

Secondary Geography Quality Mark Timeline

An idea of what you could be doing and when

Spring / Summer Term	Autumn Term	Spring Term	Summer Term	Autumn Term
<ul style="list-style-type: none"> ✓ You identify the pre-existing geography in your school and decide that there are areas you want to develop. ✓ You read about the SGQM and decide that the award will help you to develop the geography in your school. ✓ You familiarise yourself with the SGQM process and begin to decide which areas of your provision you would like to celebrate. ✓ You check to make sure that your school is a GA member and if not you join the GA. Why Join? 	<ul style="list-style-type: none"> ✓ Upon registration confirmation you are issued with a username and password for the SGQM VLE. ✓ You explore the SGQM VLE and download the Self-Assessment Framework, SGQM Application Form and develop an Action Plan. ✓ You link your SGQM action plan explicitly to your Departmental Development Plan. You divide up roles and set deadlines. Colleagues' involvement can be linked to appraisal targets. ✓ From this point schools usually take around 2 terms to gather materials and evidence for the 	<ul style="list-style-type: none"> ✓ Develop your 'action points' <p>For example:</p> <ul style="list-style-type: none"> Audit your KS3 Curriculum and amend your SOW where necessary Strengthen your provision of fieldwork opportunities Develop further links with other schools 	<ul style="list-style-type: none"> ✓ Continue developing quality geography! ✓ Visit the SGQM VLE to check how to submit your application. ✓ Assemble your evidence, complete the SGQM Application Form and your evidence presentation. 	<ul style="list-style-type: none"> ✓ Congratulations! ✓ You receive notification of your award achievement, certificates are sent in September. ✓ Attend the GA Annual Conference the following April to receive recognition for your award.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Recommended registration point for the SGQM</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Register for the SGQM by 31st December</div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Send your SGQM submission by the end of June - moderation of your evidence and application takes place between July and September</div>		

Before you apply for the Secondary Geography Quality Mark

- Discuss with colleagues and your senior leadership team the implications of applying for the SGQM. You could use the Headteacher letter which is available for download. Gather what support you can, both in terms of finance and planning time, to help you through what is a sustained, collaborative reflective process.
- Check on your school's membership status - your school must be a member of the GA when you register for the award. You can join online or by calling GA HQ on 0114 296 0088.
- If you don't already have a copy, we recommend that you purchase the Secondary Geography Handbook, the essential guide to teaching geography in secondary schools.
- Think about attending one of the GA's CPD courses for secondary teachers.
- Ask your Headteacher if you can pay for a GA consultant to advise you prior to registration. The fee for a half day consultation is £400 plus travel expenses (full day £600 plus travel expenses). Contact Julie Beattie (jbeattie@geography.org.uk) for a list of available consultants with whom you can personally arrange a visit.