access and influence culture
- » the right platforms are in place to identify and nourish young people's creative talents

This is the right of all young Londoners - regardless of wealth, geography or luck.

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