**STEP 2**

08

**Fal**

**Tool 2:**

A template proforma for making recommendations to school leaders



**Purpose**

This template aims to support the staff member leading the review (Review Lead) to:

• Capture key findings from their review of the school’s provision for young carers and their families (see Step 2: Reviewing your school’s provision for young carers).

• Make recommendations to the school senior leadership team (SLT) and governing body for changes in whole school practice, and identify any resulting resource requirements that need to be approved at SLT and/or governing body level.

**Date of review: \_\_\_\_\_\_\_\_\_\_\_**

Key findings from review

|  |
| --- |
|  |

Key strengths of current provision

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| --- |
|  |

Key areas for improvement/gaps in provision

|  |
| --- |
|  |

Key actions identified

|  |  |  |
| --- | --- | --- |
| Action | Owner | Target Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Key recommendations for the SLT and governing body, including any resulting resource requirements

|  |  |  |
| --- | --- | --- |
| Recommendation | Agreed by SLT | Agreed by governing body |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Resource requirements | Agreed by SLT | Agreed by governing body |
|  |  |  |
|  |  |  |

Comments from young carers at [insert name of school]

|  |
| --- |
|  |

Completed by [insert name of Review Lead]

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Reviewed by [insert name of Young Carers’ Senior Leadership Team Lead]

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Reviewed by [insert name of Young Carers’ Lead Governor]

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_



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