

Inspection Procedures for Arranging SIAMS Inspections

- **SIAMS Coordinator** (SC) Ali Driver (ali.driver@bristoldioocese.org) schedules SIAMS based on date of previous inspection. SC sends annual SIAMS schedule to National Society
 - **SIAMS Managers** (SMs) Katy Staples (katy.staples@bristoldioocese.org) and Adam Robertson (adam.robertson@bristoldioocese.org)
 - **Critical Readers** (CR) Penny Burnside (penny@dpburnside.org)
David Hatrey (dnhatrey@gmail.com)
Simon Stevens (simonstevens92@gmail.com)
 - **SIAMS Inspector** (SI)
1. Pre inspection – ensure the school website is up-to-date and ready for the inspection
 2. SC contacts school to notify the **date of their S48 inspection which will take place no longer than 5 working days later**. SC informs them that inspector will contact the school later that day to agree arrangements.
 3. SC emails the Headteacher confirming the forthcoming Section 48 inspection.
 4. SC emails the inspector details of the school to be inspected, who the CR is and asking them to contact the school. SC emails the CR about the inspection.
 5. SC sends a card to the Headteacher (which includes a prayer pre the Inspection).
 - 6. The school emails the inspector all the relevant documentation later that same day as the initial notification.**
 7. Relevant documentation will include
 - Most recent Section 5 Ofsted report if it is within 12 months of the date of the SIAMS/or most recent school SEF (or the relevant evaluation documents used for Ofsted)
 - SIAMS Toolkit
 - Copy of last Section 48
 - The school should also send a summary of analysis of pupil achievement and attendance figures.
 - 8. 24 hours before the Inspection is due, the Inspector emails a pre inspection SIAMS briefing based on the documentation supplied, to the Headteacher.**
 9. Inspector sends letter to school confirming details together with the contract. Contract signed by chair of governors and inspector prior to inspection.
 10. Inspection carried out and draft report written.
 11. Allocated SM (KS or AR) to be available on day of inspection if school wishes to contact them.
 12. Inspector emails draft report to allocated CR for critical reading. This should be within five working days of the inspection.
 13. Final draft sent to school by SI within ten working days to check for factual accuracy. The report is still confidential at this stage.
 14. If major changes are required, SI talks to the CR who will return draft report to inspector to negotiate. It is then returned to SI who forwards to SC with claim form.
 15. SC emails final copy to the SMs and the school for publication (within five working days) Also SC emails final copy to the National Society with claim form.
 16. SC saves report in school file, updates the education database and SIAMS schedule.
 17. SC emails final report to DDE, Deputy DDE and SMs. SC emails the headteacher a SIAMS evaluation form to be completed and returned to SC.
 18. If the report is good/outstanding SC sends a certificate and letter to the Headteacher.
 19. SMs arrange follow up consultation visit to school to support focus for development.