

# Frequently Asked Questions

# Change Schools



## Background information

### 1. What is the Change Schools Programme?

The Change Schools programme is one of three new Creative Partnerships School Programmes launched in 2008.

It will enable schools to enter into a 3-year partnership arrangement (1-3 years for schools already involved with Creative Partnerships), that can radically transform the ways in which the school operates, placing creativity at the heart of its ethos and operation.

### 2. Does my local authority know about the Change Schools Programme and support it?

Creative Partnerships Norfolk works closely with Norfolk County Council to ensure that its programmes in schools are fully aligned with local priorities and strategies associated with the Every Child Matters agenda. Local selection panels usually include a local authority representative and Local Authority advisers work closely with local programmes ensuring broader developments contribute to shared agendas.

### 3. Who do I need to contact to find out more?

In the first instance, please refer to the Change Schools prospectus and this FAQ paper. You can download copies at [www.nnfestival.org.uk/creativelearning](http://www.nnfestival.org.uk/creativelearning) If your question is not answered, contact your Creative Partnerships Norfolk. Please note that the capacity of Creative Partnerships Norfolk will be limited as they will be continuing to run their local programmes, **so please refer carefully to printed materials first.**

## Applications and selection

### 4. Why can't any school apply to become a Change School?

The Change Schools Programme is targeted at schools in the most deprived areas of England. Creative Partnerships has an established track record in working in disadvantaged communities and improving outcomes for many of the most deprived children and young people in the country. This commitment will continue in the new phase of the programme.

Creative Partnerships established particular selection criteria in close partnership with Local Authorities in order to meet the needs of communities in the

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geographical area in which they work. These are agreed with the Creative Partnerships National Office within a set of strictly applied national criteria set out in the Change Schools Prospectus.

## 5. Can a cluster of schools apply to the Change Schools Programme?

No. The application must come from one school that is committing to a long-term programme of whole school change. However, if that programme involves working in a cluster of other schools, this is not considered a problem, as long as the cluster is viewed as a means of the individual school bringing about sustainable change in itself.

## 6. Are applications to join the programme submitted to Creative Partnerships Norfolk?

All applications to the Change School programme are submitted to the local Area Delivery Organisation where a shortlisting process takes place.

## 7. Who makes decisions at each stage?

A local selection panel shortlists schools for progression to the second stage, which involves an interview. The panel will usually be made up of:

- Creative Partnerships staff
- A local authority representative
- A representative from the cultural sector
- A representative from the board of the Creative Partnerships Norfolk and Norfolk and Norwich Festival.

## 8. Can we include other information with our application, for example: Ofsted reports, evaluation and documentation, photographs, DVDs?

The only additional information at this stage is your self-evaluation form (SEF) and your School Improvement/Development Plan. If your school progresses to the second stage, you may wish to use other information to support your case during the interview.

## 9. Can we include a supporting statement or reference from the local authority, other key partners or our current Creative Agent?

Supporting information of this nature may be submitted along with your School Improvement/Development Plan and your SEF.

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## 10. What support can our Creative Partnerships Norfolk give to help us write our Change School bid?

Creative Partnerships Norfolk will arrange an Information days and short face-to-face or telephone surgeries for prospective applicants. They will endeavour to answer questions or refer you to further information, but as they will be involved in the selection process, are unable to comment on draft applications. Please be aware that their capacity to respond is limited, as they will be continuing to manage their local programmes.

We therefore advise you to refer in the first instance to the Change Schools prospectus, and these FAQs on [www.nnfestival.org.uk/creativelearning](http://www.nnfestival.org.uk/creativelearning) to see if your question is answered **before** contacting Creative Partnerships Norfolk.

## 11. Can an unsuccessful school appeal if they are unhappy with the decision?

Unsuccessful schools are welcome to apply again during the next round of applications in your area. All applicants will receive written feedback, which will not only help with future reapplications but will also be of value to the school more generally. If you wish to complain about any stage of the application process, please refer to the Arts Council England's complaints procedure which can be found on the Arts Council website:

[http://www.artscouncil.org.uk/publications/publication\\_detail.php?browse=recent&id=352](http://www.artscouncil.org.uk/publications/publication_detail.php?browse=recent&id=352)

## 12. If our bid is successful, when will the programme start?

### **For Change Schools entering the programme in April 2008**

If your school is successful in its application, a Creative Agent will be selected and planning across the school community will begin during the Summer term 2008, with a view to programme delivery beginning in the Autumn term.

### **For Change Schools entering the programme in September 2008**

If your school is successful in its application, a Creative Agent will be selected and planning across the school community will begin during the Autumn term 2008, with a view to programme delivery beginning in the Spring term.

## Funding

**Please note that detailed guidance on the use of funds will be made available to schools once selected.**

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## 13. What can Creative Partnerships funds be used for?

Creative Partnerships funds should predominantly be used to cover the fees of creative practitioners and other external partners. In addition, funds can be used for materials, transport costs and small items of equipment related to the programme. Disproportionate requests for capital equipment will not be allowed within project proposals.

## 14. If £15,000 per year is an average amount, (matched with £5000 of the school's own money), how will exact levels of Creative Partnerships funding be determined?

Actual levels of funding for each Change School will be based on the size of the Change School and other factors relating to the planned programme and local conditions.

## 15. Does the 25% contribution to programme costs need to be cash or can it include in kind support?

The school's contribution **must be in cash**, although additional support in kind is also encouraged. Creative Partnerships takes the position that within the context of devolved school budgets, the anticipated annual contribution of approximately £5000 represents excellent value for money, particularly considering the further investment of £15,000, together with Creative Agent time valued at approximately £3,750, plus access to a variety of high quality professional development and networking opportunities.

If the Young Peoples Arts Award<sup>1</sup> forms a part of your project, then all advisor and moderation fees paid by the school can be set against the school's 25% contribution provided that the award is a by-product of a project that meets the Change Schools project criteria (i.e. not a project in itself) and that at least part (if not all) of the award is rooted in the Change Schools project. If you want to find out more about the Young People's Arts Awards, please contact your regional coordinator. Contact details can be found at:

<http://www.artsaward.org.uk/centre/lookup.php>

Additional in kind support is also encouraged, but cannot form part of your 25% contribution.

There are standard fees for advisor training and moderation which can be found at <http://www.artsaward.org.uk/site/?id=1378>

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<sup>1</sup> <http://www.artsaward.org.uk/site/>

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## 16. Can the 25% school contribution pay for supply cover?

Only in certain circumstances. Creative Partnerships works to develop sustainable models of programme development that lead to creative approaches to teaching and learning being fully incorporated into the way in which the school operates. Change Schools are expected to make provision for staff to be regularly released to coordinate, plan and evaluate as part of their core commitment. However, up to 10% of the school's total programme budget may be factored into project proposals for supply cover for teachers (apart from the Creative Partnerships School Coordinator) to be released for planning, evaluation and professional development.

## 17. How will the schools' 25% contribution be evidenced?

This will be made clear within the signed partnership agreement between the school and the Creative Partnerships Norfolk and the project budget forms for each of the projects that make up the school's overall programme. An annual process of auditing programme budgets will confirm that money has been allocated and spent correctly.

## Creative Agents

### 18. Who assigns Creative Agents to Change Schools?

Creative Agents will be allocated to Change Schools by Area Delivery Organisations who have an in-depth knowledge of the skills and capacities of Creative Agents, thereby enabling them to match Creative Agents to schools' needs. If your school is already working with a Creative Agent and you wish to continue this partnership, you should discuss this with your local Area Delivery Organisation. You need to be sure that the Creative Agent will be able to provide the right balance of challenge and support to your school throughout the process.

## Monitoring, evaluation and research

### 19. How will the Change Schools projects be monitored and evaluated?

There will be a common self-evaluation process and monitoring procedure, which will be applied to all projects across all schools in receipt of Creative Partnerships funding. Schools will be required to report on their income and expenditure as part of this process.

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Change Schools should reflect their status in their SEF (Self Evaluation Form), and Creative Partnerships will therefore give weight to the comments that Ofsted make on inspection.

## Other questions

### 20. What age range is the programme targeted at?

Reception to year 13. Schools with a foundation unit would not be expected to exclude nursery children from the programme. No more than 10% of learning settings in an area team's portfolio can be nurseries.

## Further questions

As the Change Schools Programme develops, further questions will emerge from schools and Creative Partnerships Norfolk. These, together with answers will be included in an updated version of Frequently Asked Questions, which can be found at: [www.creative-partnerships.com/cs](http://www.creative-partnerships.com/cs)

Thank you for your contributions and suggestions

Chris May  
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