

Deliver and mark once

Keep with the existing class materials. No weekly return to PMA.

Class / booking reference • resource version • agreed curriculum purpose reference [PMA prefills]

Spark entry [PMA completes]	Actual delivery
Date / time / attendance	Date: ____ Minutes: ____ Children attending: ____
Delivery and Home Link	Agreed Spark delivered: yes / partial / no. Optional Home Link offered: yes / no. Any meaningful change is recorded below.

Week	Actual date	Delivered?	Card used if changed*
2	_____	Yes / No	_____
3	_____	Yes / No	_____
4	_____	Yes / No	_____
5	_____	Yes / No	_____
6	_____	Yes / No	_____
7	_____	Yes / No	_____

*PMA lists the planned card order with the class materials. Default set: 21, 22, 23, 24, 28 and 29. Record a different card only when a substitution occurs. Use an existing dated delivery log instead if equivalent: reference _____.

Changes only: missed / changed activity, access barrier, adjustment or follow-up needed. Write "none" if reviewed and none.

Teacher baseline [existing pathway instrument]: completed date ____ / not collected. Instrument version and record reference: _____. No extra questionnaire or narrative baseline is required here.

Do not create a second attendance register, photograph evidence, collect children's names or chase family returns. Use the normal school record if attendance / exposure needs checking. Separate approved evaluation requirements must be agreed in advance.

PMA prefill is a workflow responsibility, not an automated system. Only mark delivery after it happens. Continue on the second page for the final summary.

School Delivery and Learning Report

Complete once at week seven. This is the report, not the input to another form.

Class / booking reference [PMA prefills] • end date • teacher reviewer

Finish the existing pathway	Record once
Delivery status [from page 1]	Spark yes / partial / no; weekly sessions ____ / 6; week-seven recall date ____ / not done. Status: complete / partial / Spark only / not delivered.
Existing teacher follow-up	Completed date ____ / not collected. Instrument version / reference _____. Report adult confidence / enjoyment separately; no new survey.

1. Learning noticed in the planned recall: what task, what response / support and what is still uncertain? A brief note is enough.

2. Access: did the agreed adjustments work? Any remaining barrier and one useful change? Refer to page 1 rather than rewriting it.

3. Next action only if needed: action • owner • date. Otherwise write “no further action identified”.

If reporting numbers already collected: task / time point ____; numerator ____ / valid denominator ____; missing ____; prompting / limitation _____. Otherwise state “not measured”. No new numerical test is required by this form.

Teacher check: correct / corrections noted. Reviewer / date or existing confirmation reference: _____. PMA sharing decision: school only / agreed trust / safe sponsor extract. Checked by / date: _____.

Completion describes the class sequence: Spark + six sessions + recall, not proof that every child attended or learned. No causal or long-term claims. No child identifiers, sensitive subgroup detail or safeguarding information. PMA prepares any requested trust / sponsor extract from this record; the teacher does not complete another report.