



## CHECKLIST FOR SCHOOLS TO PREPARE FOR A REVIEW

| ITEM  | Staff responsible | Available (tick) |
|---|-------------------|------------------|
| Timetable of visits (leave first & last period free)  |                   |                  |
| School Committee Minutes  |                   |                  |
| Staff Meeting Minutes   |                   |                  |
| Staff Handbook  |                   |                  |
| School Schemes  |                   |                  |
| School Strategic Plan   |                   |                  |
| School Annual Plan  |                   |                  |
| PDS – job descriptions, completed plans, PD schedule/needs  |                   |                  |
| Management Documentation  |                   |                  |
| School newsletters for year   |                   |                  |
| School report samples   |                   |                  |
| Financial statements  |                   |                  |
| Accident & Hazards Register   |                   |                  |
| HOD/ Curriculum meeting minutes   |                   |                  |
| Special Needs register  |                   |                  |
| Policy folder   |                   |                  |
| Staff meeting slot run by review team   |                   |                  |
| SMT available to meet every morning and after school for feedback   |                   |                  |
| Records of suspensions (if any)   |                   |                  |
| Evidence of fire/emergency drills   |                   |                  |
| QMS documentation (secondary)   |                   |                  |
| Senior Course Booklet (secondary)   |                   |                  |
| Health Certificate (if canteen on site)   |                   |                  |
| Teachers to have all documentation on desk prior to visit (planning folders, assessment, daily workbook, PDS, attendance registers) |                   |                  |