

Initial phone call with inspector

<b>CONFIRM INFORMATION ABOUT ROLES AND RESPONSIBILITIES</b>	
Headteacher & time in post <i>Any other roles in MAT/Federation/Teaching Alliance/Diocese etc.</i>	
SLT Structure <i>Include SENDCO if not part of SLT</i>	
Current vicar (if there is one) Other local clergy involved with school <i>Discussion about local arrangements for parish (e.g. Transforming Wigan/Hub/Team Ministry)</i>	
Chair of Governors <i>Time in post</i>	
RE Subject lead <i>(&amp; any other responsibilities)</i>	
Collective Worship leader	
PSHCE & RSE Leader(s)	
Best person to go to for information if HT not available on the day	
<b>CONTEXT OF SCHOOL</b>	
Features of school (MAT/Federation?/Partnerships/Collaborations) Features of school organisation (teaching commitment of HT, alternative provision, inclusion/nurture units, split site etc.) Pupils leadership opportunities (house captains/worship warriors/ethos group etc.) Religious/cultural diversity of the school Significant changes since the last inspection (structure of leadership, buildings etc.)	
<b>RE</b>	
How is it organised? <i>Discreet subject? Integrated within a topic? GCSE Compulsory or optional?</i>	
Who teacher RE? <i>Every class teacher? Specialist?</i>	
What syllabus? <i>Diocesan? Locally Agreed? GCSE Provision board/papers? 6<sup>th</sup> Form provision? Understanding Christianity used?</i>	
<b>DOCUMENTS TO BE READY TO SEND ELECTRONICALLY</b>	
SIAMS SEF Headline data (if not in SEF) Specific Action Plans for RE/CW Key policies (should be on website) Reports from any external reviews <i>(e.g. Keeping on</i>	

Track/Assessments for any kitemark awards)	
<b>PRACTICAL ARRANGEMENTS</b>	
Timescales for receiving documents ... <i>You should receive your PIP no less than 24 hours before the day of the inspection. Confirm when inspector wants your SEF etc?</i>	
Parking	
Arrival time & base for the day	
Lunch arrangements	
Contact details	

<b>TIMETABLE</b> ( <i>it would be worthwhile having your draft timetable ready ... you know the internal arrangements of school ie break times, lunchtimes etc.</i> )	
Regular updates with the head/other key staff (all times are only suggestions)	
Initial PIP meeting ... <i>you could offer to do this the day before on the phone</i>	20 minutes
Mid-point update with HT	15 minutes
Inspector reflection time and 'areas for development meeting' with HT	30 minutes (minimum) + 15 minutes
Final feedback to give provisional grades, key findings, areas for development	15 minutes

<b>OBSERVATIONS</b> ... <i>the school is not expected to change their timetable, although it is obviously helpful. Inspector should offer an invitation for joint observations.</i>	
Collective Worship ... <i>whole school/key stage/house/form ... what needs to be considered is the IMPACT of worship on pupils and adults in allowing them to flourish</i>	
RE ( <i>grades are not given for lessons</i> ) <ul style="list-style-type: none"> <li>• primary 1 x KS1 + 1 x KS 2</li> <li>• several classes teaching RE at same time and drop ins</li> <li>• secondary school</li> </ul>	15-20 minutes in each 5-10 mins in each  Each RE teacher observed (20 minutes each)
Learning Walk ... <i>school environment/relationships</i>	Maybe led by pupils
Social areas outside of lessons	
Specific elements of provision managed by the school (breakfast club/after school clubs etc.	

<b>MEETINGS</b>	
Introductory meeting with staff	5 minutes

Leaders: <ul style="list-style-type: none"> <li>• SLT</li> <li>• Governors/Academy directors</li> <li>• RE Lead</li> <li>• CW Lead</li> <li>• RSE/PSHCE Lead</li> <li>• Inclusion manager/SEND/CO</li> </ul>	Each about 20-25 minutes
Parents <ul style="list-style-type: none"> <li>• Maybe at start of school day by being on school gate</li> <li>• School to choose 6 representative parents and meet</li> </ul>	About 20 minutes
Pupils <ul style="list-style-type: none"> <li>• Some with their RE books (+ member of staff)</li> <li>• School Council/Ethos Group/Pupil leaders (+ member of staff)</li> </ul>	20 minutes 20 minutes
Local church <ul style="list-style-type: none"> <li>• Vicar if available or have one</li> <li>• Other appropriate church member (eg Reader/Warden/Children's worker)</li> </ul>	

<b>SCRUTINY OF DOCUMENTS ...</b> this may be a joint activity with appropriate member of staff	
Documents required should be noted on PIP	

**TIMESCALES** (8.00am – 6.00pm at the latest)

- Primary schools – one day, one inspector
- Secondary VC – one day, one inspector
- Secondary VA – two inspector days (usually one inspector two days but could be two inspectors over one day)