CHALLENGE HOURS RECORD SHEET - example

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| Name: *Osian Jones*  Idea for the challenge: *Reading Plan for Year 7* | | | | | |
| Date | Hours | Who? | Where? | Activity | Evidence |
| 2.10.14 | planning | Osian | Class | Create a questionnaire for school staff in order to identify needs | Questionnaire |
| 12.10.14 | planning | Osian | Class | Investigate school community & identify needs | Question sheet |
| 12.10.14 | planning | Osian | Class | Analyse the questionnaire & interview | Graphs/Data |
| 22.10.14 | planning | Osian | Class | Receive training on the reading plan from the deputy responsible for literacy in the school | Record of the meeting from the deputy |
| 5.11.14 | planning | Osian | Library | Arrange that the use of the library is convenient for unit staff. | Record in my diary |
| 12.11.14 | planning | Osian | Library | Conduct a risk assessment | Record in our diary and a sheet filled |
| 20.11.14 | planning | Osian | Class | Meet the Head of English to get a list of the pupils that need targeting in year 7 and their targets. | Record of the meeting from the Head of English and in my school diary. |
| 27.11.14 | planning | Osian  Dylan  Manon  Carwen | School library | Meet the pupils we’ll be responsible for | Record in my diary |
| 4.12.14 | planning | Osian  Dylan  Manon  Carwen | School library | Select books for the plan | Record in my diary |
| 11.12.14 | planning | Osian  Dylan  Manon  Carwen | School library | Create a timetable for our group for the reading plan | Record in my diary |
| 18.12.14 | planning | Osian  Dylan  Manon  Carwen | School library | Create book record sheet and evaluate pupils' progress | Record in my diary |
| Week 1 | 2 hours & 15 minutes | Osian  Dylan  Carwen  Manon | School library during 2 lunchtimes (2 x 60 minutes) & 1 registration period (15 minutes) | Read with pupils | Record in pupil’s diary |
| Week 2 | 2 hours & 15 minutes | Osian  Dylan  Carwen  Manon | School library during 2 lunchtimes (2 x 60 minutes) & 1 registration period (15 minutes) | Read with pupils | Record in pupil’s diary |
| Week 3 | 2 hours & 15 minutes | Osian  Dylan  Carwen  Manon | School library during 2 lunchtimes (2 x 60 minutes) & 1 registration period (15 minutes) | Read with pupils | Record in pupil’s diary |
| Week 4 | 2 hours & 15 minutes | Osian  Dylan  Carwen  Manon | School library during 2 lunchtimes (2 x 60 minutes) & 1 registration period (15 minutes) | Read with pupils | Record in pupil’s diary |
| Week 5 | 2 hours & 15 minutes | Osian  Dylan  Carwen  Manon | School library during 2 lunchtimes (2 x 60 minutes) & 1 registration period (15 minutes) | Read with pupils | Record in pupil’s diary |

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| Week 9 | review | Osian  Dylan  Carwen  Manon | Class | Evaluate the activity with the Head of English | Record in diaries. |