

# The City Classroom

## Monitoring and Reporting Guide

### About this Guide

This short guide outlines The City Classroom's approach to monitoring and evaluation specifically for activity submitted by members of the initiative. In it you will find out:

- **what** data we ask for
- **why** we ask for specific data, both quantitative and qualitative
- **how** data will be collected and **when**

### Background

The vision of The City Classroom is that every child and young person will thrive through a rich and adventurous cultural education.

The City Classroom (TCC) brings together organisations, schools, artists and creatives to provide a co-ordinated, planned and strategic approach to providing cultural experiences for young people in our city and county.

The City Classroom focuses on place-based cultural education for children and young people in producing a joint programme of activity and marketing campaigns.

### Monitoring and Reporting

Evaluating techniques have been designed specifically for the suitability of the Children and Young People and Partner Organisation delivering activity.

The key areas for quantitative and qualitative evaluation are:

- Engagement data, e.g. numbers of young people involved
- Partner data, e.g. who the schools and partners are
- Impacts relating to programme objectives and outcomes identified
- Unexpected outcomes

Testimony and short cases studies are also very supportive from an evaluation and advocacy point of view.

In addition we aim to test the quality principles around curriculum and cultural education strategies. The ACE seven quality principles are:

- striving for excellence
- emphasising authenticity
- being inspiring, and engaging
- ensuring a positive child-centred experience
- actively involving children and young people
- providing a sense of personal progression
- developing a sense of ownership and belonging

See more at: <http://www.artscouncil.org.uk/quality-metrics/quality-principles>

It is important for us to evaluate the collective impact and reach across Leicester and Leicestershire when organisations and artists work collaboratively towards a set of shared goals. This will enable us to measure the impact it has on young people taking part, professionals working with young people in local schools and settings, to make sure that cultural education is thriving across the city and county.

## **Aims and Outcomes**

The mission of The City Classroom is to raise the standards and level of provision of locally-based cultural education activity, and to enrich the cultural experience of every child and young person in Leicester and Leicestershire.

Current Priorities for projects include:

- Partnerships with primary and SEN schools, plus alternative education, in Leicester and Leicestershire.
- High quality creative arts activity in schools, co-delivered by artists, underpinned by Arts Council England's Quality Principles.
- Promoting and delivering Arts Award and supporting Artsmark in schools.
- Outcomes evaluation, data and evidence - making and sharing the case using collective impact studies and tools.

Projects should deliver against two or more of the key criteria for The City Classroom:

- Use of local cultural assets (people or places) to promote and deliver creative learning
- Delivered in and across curriculum areas and or enrichment activity
- Animates learning in or outside the classroom
- Builds sustainable partnerships between arts, culture and local communities
- All projects align with the Arts Council England Quality Principles.

## **How we will monitor and evaluate**

To keep data consistent we will ensure a monitoring and evaluation form is completed for each project. The City Classroom activity report form can be found within this guide and will also be circulated separately to members on submission of their projects or events.

For all school-focussed activity the Collective Outcomes Tool will need to be completed. This should be discussed with participating schools in advance of the project start date, so they are clear about the requirements. The tool is a simple excel sheet, it is often appropriate for the school business managers to complete it for the project. The Collective Outcomes Tool will be distributed as appropriate at the time of project submission.

Some projects will not be suitable for the use of the Collective Outcomes Tool, in this case there are sections on our evaluation form to estimate your numbers where appropriate. All project evaluations should be discussed with The City Classroom coordinator before submission.

In addition to the above methods, a number of projects will be selected to create in depth, quality case studies. This will present a diverse range of the projects supported by The City Classroom which will be profiled on our website.

## **When we will monitor and evaluate**

The City Classroom will continuously monitor and evaluate, with mid-term and final report writing periods as key dates. Reporting updates will be required termly by members and all dates will be made clear at the time of project submission. School activity will generally be reported on termly, but this will depend on the length and time period of specific projects. Case studies will be accepted at any time appropriate to the activity delivery.

## **Contact**

Gemma Kiddy, Programme Coordinator is your key contact for monitoring and evaluation, and is available to support you through the process. Gemma can be contacted on [gemma@cityclassroom.org](mailto:gemma@cityclassroom.org)

# The City Classroom

## Monitoring & Evaluation Form

Project Title	
Lead artist / art organisation name	
Activity description (100 words)	
Date or date range of activity	
Total hours of activity	
Art forms (Please select all that apply)	<input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre and drama <input type="checkbox"/> Reading and writing, incl. poetry <input type="checkbox"/> Arts, crafts and design <input type="checkbox"/> Film and video <input type="checkbox"/> Other media <input type="checkbox"/> Computer based media <input type="checkbox"/> Radio <input type="checkbox"/> Street art, circus, festivals or carnivals <input type="checkbox"/> Visiting a heritage site <input type="checkbox"/> Visiting a library <input type="checkbox"/> Visiting a museum or gallery <input type="checkbox"/> Visiting an archive <input type="checkbox"/> Other, please state.....
Name of school(s) involved	
Name of arts & cultural partners	
Numbers participating in the activity	Adults: Children:
Specific age range of children	
How many children took part in Arts Award and what level? (Discover, Explore etc...)	
Postcodes of participants	
Ethnicity of participants	
Any quotes or observations collected	
<p><i>We are looking for in depth quality case studies which will be profiled on our website. Please make contact with us if you would like to case study this project.</i></p>	

Please return completed forms to [admin@cityclassroom.org](mailto:admin@cityclassroom.org) before the specified deadline.