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| Who? | * Thank the school for their welcome. * Explain you are here on behalf of the diocesan bishop to inspect the quality of Catholic life and mission, religious education, and prayer and liturgy. * Introduce yourself and the team. Do not give bios or credentials |
| Why? | * All Catholic schools must have this type of inspection because canon law requires it. For most Catholic schools, it also fulfils a statutory requirement. |
| How? | * Explain that you will be onsite for the next (1 or) 2 days observing, talking, listening, and engaging in a range of evidence gathering activities. * Thank those that have responded to the survey and remind them of the deadline for completion. Explain that you will meet with lots of people during the inspection, including pupils, and all views will be taken into consideration. * Explain that there is an ongoing dialogue between the inspectors and the senior leaders throughout the inspection. * At the end of the inspection, we will share the key strengths of the school and the areas to improve with school leaders and governors, along with provisional grades. This feedback is provisional and will remain confidential until after diocesan moderation of the inspection report. * Reassure them that although observations of learning and other activities will be observed, these activities, individually, are not graded. If something does not go as planned on the day, do not worry, as inspectors are looking for typicality. |
| Concluding remarks | * Thank them for everything they do for Catholic education on a day-to-day basis. * Wish them well in the coming two days. |

# Meeting the staff team: guidance