

# Personal Development

## 4 x Brettow task completion processes

1. Student completes task *e.g. in-school volunteering*

2. Student brings evidence *e.g. certificate*

3. Student completes:

- Small evaluation slip – *where the evidence is clear to see/proof (certificate, photo)*

OR

- Evaluation and Reflection Sheet – *when the small evidence slip isn't big enough and they need more space to talk about what activity they have completed e.g. Y11 work experience Gold task*

OR

- No evaluation slip (a) & (b) – *where we don't need the proof as we already have it e.g. attended a KS3 trip, extra-curricular data sheets*



The 'Evidence Slip' form is a small, rectangular document. It has a header section with a title 'Evidence Slip' and a 'Name' field. Below this, there is a section for 'Evidence being submitted for Unit Y' with a 'Task Number' field and a 'What Piece of evidence have you included?' field. The bottom section is for 'Involvement / Teacher Name / Organisation' with an 'email' field.



The 'Brettow Reflection And Evaluation' form is a larger, more complex document. It has a header section with a title 'Brettow Reflection And Evaluation' and a 'Name' field. Below this, there is a section for 'Task Number' and a 'Task Title' field. The main body of the form contains several sections for reflection and evaluation, including 'Give a summary of what you did for this task e.g. I moved a neighbour's lawn', 'Explain how this demonstrates your commitment to the specific BRETTOW theme', and 'Supporting Evidence'. The bottom section is for 'Details' with fields for 'Phone number', 'Email address', and 'Home address'. There is also a 'Witnessed by' field and a 'Signature' field.

# Personal Development

Small evaluation slip – *where the evidence is clear to see/proof (certificate, photo)*

1. Tutor checks all is complete
2. Tutor signs small evidence slip
3. Tutor signs and adds the date on the task in passport (where the sticker will be added)
4. Tutor may want to use the register provided to support with tracking

A form titled 'Evidence Slip' with fields for Name and Form. It includes a section for 'Evidence being submitted for Unit ?' with options: SERVICE, LEADERSHIP, ASPIRATION, and MORAL & CULTURAL. There is a section for 'Task Number ?' and 'What Form of evidence have you included ?'. At the bottom, there are fields for 'Instructors / Teachers Name / Organisation' and 'email'.

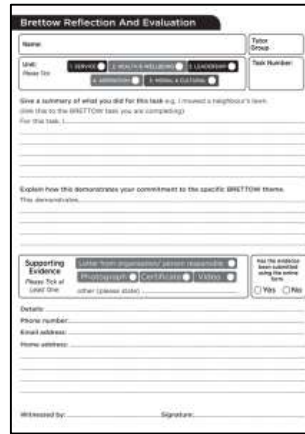
When one student completes **3 tasks** they submit their A5 plastic folder with Passport, all signed, dated and checked by the tutor, into the library.

# Personal Development

## Evaluation and Reflection Sheet — *when the small evidence slip isn't big enough and they need more space to talk about what activity they have completed e.g. Y11 work experience Gold task*

1. Tutor checks all is complete
2. Tutor signs evaluation and reflection slip
3. Tutor signs and adds the date on the task in passport (where the sticker will be added)
4. Tutor may want to use the register provided to support with tracking

When one student completes **3 tasks** they submit their A5 plastic folder with Passport, all signed, dated and checked by the tutor, into the library.



The form is titled 'Bretlow Reflection And Evaluation'. It includes fields for Name, Email, and Task Number. There are sections for 'Give a summary of what you did for this task' and 'Explain how this demonstrates your commitment to the specific BRETTLOW theme'. A 'Supporting Evidence' section has checkboxes for 'Completed', 'Ongoing', and 'Not Started'. At the bottom, there are fields for 'Reviewed by' and 'Signature'.



# Personal Development

**No evaluation slip (a)** – *where we don't need the proof as we already have it e.g. extra-curricular data sheets*

1. Tutor checks data sheet to see which student has completed the required task
2. Tutor signs and adds the date on the task in passport (where the sticker will be added)
3. Tutor may want to use the register provided to support with tracking



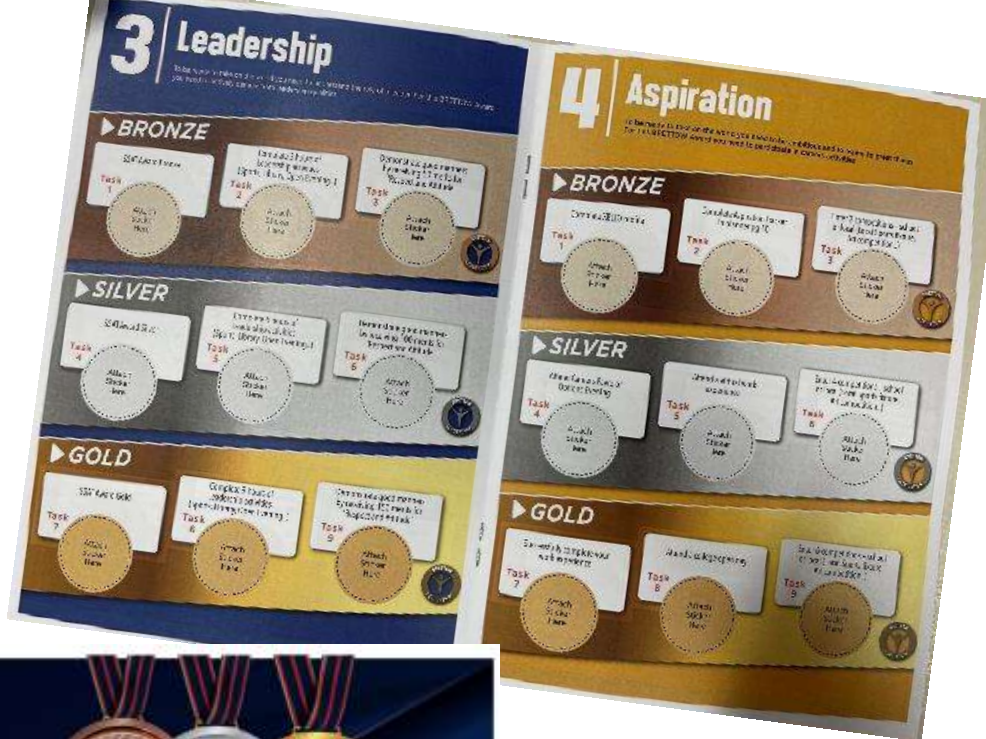
When one student completes **3 tasks** they submit their A5 plastic folder with Passport, all signed, dated and checked by the tutor, into the library.

# Personal Development

No evaluation slip (b) – *where we don't need the proof as we already have it e.g. attended a KS3 trip*

1. Tutor will be provided with stickers and a register/data sheet
2. Tutor checks register/data sheet to see which student has completed the required task
3. Tutor gives the sticker to the student to place on the task (no signing needed as the Bromcom Brettow transfer has been done in one go)
4. Tutor may want to use the register provided to support with tracking





Guide to parents in supporting their children to complete the BRETTOW Award

*“We want every student to be the best they can be, thrive in the best possible career and contribute positively to society.”*

## Be Ready To Take On The World

The Brettow Awards are designed to recognise and celebrate student successes as independent, self-reliant and dedicated citizens, who are **charitable, healthy leaders**. We want them to develop into well-rounded individuals, who **aspire** to great things, are **globally aware** and who *contribute positively to the school and its community*. The Brettow Awards is a unique system to our school, which supports and acknowledges our students' personal development 5 year journey.

# Why is BRETLOW relevant to your child?

College interview – being able to talk about how students have contributed to the school community, such as volunteering.

Job interview – where students have an example about where they have tried something out, such as student leadership and extra-curricular.

Future job – being able to share past experiences to help build relationships.

= Demonstrating success outside of your child's studies or school life.

= Allowing your child to be in the best position to compete with other young people the same age.

**Important that your child engages in BRETLOW**

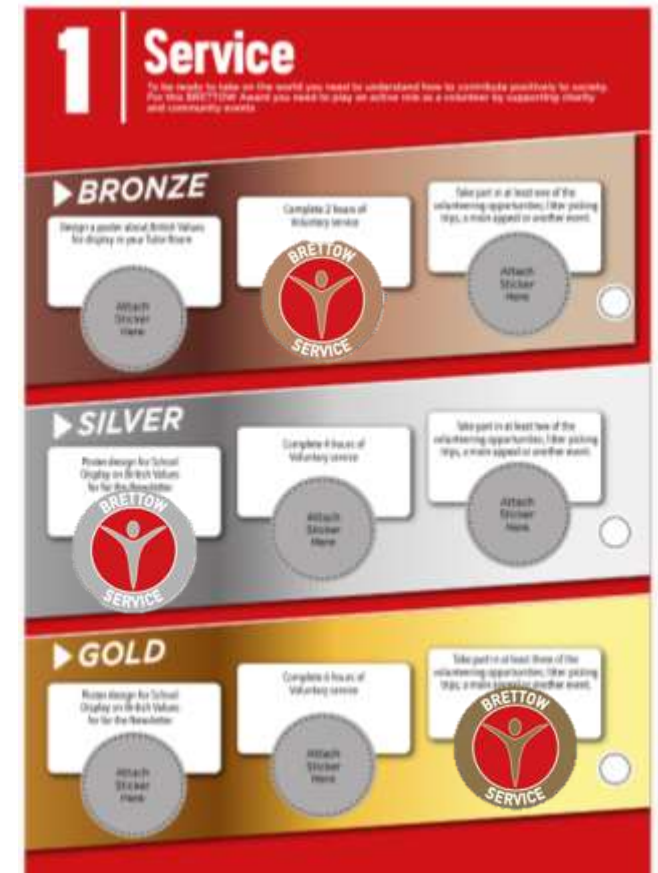
# How does BRETTOW work?

There are 5 Brettow units.



Each unit has 9 tasks (3 Bronze, 3 Silver, 3 Gold) to complete over the 5 years at Crown Hills.

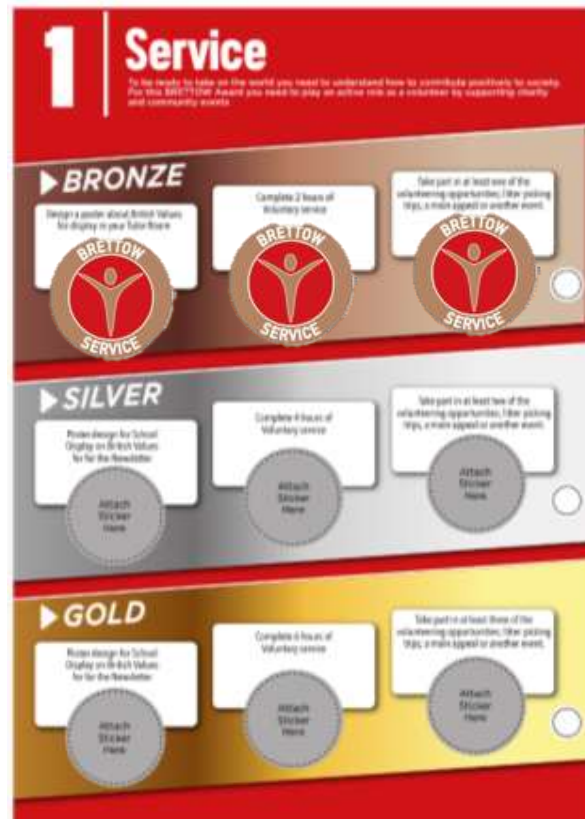
Each task completed will be awarded with a sticker.



# How does BRETTOW work?

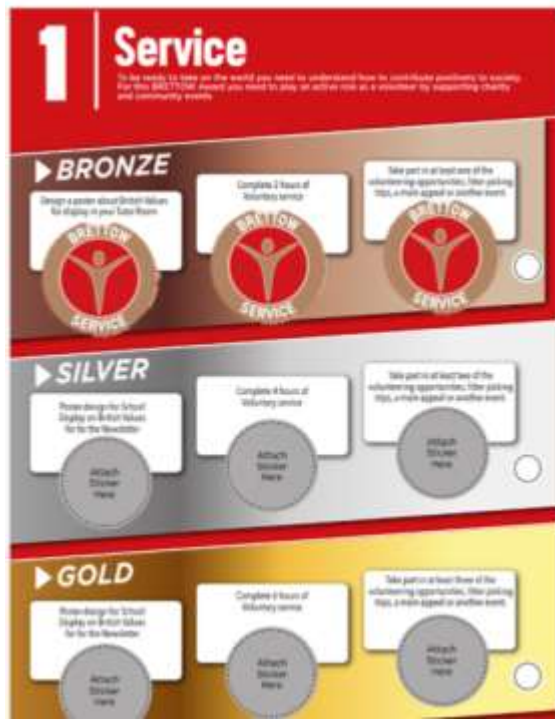
Students will be awarded a Certificate (Bronze, Silver or Gold) and a pin badge if they complete 3 tasks in the same unit.

3 x Bronze stickers =  
Certificate  
Pin Badge



# How does BRETTOW work?

Students are awarded a professional qualification called the SSAT (Student Leadership Accreditation) and a Medal if they complete all sections in all 5 units (Bronze, Silver, Gold).



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the schools, students and teachers network

<https://www.ssatuk.co.uk/>



All tasks are listed on page 8 in the Student Planner.

**ASPIRATION**

*Be the best that you can be*

**COMMITMENT**

*Do what it takes for as long as it takes*

**SUCCESS**

*Be ready to take on the world*

# Tutor Time and BRETTOW

Form classes are allocated one morning a week during tutor time to complete Brettow tasks. Tutors are provided with a weekly Brettow support presentation and your child will choose to work directly on this task or work independently on other tasks in order to work through the units.

It is recommended that they complete at least **9 tasks per academic year**. It is expected that they will complete all tasks over the 5 years.

Your child's commitment with Brettow feeds directly into the tutor Commitment termly review, which is communicated to you as parents/carers.

## Tutor Time Commitment

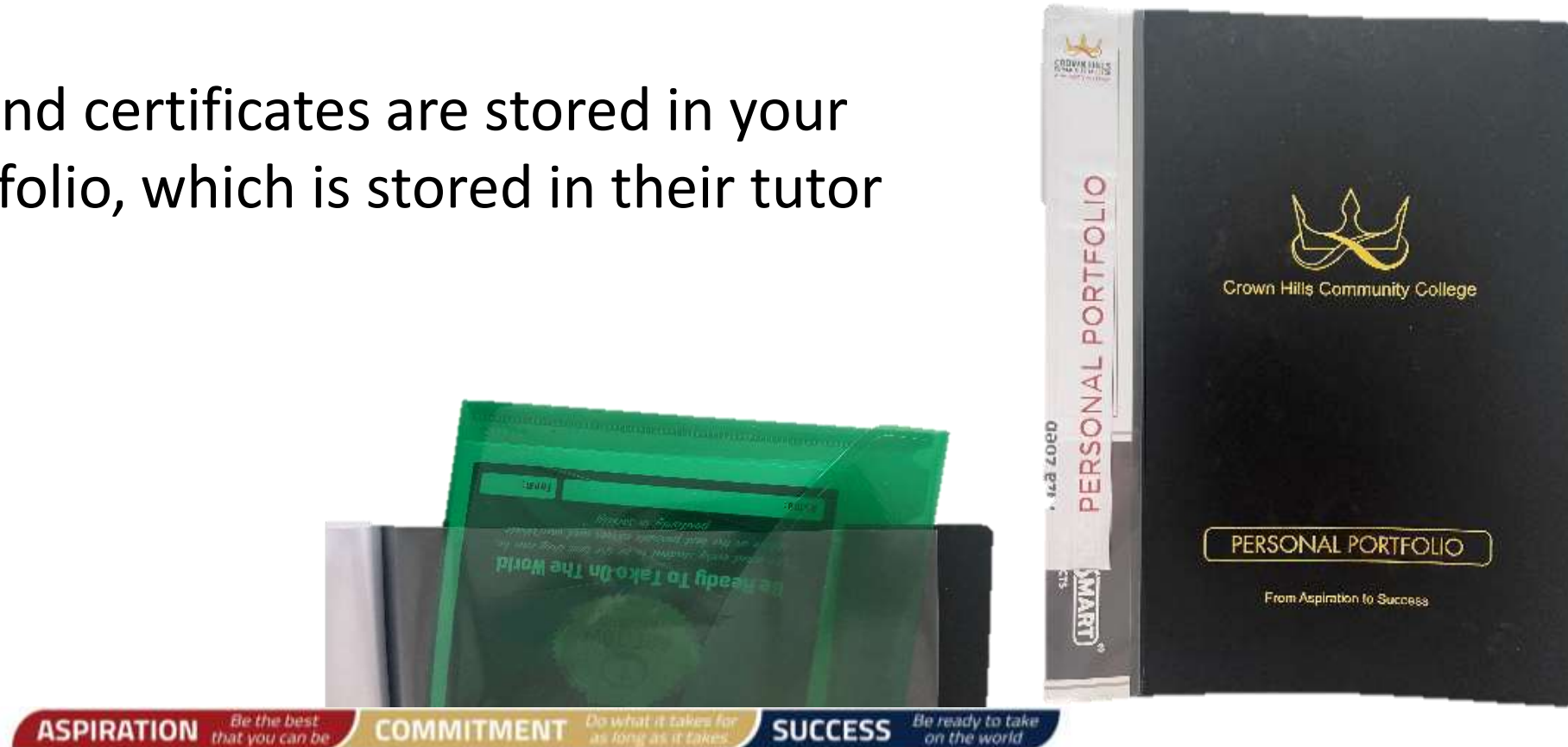
| Score                         | Core Tutor Expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Reading & BRETLOW                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4 – Exceptional</b>        | <b>Always</b> <ul style="list-style-type: none"> <li>- fully prepared and organised</li> <li>- meets uniform expectations, including lanyard</li> <li>- punctual and ready to begin immediately, including to line-up.</li> <li>- follows instructions first time, is well-mannered, respectful, friendly and acts as a role model.</li> <li>- highly engaged, proactive and independent; contributes thoughtfully and completes all tutor tasks to a high standard</li> <li>- has correct equipment</li> </ul>                                                                                                                                                             | <b>Exceeds expectations:</b><br><b>Always</b> <ul style="list-style-type: none"> <li>- completes 2+ reading quizzes per half-term and reads beyond (e.g. extra library books).</li> <li>- fully engages with weekly literacy/reading tasks.</li> <li>- completes 3+ BRETLOW tasks per term</li> <li>- actively seeks additional opportunities to contribute to school community</li> <li>- engages with BRETLOW focus to the best of their ability</li> </ul>          |
| <b>3 – Expected</b>           | <b>Consistently</b> <ul style="list-style-type: none"> <li>- prepared and organized</li> <li>- meets uniform expectations, including lanyard</li> <li>- punctual and settles quickly, including to line-up</li> <li>- follows instructions first time, is well-mannered, respectful, friendly and acts as a role model</li> <li>- engaged and focused; contributes and completes tutor tasks to the expected standard.</li> <li>- has required equipment</li> </ul>                                                                                                                                                                                                         | <b>Meets expectations:</b><br><b>Consistently</b> <ul style="list-style-type: none"> <li>- completes 2 reading quizzes per half-term</li> <li>- engages with weekly literacy/reading tasks.</li> <li>- Attempts to/completes 2+ BRETLOW tasks per term</li> <li>- seeks opportunities to improve their contribution to BRETLOW and school community (e.g. in tutor time, during appeals)</li> <li>- engages with BRETLOW focus to the best of their ability</li> </ul> |
| <b>2 – Less Than Expected</b> | <b>Sometimes</b> <ul style="list-style-type: none"> <li>- prepared and organized, but also often unprepared and disorganised</li> <li>- well-presented in correct uniform, but often has uniform issues, including lanyard</li> <li>- punctual and quick to settle, but often late or slow to start, including line-up</li> <li>- needs reminders to follow instructions and to conduct themselves in a respectful and well-mannered way</li> <li>- has inconsistent engagement with tutor tasks and doesn't contribute positively. Distracted at times; tasks may be incomplete or below standard</li> <li>- has required equipment but often has items missing</li> </ul> | <b>Partially meets expectations:</b><br><b>Sometimes</b> <ul style="list-style-type: none"> <li>- completes 1 reading quiz per half-term</li> <li>- engages with literacy/reading tasks.</li> <li>- attempts to/completes 1 BRETLOW task per term</li> <li>- seeks opportunities to improve their contribution to BRETLOW</li> <li>- engages with BRETLOW focus to the best of their ability</li> </ul>                                                                |
| <b>1 – Unacceptable</b>       | <b>Rarely</b> <ul style="list-style-type: none"> <li>- prepared or organized</li> <li>- meets uniform expectations, including lanyard</li> <li>- punctual or quick to settle, including line-up</li> <li>- follows instructions and acts in a respectful, well-mannered way</li> <li>- engages with tutor time tasks and contributes positive ideas</li> <li>- has correct equipment</li> </ul>                                                                                                                                                                                                                                                                             | <b>Does not meet expectations:</b><br><b>Rare/no</b> <ul style="list-style-type: none"> <li>- reading quizzes completed</li> <li>- engagement in literacy/reading tasks</li> <li>- attempt to complete BRETLOW tasks</li> <li>- engagement with BRETLOW focus to the best of their ability</li> </ul>                                                                                                                                                                  |

To have  
Exceptional  
Commitment  
in tutor time  
your child  
must  
complete 3+  
Brettow tasks  
per term and  
be engaging  
with Brettow  
to the best of  
their ability

# Submitting evidence

Submissions and evidencing of tasks are checked and signed off by tutors during the allocated Brettow tutor times. Students can also work from home.

All Brettow folders and certificates are stored in your child's Personal Portfolio, which is stored in their tutor room.



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# What are the BRETTOW Awards?

Rewards are celebrated termly with an additional end of year celebration.

To get accepted onto the annual Brettow trip (possible options are **Jonny Custard, Boost, Cinema, Tree Top Golf, BBQ** etc.)

you must complete a minimum of 9 tasks (9 stickers) from any units per academic year.

Completion of 1 task:  
1 x sticker in passport



Completion of 3 tasks within the same unit:  
3 x stickers = pin badge, certificate – Bronze, Silver or Gold



Completion of all Bronze, Silver or Gold units:  
Medal, certificate, personal hand written letter home from the Principal. Student Leadership Accreditation.



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teachers network

