

Case study template

Thank you for submitting a case study of your work.

This is a great opportunity to share best practice and for other teachers to learn from what you've done. Please submit your case study using the template outline below. We use a template so that our case studies are easy for schools to navigate, but always welcome creativity! If you would like to submit a PowerPoint, video or sample of work in another format please contact membership@literacytrust.org.uk¹

The points for each section are guidelines only and may not always all be applicable.

We encourage inclusion of statistics, charts and images in your case study, but please ensure you have permission of any photographed staff or students for their image to be shared publicly.

Please send your finished case study to membership@literacytrust.org.uk

Education Endowment Foundation (EEF)

The EEF provides guidance and resources on how to implement and review a project – visit <https://educationendowmentfoundation.org.uk/>

Case study outline

Introduction (200-300 words)

- What made you identify this area as a priority?
- Have you done something like this before?
- What does your school look like in terms of demographic, numbers, results?
- What did you hope to achieve from this project?
- What resources, National Literacy Trust or otherwise, did you use in developing this idea?

Project planning (300 words)

- Did you select a focus group or was this class-wide, year-wide or school-wide?
- What preparation did you do to implement this?
- Did you have a plan in place to measure outcomes, or did you establish any baseline data?
- What obstacles did you anticipate for implementation?
- What resources were you using for the planning stage?

¹ In order to make our resources as accessible as possible, when sharing work from outside the organisation we may request for edits to be made. We will never edit or share something without your permission.

Project implementation (200 words)

- What staff did you involve in the project, and to what extent?
- Did you require time out of lessons/additional time in school to work on this?
- What response did you have from students while implementing the project?
- What obstacles did you face during implementation?
- What resources were you using for the implementation stage?

Results (300 words)

- What were the results of the project? Consider both student and staff outcomes.
- How did you measure your results?
- Were the results what you expected?
- What resources did you use to measure results?
- How will these results inform what you do next?

Conclusion (200 words)

- On reflection, did the project meet your expectations?
- What would you change? What would you repeat?
- Would you feel confident in implement this again or at a different scale?

Supplementary materials

When publishing your case study, the inclusion of quotes, photographs, examples of work or displays, etc. add interest and can help demonstrate the success of the project.

We would not publish the names or details of staff, students or other participants unless we have express permission, for example, normally attributing quotes in the format 'Student, Year 7'. However, we would normally attribute the case study to the school and staff member making the submission.