

Primary Geography Quality Mark Timeline

An idea of what you could be doing and when

Step 1	Step 2	Step 3	Autumn Term	Spring Term	Spring/Summer Term		Autumn term
<p>You identify the pre-existing geography in your school and decide that there are areas you want to develop.</p> <p>You read about the PGQM and decide that the award will help you to develop the geography in your school; you check to make sure that your school is a GA member and if not you join the GA.</p> <p>http://www.geography.org.uk/login_join.asp</p> <p>GA membership entitles you to access the PGQM VLE prior to registration. Telephone the GA 0114 2960088 to gain your username and password.</p>	<p>You explore the PGQM VLE and download the Audit Checklist, Self Evaluation Framework and Action Plan documents. You familiarise yourself with the PGQM criteria so that you can decide which level of the award you should apply for.</p>	<p>You Join the GA'S Ning and PGQM group http://geographical.ning.com/ where you can share your ideas with other PGQM school coordinators.</p> <p>You carry out an audit, identify the key areas for development and write your own Action Plan.</p>	<p>Register for the PGQM by 31st October</p> <p>From this point schools usually take around 2 terms to gather materials for their application, however this will depend on how much geography has been developed previously – some schools may decide to take a further year before registering.</p>	<p>Decide upon which 'action points' you wish to concentrate (this will vary depending on what is your chosen area for development).</p> <p>Continue developing your 'action points' e.g.</p> <p>Provide staff CPD; encouraging staff to make geography visible in school; strengthen your provision of geography activity.</p>	<p>Continue developing good geography e.g. monitor provision; teach active and exciting geography.</p> <p>Assemble your evidence, complete the PGQM Application Form.</p> <p>Send your submission by the end of the first week in April</p>	<p>The moderation of your evidence and application takes place, this may involve a visit from a moderator, depending on the level at which you applied.</p>	<p>You receive notification of the level you have achieved and your award certificates in October</p> <p>Attend the GA Annual Conference the following April to receive recognition for your award.</p>

From registration to notification, the award process takes 16 months.