

Enrichment provision action planning tool

The action planning tool supports schools and colleges to improve and monitor their enrichment offer. It should be used after completion of the self-assessment. It is intended to enable schools and colleges to identify areas of focus and the support needed to make progress. It will help schools and colleges to develop, implement and monitor a tailored plan of action that fits with their own circumstances and needs of their learners.

Identifying actions

Actions should be specific and avoid ambiguous or aspirational language, being clear on what needs to change/happen, who has lead responsibility for each action and the timeframes for completion.

Actions included in the plan should be achievable. If the strategies are not currently achievable, areas for improvement should be discussed, identifying the support needed and facilitating the training or resources required.

Schools and colleges may wish to use this alongside other implementation tools and practices, such as the Education Endowment Foundation's guidance on School Improvement, which sets out information on the behaviours, contextual factors and processes to guide effective implementation, as well as planning tools like checklists and implementation plan templates that may help form a more detailed plan for specific interventions.

An Accessible and Engaging Enrichment Offer		Participation Monitoring and Inclusion		
Target		By whom and how will it be monitored	Success criteria	Select Red/Amber/Green
Develop a whole-school enrichment participation tracking system to ensure all pupils access enrichment opportunities across the five enrichment categories.		Headteacher and Class Teachers. Monitoring through pupil groups (SEND, disadvantaged, attendance concerns, Traveller pupils).	100% of pupils participate in at least one enrichment activity each term. Participation data available for all classes. Gaps identified and addressed promptly.	
Actions		When		
Actions	When	Half-termly review of enrichment participation tracker.		
Create enrichment tracking spreadsheet linked to classes and key groups	Autumn 1			
Audit participation against five enrichment categories	Autumn 2	Resource needed		
Identify pupils at risk of missing enrichment opportunities	Termly			
Review participation with class teachers	Half-termly	Enrichment tracker, staff meeting time, governor reporting format		
Report participation to governors	Termly			

A Well-Communicated Enrichment Offer that Celebrates Participation and Achievement		Pupil reflection and celebration														
Target		By whom and how will it be monitored	Success criteria	Select Red/Amber/Green												
Establish a consistent system for recognising and reflecting on enrichment experiences.		Headteacher, PSHE Lead and Class Teachers through learning walks, pupil interviews and book scrutiny.	Every class maintains an enrichment portfolio. Enrichment celebrated at assemblies. Pupil voice shows children can discuss skills and learning gained from enrichment activities													
Actions		When														
		See left														
		Resource needed														
		Pupil passports, certificates, display materials, newsletter section - attendance case studies - confidence case studies - participation case studies - family engagement case studies														
<table><tr><th>Actions</th><th>When</th></tr><tr><td>Create whole-school enrichment passport or journal</td><td>Autumn 1</td></tr><tr><td>Introduce half-termly enrichment celebration assemblies</td><td>Autumn 2</td></tr><tr><td>Develop class enrichment displays and portfolios</td><td>Autumn 2</td></tr><tr><td>Collect pupil reflections after major events and visits</td><td>Ongoing</td></tr><tr><td>Share achievements through newsletters and reports</td><td>Termly</td></tr></table>		Actions	When	Create whole-school enrichment passport or journal	Autumn 1	Introduce half-termly enrichment celebration assemblies	Autumn 2	Develop class enrichment displays and portfolios	Autumn 2	Collect pupil reflections after major events and visits	Ongoing	Share achievements through newsletters and reports	Termly			
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A Well-Communicated Enrichment Offer that Celebrates Participation and Achievement		Pupil reflection and celebration	
Target		By whom and how will it be monitored	Success criteria
Ensure pupil voice directly influences future enrichment planning and activity selection.		Headteacher, School Council and Pupil Voice Board. Reviewed through surveys and meeting minutes.	Pupil suggestions influence annual enrichment programme. Surveys completed termly. Increased pupil engagement and attendance at enrichment activities.
Actions		When	
		See left	
Actions	When		
Conduct baseline enrichment survey	Autumn 1		
Discuss enrichment within Headteacher's Pupil Voice Board	Half-termly		
Review favourite and least-engaged activities	Spring 1		
Include pupil suggestions in 2027-28 programme planning	Summer 1		
Share changes made as a result of pupil feedback	Summer 2		
		Resource needed	
		Survey tools, pupil voice records, staff meeting time	

A Well-Communicated Enrichment Offer that Celebrates Participation and Achievement		Pupil reflection and celebration		
Target		By whom and how will it be monitored	Success criteria	Select Red/Amber/Green
Develop a whole-school Aspiration and Futures programme that broadens pupils' understanding of future education, employment and life opportunities.		Headteacher, PSHE Lead and Governors through pupil voice, participation records and annual review.	Every year group experiences at least one careers-related event annually. Pupils demonstrate increased awareness of future opportunities. Aspirations become a recognised strength of the enrichment offer.	
Actions		When		
		See left		
		Resource needed		
Create an annual aspirations calendar		Autumn 1		
Invite visitors from a range of professions and backgrounds		Termly		
Organise workplace, college or training provider visits where appropriate		Ongoing		
Develop aspiration-themed assemblies		Half-termly		
Collect pupil voice on future ambitions and aspirations		Autumn and Summer	Careers speakers, community contacts, local employers, colleges and transport budget.	