**[Name]**

*By email*

Dear **[HT Name Formal],**

It was good to talk to you today and, as promised, here is the summary of the inspection arrangements.

I am looking forward to conducting your inspection on behalf of the Catholic Schools Inspectorate which will take place on **[date of inspection]**. The inspection will be conducted in accordance with the Catholic Schools Inspectorate Handbook 2: Inspection Handbook which is available on the Catholic Schools Inspectorate website.

I will be the lead inspector and will be accompanied by (a)team inspector, **[name/s]**. We will arrive in school at about 8.00am and will feed back to you at the end of the last day of inspection. This feedback is for you, a representative of the governing board and your SLT, including your religious education subject leader.

*[If applicable] Give details of quality assurer or trainee inspector.*

*In addition, if the school is a Religious Order school, please adapt this letter according to the checklist in Template 3.2 to ensure you are requesting all relevant documentation.*

I would like to confirm that every inspector in the team will carry an identification badge, issued by the Catholic Schools Inspectorate, which confirms that they are licenced to inspect and have appropriate DBS clearance.

As we discussed, I would appreciate it if you could e-mail the following documents to me as **soon as possible**:

* the school’s self-evaluation document relating to Catholic life and mission, religious education and collective worship – which should include a brief statement about the context of the school
* religious education achievement data and any school analysis for the last three years
* school improvement plan
* Catholic life and mission, religious education, collective worship improvement plan/s, if available
* Plan of the school, where available.
* Timings of the school day – lesson times, breaks, assemblies
* A list of staff including their classes and area of responsibility for those with a leadership role;
* *[For secondary schools and sixth form colleges]*Full school timetable indicating when all RE lessons occur, so the team can plan observations. This will also enable the team to calculate compliance with the bishops’ curriculum time requirements
* If the school operates a two-week timetable this will need to be sent. Indicate which week the inspection takes place in
* Setting arrangements/codes so that inspectors can interpret the timetable and plan accordingly.

To help me plan an effective inspection timetable, please arrange:

* A meeting with the SLT at the beginning of the first day of inspection
* A time to meet the staff at the beginning of the day
* *For Primary*: ensure that religious education lessons are taking place during the inspection
* Identify when prayer is liturgy is occurring during the inspection
* Discussions with:
* governors. Any representatives of the academy trust/company must attend this meeting if they wish to speak to inspectors
* priest chaplain and/or parish priest
* headteacher
* SLT lead for Catholic life and mission
* religious education subject leader
* curriculum leader for R(S)HE
* *lay chaplain*
* *early career teachers*
* representative staff group
* group(s) of pupils
* Any other documents you refer to in your self-evaluation, as we discussed.

We also agreed the following logistical arrangements:

* Car parking availability
* Access arrangements
* Space for the inspection team to work in
* Refreshment and lunch arrangements
* Wi-Fi access.

It is a requirement that your governing board informs parents that this inspection is taking place.

I will put together a proposed timetable which we can discuss at the beginning of the first day of inspection. It may be that issues will arise during the course of the inspection which will necessitate a change in our plans, and I know that sometimes events happen in school at the last minute. Any last-minute timetable changes that may be needed will always be discussed. Senior leaders and the subject leader for religious education are welcome to accompany inspectors on observations of learning, observations of prayer and liturgy and work scrutiny.

If you need to discuss anything at all, please feel free to contact me by e-mail or telephone. I will be in touch before the inspection to confirm final arrangements. I would be grateful if you could acknowledge receipt of this letter.

Yours sincerely,

**Name –Lead Inspector.**

**E-mail address**

**Phone number**