

<p><b>How to:</b> HT3</p>	<p><b>Write an annual report</b></p>
<p><b>Introduction:</b> It is a DCSF requirement that each centre produces an annual report, which is published between April and August. It is a report that reflects the work of the past year, as described in the business plan and summarises the evaluation findings as described in the evaluation report.</p>	
<p><b>What it is</b> Your annual report is a reflective document. It allows the stakeholders to understand what has been achieved in the previous year. It should reflect the previous year's business plan and the evaluation report's findings. The size of document is a matter of preference but it is best to consider its purpose and audience.</p> <p><b>Purpose</b> to publicly celebrate achievements of the past year to provide a record of the work of the centre to publicise the centre's achievements and future direction to be a source of easy to read publicity to be publicly accountable</p> <p><b>Audience</b> LA directors, officers and strategy managers DCSF sponsors and potential sponsors or funding bodies RHA CF head teachers and colleagues other PfS centres</p> <p><b>Contents</b> a brief overview of aims and objectives of <i>PfS</i> a brief overview of aims and objective of the centre activities staffing achievements targets/aims for the forthcoming year photos and graphs</p> <p><b>Evaluation</b> attendance, gender and ethnicity breakdown - percentage increases in any known standards including SATs, Value Added etc. This can be done as a short summary or graphs with explanations where necessary – there is no need to go into detail as this information is contained in your up-to-date evaluation reports.</p>	<p>Notes</p>

**Funding Structure**

There is no need to go into financial detail as this information is contained in your business plan.

Some financial information may be useful if relevant.

**Publication**

It creates a good impression to ensure high quality and professional annual reports. However budget restrictions might need to be considered (in-kind business sponsors might help here).

Ensure a good print run as these can form an excellent source of easy-to-read publicity that can be used throughout the year.