



## TIPS

### Helpful hints on sharing your story

When you enter the Awards, you'll be asked to share the story of your group, team or partnership — supported by evidence — in a way that allows our Judging Panel to understand and appreciate what you've achieved.

When you're putting your entry together:

- make sure you have plenty of comparative information, data and other evidence
- make sure your evidence shows collaboration — don't focus too much on one individual
- tell a story about education excellence, not just business as usual. That means showing how the positive change your team achieved has enabled success and created great ongoing results for teachers, learners and their whānau and the community
- make sure it's clear what your team achieved and what the results were
- ensure your story covers a long enough period to show clear results — we recommend at least two years.

### What makes a great entry?

We asked members of our Judging Panel for information about what makes a great entry, as well as asking the principals, staff and team members behind successful entries how they approached telling their stories. Watch the videos to see what they had to say.

### Tips from previous finalists and winners

#### Plan ahead

Start recording your story as soon as you decide to enter and note down any thoughts and observations you have along the way. It will help when you come to write your case study if you already have some "must-mention" bullet points.

## Find your purpose

Be clear about the overarching purpose of your programme and identify the main strands of your story. Explain the idea(s) behind these strands, how they evolved and how they helped you achieve your overall purpose.

## Stay close to your story

Make sure your entry is put together by the people closest to your case study or story — don't rely on a third party to do this for you.

## Get everyone on board

Get all the relevant stakeholders in your school, kura or early learning service on board so they're available to share or confirm your story. Make sure they're clear about why you're entering and what you hope to achieve.

## Engage your learners

The best advocates and evidence for your story/case study are your learners. Include them in your entry wherever you can.

## Gather your evidence

Data and baseline information is important. If you're in early learning, this can be particularly challenging — so put as much baseline information and data into your entry as you can. Try and include information and data from whānau on what their children are achieving.

## Show the benefits

Keep a broad view in terms of the benefits to all children and young people and the resulting effect on the community. Give emphasis to the different feed-through effects for your school, kura or early learning service.

## Keep it real

Make sure what you say feels real and easy to relate to. In order to be shortlisted as a finalist, your entry and what people say in it must be natural and not contrived.