



SIAMS Inspection Timeline for Schools

This timeline summarises actions and responsibilities for schools during the period of a SIAMS Section 48 Inspection. Headteachers and governors should refer to the *SIAMS Protocol, Information and Guidelines* for further details.

1 week before Inspection

The school is notified of the date of the inspection by the SIAMS Manager (SM)	SM
The lead inspector (LI) phones the headteacher (HT) to: <ul style="list-style-type: none"> • Talk through the inspection process • Detail the activities and meetings to take place on the inspection day • Request documentation to be sent by e-mail 	LI
The lead inspector follows up this conversation in an email and sends the headteacher: <ul style="list-style-type: none"> • List of documentation needed • Draft timetable • SIAMS Contract to be signed by chair of governors • Copy of SIAMS Protocol and Inspection Timeline 	LI
By the end of the day, the headteacher e-mails to the lead inspector: <ul style="list-style-type: none"> • SIAMS self-evaluation • SDP/SIP • Any other documentation agreed in the initial phone call 	HT

During the week prior to Inspection

The lead inspector sends the school a draft timetable reflecting his/her requirements for the inspection day, and liaises with the school to produce a workable final timetable..	LI/HT
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1 day before Inspection

The lead inspector emails the Pre-Inspection Plan (PIP) to the headteacher.	LI
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Day of Inspection

The day proceeds according to the agreed timetable. The headteacher returns the SIAMS Contract, signed by the chair of governors, to the lead inspector.	HT
At the close of the inspection, the lead inspector gives <u>provisional</u> judgements and feedback to the headteacher, senior staff, chair of governors and other governors as available. Judgements remain confidential to the school until the report is published. Disagreements or complaints about any aspect of the inspection should be raised with the Lead Inspector on the day of the inspection.	LI
	HT

Within 1 week of Inspection

If the school wishes to complain about either the inspection judgements or the conduct of the inspection, the headteacher must contact the SIAMS Manager or Diocesan Director of Education within 5 days of the inspection.	HT
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Within 2 weeks of Inspection

The lead inspector sends the draft report to the headteacher to check for factual accuracy. The headteacher must notify the lead inspector of any amendments within 3 working days of receipt.	LI HT
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Within 3 weeks of Inspection

The lead inspector returns the final report to the headteacher for publication.	LI
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Within 4 weeks of Inspection

The headteacher makes the final report available to all parents and governors.	HT
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