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| School |  | | |
| Lead inspector |  | Inspection dates |  |

## Pre-inspection checklist: items to be covered during the phone call with the headteacher following notification of the inspection

| **Discuss:** | **Request:** | **Check:** |
| --- | --- | --- |
| Introduce yourself and the team inspector(s) who will be conducting the inspection with you. | |  |
| If the school is a Religious Order school, please see the additional checklist (3.2). If you’re unsure whether the school is a Religious Order school or not, please check at this point. | |  |
| If you are to be shadowed by a trainee inspector or are expecting a QA visit during the inspection, inform the headteacher. It may be considered inappropriate for a trainee to accompany the team, given any circumstances that come to light in this conversation. | |  |
| Inform the head teacher that you will send a summary email following this call. | |  |
| Remind the head teacher that parents must be informed of the inspection and that this is a governor/trust responsibility | |  |
| Inform the head teacher as to their compliance with the diocesan bishop’s requirements as communicated to the inspector by the diocese. If the school disputes this, invite them to contact the diocese, but let them know that this is not grounds for deferral, nor does the inspector have the authority to overrule a diocesan determination of compliance. | |  |
| Remind the head teacher that if there are any issues with the inspection or the conduct of inspectors, these should be raised as early as possible so that concerns can be addressed in a timely way. If issues have not been raised during the inspection this will limit the ability to make a formal complaint later. | |  |
| Documentation to be sent by the end of today (no later than 16:00) | School’s record of its Catholic self-evaluation |  |
| 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 |  |
| Any other documents that you think would be helpful or supportive |  |
| Secondary 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. |  |
| Documentation to be made available during the inspection | Primary   * All class timetables to enable team to calculate compliance with the bishops’ curriculum time requirements |  |
| Examples of any documents referred to in Catholic Self Evaluation Document. |  |
| Policy statements for worship/any aspect relevant to school’s Catholic character.  Policy statements relating to the teaching of RE and R(S)HE e.g. marking & feedback / assessment. |  |
| Documents relating to RE departmental evaluation and development plans. |  |
| RE class lists identifying disadvantaged pupils/EAL/SEND. |  |
| Pupil/student tracking data, including sixth form.  Data monitoring and tracking records. |  |
| Pupils’ work from each year group, categorised into above average, average, and below average attainment.  Sample of the same pupils’ English work.  Ensure that the sample is equally divided between gender.  Secondary: ensure that samples cover pupils of each teacher of RE, |  |
| Formal monitoring and evaluation of Catholic life and mission and collective worship. |  |
| Governing board minutes including the headteacher’s reports |  |
| The schemes of work/planning documents. |  |
| Monitoring records |  |
| Responses to any questionnaires issued to parents, pupils, staff from current year.  Remind heads that they should send out the parent questionnaire again for more recent responses |  |
| **REMINDER THAT INSPECTORS MAY REQUIRE SCHOOLS TO LOCATE SPECIFIC DOCUMENTATION DURING THE INSPECTION** |  |
| Timetable of the day | Arrival time on both days (not before 8.00am).  Departure time on day 1(not usually any later than 18:00).  Departure time on day 2, following feedback at the end of the school day.  Greater flexibility in timing may be required for one day inspections of small schools to allow for the completion of all inspection activities. |  |
| Up to 10 minutes for inspector team meeting |  |
| Time to meet SLT shortly after arrival |  |
| Time to meet the staff at the beginning of the day |  |
| Any events already scheduled over the two days that need to be considered when planning inspection activities. |  |
| Discussions  *Headteacher to establish when the following are available:*   * 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.   *Discussions will also be needed with:*   * headteacher * SLT lead for Catholic life and mission * religious education subject leader * curriculum leader for R(S)HE * lay chaplain, if applicable * early career teachers, if applicable * representative staff group * group(s) of pupils   Headteacher to confirm availability of the above.  Normally the inspectors will choose the pupils randomly, using class lists supplied by the school. If the school is asked to select pupils for small group meetings, they should number no more than six and they should be sufficiently confident to talk to inspectors.  Check with the headteacher if there are any concerns/issues about those due to be interviewed. |  |
| Inspection activities | **Invitation senior leaders and/or RE subject leader to accompany inspectors for work scrutiny, observations of learning, and observations of prayer and liturgy.** |  |
| For primary schools, ensure that all teachers of RE are teaching it during Day 1 and/or the morning of Day 2.  For secondary schools and sixth form colleges, observations will be planned by the inspection team based on the school timetable. |  |
| Are there any teachers that should not be observed (e.g. capability)? |  |
| Identify any Early Career Teachers |  |
| Inform headteacher about the protocol for observation of learning feedback (not offered as routine, but available on request).  If the inspector judges it to be appropriate, this may be given by the senior leaders who have conducted joint lesson observations. |  |
| Observation of prayer and liturgy | Ask for information about opportunities for prayer and liturgy which are happening during the days of the inspection.  Remind the head that it is not necessary for liturgy to be arranged especially for the inspection – evidence from observations, speaking with pupils and the evaluation records will suffice. |  |
| Practical arrangements | Check information regarding the availability of car parking on or around the site. |  |
| Any details that are needed to allow easy access to the school at the time requested (such as access codes or information about which entrance to use, for example). |  |
| Opening and closing times of school premises. |  |
| A room in which the team is to be based, which the school’s evidence base will be located. |  |
| Confirm arrangements for refreshments and lunch (i.e. do inspectors need to bring their own?) |  |
| An additional space in which the interviews can take place – if possible. |  |
| Inspectors’ badge confirms identity and their status as a Licensed Inspector with the Catholic Schools Inspectorate and that they have appropriate DBS clearance. |  |
| Wi-Fi access. |  |