# Template 03.3 Notification to the Superior for a school in Religious Order trusteeship

When a diocese inspects a school in Religious Order trusteeship, the Superior of the order, or their nominee, should be contacted at the point of notification to the school. This should ideally be done via a telephone conversation, followed by an e-mail that summarises the content of the phone call. A checklist and template for each is given below. If it is not possible to establish contact by telephone, then the e-mail will need to be adapted as it will now be in lieu of the notification phone call. A version is provided for each eventuality.

## Checklist for initial phone call to the Religious Superior or their nominee.

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| **Discuss:** | **Check:** |
| Introduce yourself and explain that you are calling to inform them that a schoolin the trusteeship of their orderhas been notified that it will be subject to an inspection by the diocese, carried out by the Catholic Schools Inspectorate, on behalf of ***[insert Arch/Bishop’ name here]***. |  |
| Share with the Religious Order superior the names of those on the inspection team, and how they can contact the lead inspector. Remember to explain which members of the team have experience of working in a Religious Order school, if this is the case, and brief details about that experience. |  |
| Ascertain how an inspector can find out more about the particular charism of the school they are about to inspect. |  |
| Check whether and in what form the outcomes of any visitation by the religious superior will be shared with the inspection team. |  |
| Share with them the time, date and venue of the final feedback to the school and what the arrangements are to allow for their attendance. |  |
| Let them know that they will be sent a draft report for fact checking at the same time as the school is sent it, and when they can expect to receive this. Remind them that they will have one working day to return this draft report in order to allow the diocese to meet the constraints of the statutory timeline for publication. |  |

## Template for the follow-up e-mail

**[Name]**

*By email*

Dear **[Religious Superior’s or their nominee’s formal address],**

*Ideally, the Religious Order or their nominee should have been notified by telephone. If this has been possible, please use the first of the two introductory paragraphs below. If it has not been possible, use the second.*

1. *Following a phonecall:*

It was good to talk to you today and as promised, here is the summary of the details I shared with you during our conversation.

1. *If a phone call has not been possible:*

This e-mail is to inform you that **[*insert name of school]****,* which is in your trusteeship, has been notified today that it will be subject to an inspection by the diocese, carried out by the Catholic Schools Inspectorate, on behalf of ***[insert Arch/Bishop’ name here]***. Please accept my apologies for sending this notification by e-mail. I did try to speak to you but was unable to reach you by phone. I hope the information given below is helpful to enable you to be play your rightful part in the inspection process, and to assist your school during it.

The inspection is taking place on ***[dd-dd/mm/yyyy]***and the inspection team comprises:

* Lead inspector: ***[insert lead inspector name]***
* Team inspector 1: ***[insert team inspector name]***

*[Please add further inspectors as necessary. If it has been possible to secure an inspector with experience of working in a Religious Order school, please include details of this experience here.]* It would be helpful for the lead inspector to be able to speak to you prior to the inspection, so please would you be able to share with us the best way to get in touch with you over the next few days. The lead inspectors’ contact details are: ***[insert lead inspector contact details here]***

An important part of the inspection of a Religious Order school is an inspection of its charism. Please would you share with the lead inspector any information you have that would help them better understand the distinctive charism of the school they are about to inspect? Are there any other sources that you could point them to that would help them with this further?

Please would you let us know whether you are willing to share the outcome of visitation reports with the inspection team, and if so, where and in what form the inspection team can access such reports?

The lead inspector will be in touch with you to invite you to be part of evidence finding discussion at the point in the inspection process when s/he speaks to other responsible for the governance of the school. Please let us know of any times when you would or would not be available during the inspection to facilitate this?

The final feedback to the school will be at ***[insert time and date here]*.** You are very welcome to attend this meeting. ***[Please add here the arrangements to allow for attendance]***

You will be sent a draft report for fact checking on ***[insert date here]***. We would request that you return this to the diocese by **[insert time and date here]** to ensure that the diocese can meet its statutory deadlines for publication.

Finally, following the inspection, the school will need to respond to the findings of the inspection. In diocesan school, it would be the responsibility of the diocesan education team to carry out this work. In the case of Religious Order schools this responsibility properly belongs to the trustees. We are more than willing to assist if you would prefer, but please let us know whether you expect that the Order or the diocese should carry out this follow-up work with the school?

Thank you very much for your continued commitment to working with the diocese in supporting the educational mission of the Church.

Yours sincerely,

**Name of diocesan contact**

**E-mail address**

**Phone number**