



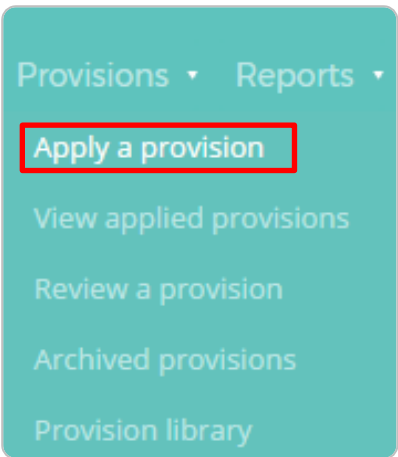
ProvisionMap

Quick start guide

Getting started with Provisions

Provision Management in Provision Map

Provision Map allows you to create and manage provisions that are designed to tackle various areas of concern. This Quick Start guide will demonstrate how to set up provisions, organise them and review their outcomes.



Provision menu tab

Depending on the permissions enabled for your account, you will see a list of options similar to those shown on the left.

To create a new provision, click [Apply a provision](#). You will then be presented with the screen [below](#).

School Provision

find provision in the library

save current to library

Provision details

Provision title:

Behaviour Support Team Intervention

Wave:

3

Area of concern:

Social, Emotional and Mental Health Difficulties

Type:

Pupil Premium

Resource URL:

www.classcharts.co.uk

Description:

Meet student before school, breaktime, lunchtime and afterschool.
During this time: Re-read targets and check how things are

Intended outcome:

Build a relationship with student.
Targets are achieved.
Family have a specific link.

Shown above is the [edit provision](#) page. The first section of a provision describes what kind of provision it is, the intended outcome, the area of concern that it applies to and any optional provision types or resources.

Click [find provision in library](#) to apply a pre-existing provision, or [save current to library](#) to make a reusable copy of the provision for future use.

- ☒ Track start and end grades
- ☒ Requires review
- ☒ This is a confidential document.

Confidential documents are only visible to school users that you explicitly share it with and school administrators.

This document is not shared with anyone. [Share](#)

The provision details section also includes the following additional options:


Track start and end grades: Tick this checkbox to include start and end grades as part of the provision.

Requires Review: Tick this checkbox to ensure that a review is made once the provision ends. If a review isn't made by the provision's end date a reminder will appear in the [overdue reviews](#) section of the homepage.


This is a confidential document: Ticking this checkbox allows you to restrict which staff members have access to the provision. For more information on confidentiality please see our [Quick Start Guide on confidentiality](#).

Schedule & sessions


Start date:




End date:



Session length:



Session frequency:



☐ Set dates for each pupil

☒ Show session length & frequency details

☐ Set session length & frequency details for each pupil

The Schedule & sessions section allows you to specify how long the provision will run for. To do this, click on the Start date and End date fields to create a date range for your provision.

Set dates for each pupil: Tick this checkbox to individually set start and end dates for each pupil in the provision.

Show session length & frequency details: Tick this checkbox to specify the duration of each session and how often the sessions occur.

Set session length & frequency for each pupil: Tick this checkbox to individually set session length and frequency for each pupil.

Costs

Fixed cost:

£ 0.00

Per pupil cost:

£ 0.00

Per session cost:

£ 0.00

Per pupil session cost:

£ 0.00

☐ Individual sessions (count costs for each pupil separately)

The cost section allows you to control how costs are tracked within the provision. There are several options for doing this:

Fixed cost: the fixed cost is divided evenly between the pupils.

Per pupil cost: the cost that each pupil pays.

Per session cost: the cost depends on the number of sessions.

Per pupil session cost: the fixed cost that the pupil must pay for each session.

Find Pupils

close

Search by name:

Search by year group:

Show all

Search by tutor group:

Show all

Search by SEN stage:

Show all

Search by lesson:

☐ Ben Abbot

11

11A

☐ Cameron Able

10

10A

☐ Jacqui Abrahams

11

11B

☐ Robert Ackrington

10

10D

☐ Stan Ackton

9

9A

K

☐ Jordan Acton

7

7F

☐ Samantha Acton

8

8A

☐ George Adams

7

7B

☐ Melanie Adams

12

Q

☐

add from a list

select all

deselect all

add selected

The [Assigned pupils](#) section is where you add pupils to your provision. Click the [assign pupils to provision button](#) to bring up the [Find pupils](#) menu shown above.

Tick off the pupils you wish to include. Once you're finished, click the [add selected](#) button to assign the pupils to the provision.

Assigned staff

assign staff to provision

Teacher	Hourly wage	Total hours	Cost	Notes
<div><div></div>Mrs Selina Andrews</div>	5.00	<div>15.00</div> <div>set default</div>	75.00	<div>Mrs Andrews will assist in this provision</div>
<div><div></div>Mrs Mina Asif</div>	6.60	<div>10.00</div> <div>set default</div>	66.00	<div></div>
Total:		25.0	141.00	<input type="checkbox"/> Include in provision costs

The **Assigned staff** section allows you to select the staff members that are involved with the provision. Click on **assign staff to provision** to select teachers from a drop down menu.

To work out how teacher costs factor into the provision, ensure that you have specified an hourly wage and the total hours that they will be working on the provision. Only **school admin** users can set and view the hourly wage for each assigned staff member. Ticking **Include in provision costs** will add the **cost** column to the overall cost for the provision.

To unassign a teacher, click on the 3 dots next to the teacher's name and select **remove teacher from provision**.

Files

Name	Time uploaded
<div><div></div>s-l225.jpg</div>	6/4/2017 10:25

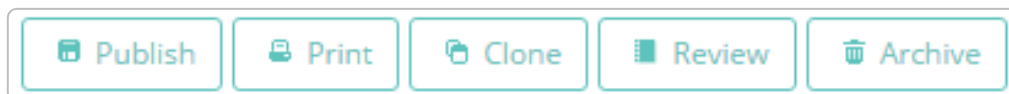
Upload a file

Upload a confidential file

The **Files** section is for attaching any relevant documents to the provision, such as reports from external consultants. You can also upload files **confidentially**, for restricting sensitive information to specific teachers.

Provision options

In the top right hand corner of a provision, you will see the selection of buttons shown below. These additional settings will allow you to perform certain actions with your provision.




Publish

When you have finished entering details for a newly created provision, click [publish](#) to save the provision. The saved provision will then appear in your list of [applied provisions](#). When you make changes to your provision once it has been published, this button will display [save](#) instead.

Print

Clicking the [print](#) button allows you to print your provision into a presentable pdf format. This pdf includes [core](#) pupil information, the [provision outline](#), the assigned staff and costing information.

School Provision - Anger Management - Demo School 1



School Provision - Anger Management

Regular meeting with Ed psyc and anger monitoring provision.

Wave: 3

Area of concern: Social, Emotional and Mental Health Difficulties

Provision cost: 13,000.00

Cost per pupil: 4,333.33

Assigned pupils

Pupil ID	First name	Last name	Year	Tutor group	SEN	FSM	EAL	In care	Start date	End date	Notes
B823432110001	Grenetta	Abbey	11	11F	K	Yes	No	Yes	1/9/2016	8/5/2017	1 session per day. Session length: 1 hour.
E820200105004	Keith	Bagnall	9	9C	K	No	No	No	6/2/2017	29/5/2017	1 session per day. Session length: 1 hour.
Z82020010502A	Molly	Candy	11	11B	K	Yes	No	No	6/2/2017	8/5/2017	1 session per day. Session length: 2 hours.

Assigned staff

Full name	Position	External	Notes
Mr C MacDougall	Deputy SENCO	No	

Review a provision









You can review your provisions to evaluate how effective they have been in changing pupil outcomes. You'll be able to specify who reviewed the plan and when, as well as create multiple reviews for the same plan.

To review a provision, click on the [Review](#) button when inside a plan, or by clicking [Review Provision](#) from the 3 dots menu in View Applied provisions.

You will be presented with a list of previous reviews if there are any, which can be edited or printed out. Click [Create review](#) to begin.

Provision reviews : Interaction Improvement

This provision already has been reviewed. If you want to edit or view existing review, please click on one of the reviews below.

	Date	Reviewed by
 	20/2/2017	Mr Paul Brown
 	19/1/2017	Mrs Selina Andrews
 	19/1/2017	Mr Paul Brown
 	18/11/2016	Mrs Mina Asif

Otherwise, create a new review for this provision.

Create a review

Close

Review for School Provision: Grouped Provision test

Description

Can we accurately track costs for grouped pupils?

Area of concern	Provision Wave	Start date	End date
Cognition and Learning Needs		1/2/2017	22/2/2017

Review date:

6/4/2017

Reviewed by:

Mrs Mina Asif

Pupil	Start grade	End grade	Outcome	Notes
<div><div><input checked="" type="checkbox"/></div><div>Robert Arkwrightson</div><div><div><div>★</div><div>Q823432113005</div><div>Year 9 Tutor group 9E Start date 1/2/2017</div></div></div></div>	a	3	-1 — Les	Need to apply themselves further

To review a provision select an [outcome](#) for each pupil that best describes the end result (-2 being significantly less than expected, +2 being significantly more than expected). You can then add [notes](#) regarding the outcome and the end grade for each pupil (if specified in the provision).

To print out a copy of the review, simply click on the [Print review](#) button

Archive

If you want to remove an active provision but still keep a historical record of it, you can archive it. You can find archived provisions in the [Archived provisions](#) section. To archive a provision, either click on the [archive button](#) when editing a provision or the [Archive selected](#) button on the [View Applied provisions](#) page.

What do you want to do?

Archive this provision

Permanently delete this provision

Unarchiving a provision

To restore an archived provision, navigate to the Archived provisions page. Click on the 3 dots next to your chosen provision and select [Edit provision](#).

Accelereread

Edit provision

Download provision

At the top of the provision you will see a [banner](#) informing you that the provision is archived. Simply click the [Publish](#) button and the provision will appear within your list of applied provisions again.

This school provision is archived. To restore the provision, click "Publish" to make this provision active.

Clone

Cloning a provision allows you to create a [copy](#) of the provision and reapply it. This is a useful feature if you find yourself creating the same provisions on a termly basis.

You are given the option to clone the provision [with the currently assigned pupils](#), or [just the provision itself](#).

View applied provisions

The View applied provisions page lists the provisions that are currently in place at your school. You can search the list by using the table headings to filter the results.

Edit selectedArchive selectedDelete selectedApply new provisionExport to excelFilter by lesson

	Name	Concern	Provision Wave	# of pupils	Pupils
<input type="checkbox"/>	<input type="text"/>	Show all	Show all	Show all	<input type="text"/>
<div><div></div></div> <input type="checkbox"/>	Grouped Provision test	Cognition and Learning Needs	unknown	4	<div><div></div><div><div>Robert Arkwrightson</div><div>Terry Armstrong</div><div>Steven Arthur</div><div>Tobias Ashford</div></div></div>

Selecting multiple provisions

To select multiple provisions at once, tick the [checkbox](#) next to a provision. You can select all provisions by ticking the checkbox in the table heading.

Once a selection has been made, the selected provisions can be [edited](#), [archived](#) and [deleted](#) simultaneously.

Name	
<input type="checkbox"/>	<input type="text"/>
<div><div></div></div> <input checked="" type="checkbox"/>	Behaviour Support Team Intervention
<div><div></div></div> <input type="checkbox"/>	Coping with Stress

Export to excel

You can export the provisions shown on this page to an Excel Spreadsheet. To do this, simply tick the provisions you wish to include and click on the [Export to excel](#) button.

Export provisions

☒ Include pupils

☐ Include members of staff

Close

Export

When exporting the provisions list, you can specify whether or not to include the [assigned pupils](#) and [staff members](#) in the spreadsheet.

Provision library

The provisions library houses a list of templates that you can apply to new provisions. You can apply them to a provision by clicking [Find provision in the library](#) when creating a new provision.

School Provision

[find provision in the library](#)

[save current to library](#)

To add a new provision, click on [add new provision](#) above the provisions list.

The pop up on the right will appear, allowing you to enter the provision details. Click ok once you're finished.

The new provision will then be displayed within the library. You can edit the provision at any time by clicking on the 3 dots next to the entry and selecting [Edit library provision](#).

Edit provision

Name

Acceleread

Area of concern

Cognition and Learning Needs

Provision Wave

3

Description

Package includes perforated, colour-coded flash cards, photocopiable record sheets, along with blank flash cards for you to print off with your own sentences.

Intended outcome

Resource URL

http://www.dyslexic.com/acceleread

Close

OK

Importing provisions to the library

We are able to bulk upload your school's provisions to the provision library on your behalf! Simply get in touch with us requesting this and we will send you an Excel spreadsheet template to fill out. Send this back to us once you have finished and we will import the provisions.

Further support

Please do not hesitate to get in touch if you need more support or training. support@edukey.co.uk

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