



# Home-School Partnerships

Supporting informal learning at home in the early years

An early literacy programme by Wordworks

## 2019 WORDWORKS ASSESSMENT TASK: PORTFOLIO GUIDELINES

- One portfolio per school to be submitted
- It is a group portfolio – the group comprises teachers **being trained by Wordworks in 2019**

### Why you need to submit a portfolio:

- It serves as the evidence of your participation in facilitating the HSP Programme at your school.
- It entitles all NEW facilitators to receive a Wordworks certificate.

### Requirements to qualify for the Wordworks certificate:

- Attend the 3 training days (Jan; Feb & March)
- Facilitate the eight-week HSP Programme with parents/grandparents/caregivers
- Submit the group portfolio by the due date: **19 SEPTEMBER 2019**

### Format of the portfolio:

- Please submit in a 30 page flip file
- Include a cover sheet with names of the new facilitators
- Insert interleaves to separate categories

### Contents of the portfolio:

No	Item	Check
1.	Registers	<ul style="list-style-type: none"> <li>• For the 8 sessions – must be signed by every person at each session</li> <li>• Includes the FACILITATORS/VISITORS</li> </ul>
2.	Planning Outlines	<ul style="list-style-type: none"> <li>• Complete for each Session- According to the Wordworks format</li> </ul>
3.	Feedback from parents	<ul style="list-style-type: none"> <li>• After Session 3: Letters from each parent present</li> <li>• After Session 8: Feedback forms from each parent present</li> <li>• Oral feedback can also be written down (by facilitator) and included</li> </ul>
4.	Facilitators' Self-Evaluation	<ul style="list-style-type: none"> <li>• Forms to be completed by each new facilitator</li> <li>• After Session 3: It is important that you comment on what you need to improve on.</li> <li>• After Session 8: It is important that you comment on 'how you have improved'.</li> </ul>
5.	<p>A short report (2–3 A4 typed pages)</p> <p>Include the following in the report:</p> <ul style="list-style-type: none"> <li>• Personal growth</li> <li>• Learning</li> </ul>	<ul style="list-style-type: none"> <li>• Page 1: School; Names of facilitators (new ones only); Dates of Programme</li> <li>• Recruitment strategy: how you got parents to sign up for the program. Include a copy of the invitation you sent out to parents.</li> <li>• Numbers: How many started and how many graduated</li> <li>• Success stories: What worked well; any 'aha moments'</li> <li>• Challenges: Issues, difficulties and what didn't work</li> <li>• Changes made to the programme and why: Especially the positive changes</li> <li>• Each facilitator to write one paragraph</li> <li>• Each facilitator to write one paragraph on what you have learnt from your interaction with the parents and also during the programme</li> </ul>
6.	Wordworks Knowledge Questionnaire	<ul style="list-style-type: none"> <li>• To be completed by EACH facilitator after Session 8</li> <li>• It is important to reflect and comment</li> </ul>
7.	Photographs	<ul style="list-style-type: none"> <li>• Insert photographs of parent homework activities</li> <li>• Insert photographs of interaction during sessions</li> <li>• Add captions to photographs</li> </ul>
8.	<i>A copy of the school's Programme Report</i>	<ul style="list-style-type: none"> <li>• To be completed after the Graduation (Session 8)</li> </ul>
9.	<i>A copy your school's Recombitment form for 2020</i>	