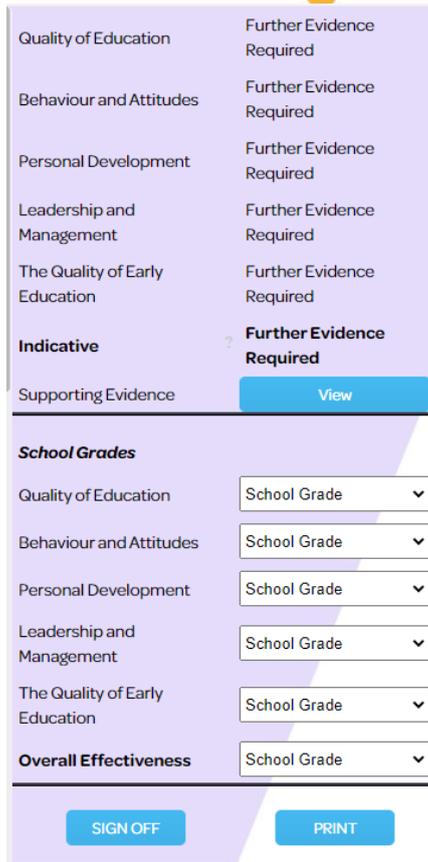
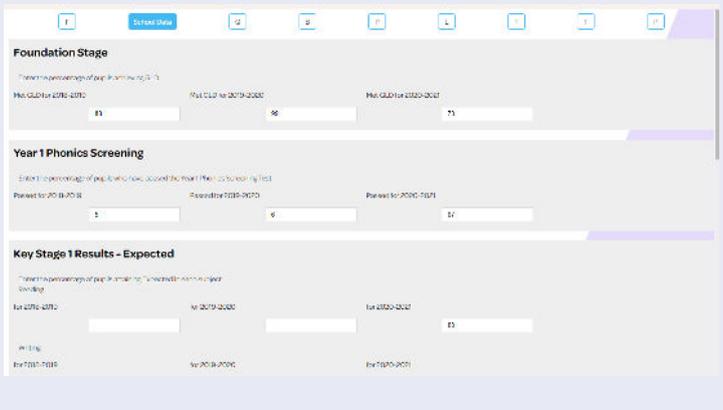
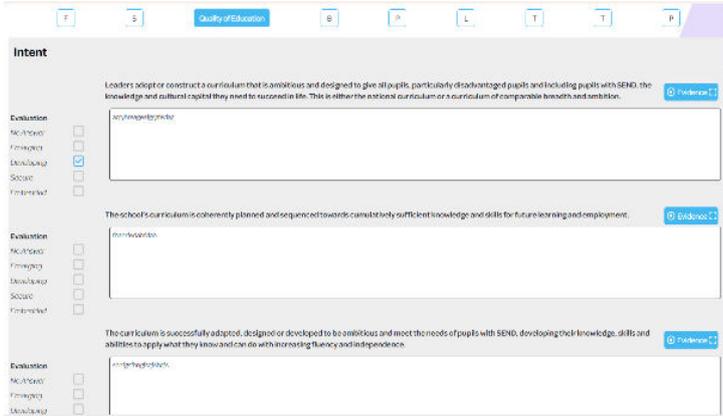
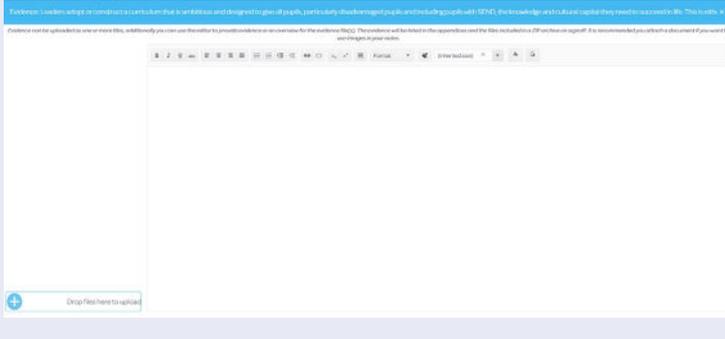
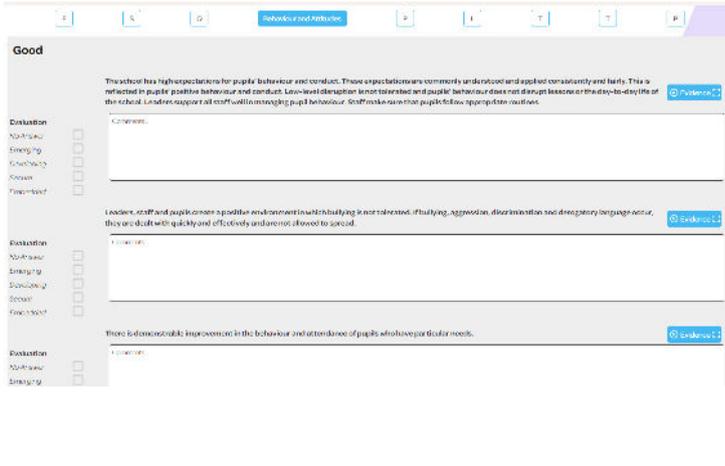
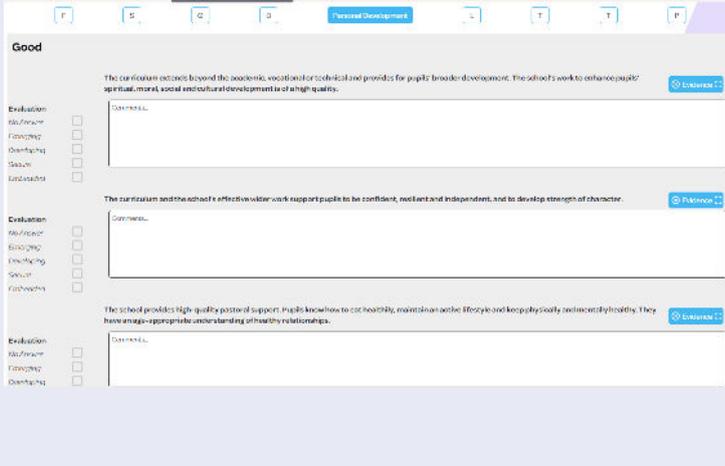
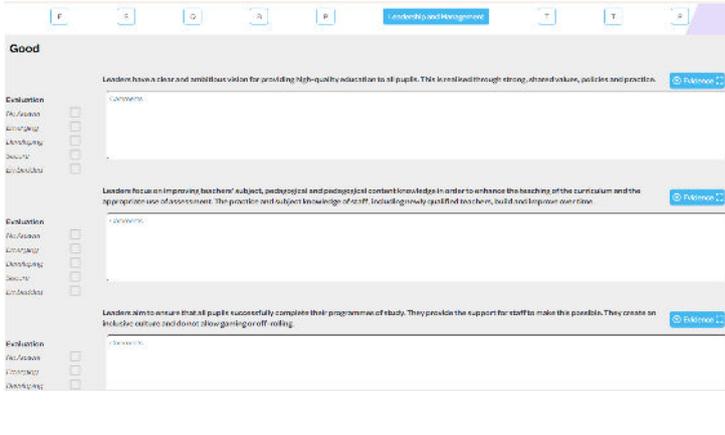
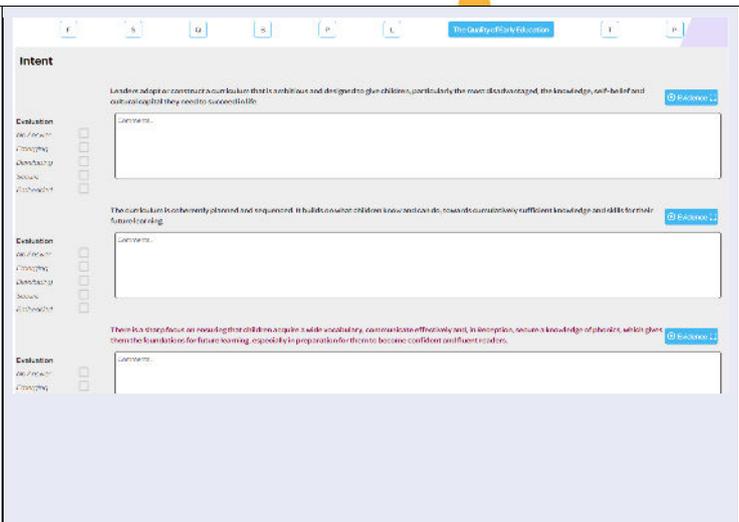
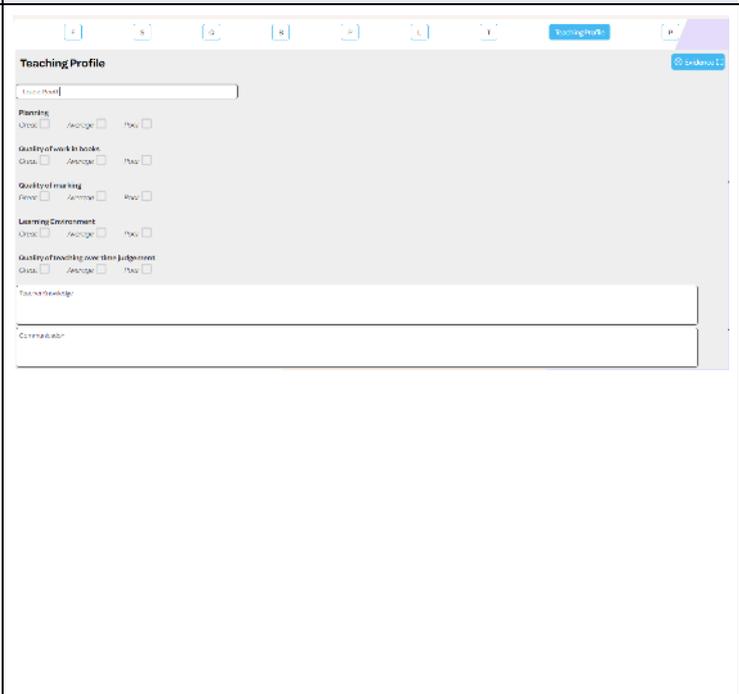
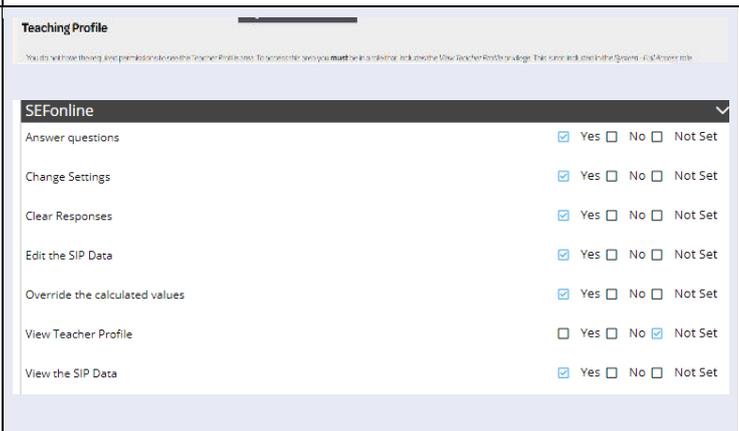


## How to ... Create a New Self Evaluation Form

<p>1.</p>	<p><b>Start a New SEF</b></p> <p>To start a new SEF select</p> <p><a href="#">START NEW SELF EVALUATION FORM</a></p>	<p>Signed off by Louise Booth : 27-Jul-2022 12:25</p> <table border="1"> <thead> <tr> <th></th> <th>Indicative</th> <th>School</th> </tr> </thead> <tbody> <tr> <td>Quality of Education</td> <td>Further Evidence Required</td> <td>Requires Improvement</td> </tr> <tr> <td>Behaviour and Attitudes</td> <td>Further Evidence Required</td> <td>Outstanding</td> </tr> <tr> <td>Personal Development</td> <td>Further Evidence Required</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Further Evidence Required</td> <td>Requires Improvement</td> </tr> <tr> <td>The Quality of Early Education</td> <td>Further Evidence Required</td> <td>Good</td> </tr> <tr> <td>Overall Effectiveness</td> <td>Further Evidence Required</td> <td>Good</td> </tr> </tbody> </table>		Indicative	School	Quality of Education	Further Evidence Required	Requires Improvement	Behaviour and Attitudes	Further Evidence Required	Outstanding	Personal Development	Further Evidence Required	Good	Leadership and Management	Further Evidence Required	Requires Improvement	The Quality of Early Education	Further Evidence Required	Good	Overall Effectiveness	Further Evidence Required	Good
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<p>2.</p>	<p><b>Continue working on a SEF</b></p> <p>To continue working on a SEF you have already created, but which has not been signed off, select</p> <p><a href="#">CONTINUE CURRENT SELF EVALUATION FORM</a></p>	<p>Signed off by Louise Booth : 27-Jul-2022 12:25</p> <table border="1"> <thead> <tr> <th></th> <th>Indicative</th> <th>School</th> </tr> </thead> <tbody> <tr> <td>Quality of Education</td> <td>Further Evidence Required</td> <td>Requires Improvement</td> </tr> <tr> <td>Behaviour and Attitudes</td> <td>Further Evidence Required</td> <td>Outstanding</td> </tr> <tr> <td>Personal Development</td> <td>Further Evidence Required</td> <td>Good</td> </tr> <tr> <td>Leadership and Management</td> <td>Further Evidence Required</td> <td>Requires Improvement</td> </tr> <tr> <td>The Quality of Early Education</td> <td>Further Evidence Required</td> <td>Good</td> </tr> <tr> <td>Overall Effectiveness</td> <td>Further Evidence Required</td> <td>Good</td> </tr> </tbody> </table>		Indicative	School	Quality of Education	Further Evidence Required	Requires Improvement	Behaviour and Attitudes	Further Evidence Required	Outstanding	Personal Development	Further Evidence Required	Good	Leadership and Management	Further Evidence Required	Requires Improvement	The Quality of Early Education	Further Evidence Required	Good	Overall Effectiveness	Further Evidence Required	Good
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<p>3.</p>	<p><b>Front Sheet</b></p> <p>From the navigation bar select</p> <p><a href="#">Front Sheet</a></p> <p>The data you enter will form the front page of your SEF.</p> <p>Complete your school's key information.</p> <p>Complete statements for:</p> <ul style="list-style-type: none"> <li>- Contextual Challenges for our school</li> <li>- Learning</li> <li>- Vision</li> <li>- Key School Improvement Priorities</li> <li>- Last OFSTED</li> <li>- Contextual Details</li> </ul> <p><b>NOTE:</b> If you are working on a SEF you have previously started, you can select from the Navigation Bar the part of the SEF you wish to work on.</p>	<p>School Information</p> <p>Contextual Challenges for Our School</p> <p>Learning</p> <p>Navigation Bar</p>																					

<p>4.</p>	<p><b>Front Sheet Completed</b></p> <p>Having completed your SEF Front Sheet, you can work through the other sections.</p> <p><b>NOTES:</b> The right-hand side of the screen will update as you work through your SEF. The indicative Grades are awarded based on the answers provided in each section, they update as questions are answered.</p> <p>The school grades are manual, it is what you as a school award yourselves and may differ from the calculated indicative grades shown above. They only need to be entered when signing off as they do not auto-save.</p>	
<p>5.</p>	<p><b>Entering School Data</b></p> <p>From the Navigation Bar select <a href="#">School Data</a></p> <p>Data is entered as % of pupils. Scroll down to complete all sections.</p>	
<p>6.</p>	<p><b>Quality of Education</b></p> <p>From the Navigation Bar select <a href="#">Quality of Education</a></p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p> <p><b>NOTE:</b> Statements written in purple are deemed to be essential criteria.</p>	

<p>7.</p>	<p><b>Upload Evidence</b></p> <p>To upload evidence or make additional notes to a section select </p>	
<p>8.</p>	<p><b>Behavior and Attitudes</b></p> <p>From the Navigation Bar select </p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p>	
<p>9.</p>	<p><b>Personal Development</b></p> <p>From the Navigation Bar select </p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p>	
<p>10.</p>	<p><b>Leadership and Management</b></p> <p>From the Navigation Bar select </p> <p>From the options next to each comment box select the appropriate evaluation for your school.</p>	

<p>11.</p>	<h3>The Quality of Early Education</h3> <p>From the Navigation Bar select <a href="#">The Quality of Early Education</a></p> <p>Complete each comment box.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p>																																	
<p>12.</p>	<h3>Teaching Profile</h3> <p>From the Navigation Bar select <a href="#">Teaching Profile</a></p> <p>Identify the Year or Teaching Group.</p> <p>To upload further evidence or make additional notes, select <a href="#">Evidence</a></p> <p>To add further Teaching Profiles select </p>																																	
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13.

## Progress

From the Navigation Bar select

[Progress](#)

There are notes and support on the screen to help navigate you through this screen.

