

# SIAMS Aide-mémoire: Overview of inspection process

Working Days	What happens when?	Templates	Purpose of the template
-10	Inspector is confidentially notified of school details		
-9	Inspector researches information about the school in the public domain		
-8			
-7			
-6			
-5	School is notified of inspection by National SIAMS Team Inspector contacts school to arrange conversation with headteacher Contact DDE to arrange time to speak		
	Inspector makes initial call to the school (telephone or virtual)	Initial call	Establishes the context for inspection and a positive relationship with the school.
	Inspector sends timetable requests, parental letter and contract to the school	Contract	Confirms inspector's right to inspect the school. Gains agreement on responsibilities of school and inspector.
	School sends summary SEF, IDSR & SDP to inspector by end of school day	Timetable	Provides clarity to the school in arranging meetings. Engages school in suggesting participants. Retains the inspector's ownership.
-4	Inspector prepares PIP	Pre-inspection plan PIP	Sets out the following to help school prepare: <ul style="list-style-type: none"> <li>what inspector is seeking to discover (LOE)</li> <li>written evidence requested to be available</li> <li>focus of learning walks and RE work scrutiny</li> </ul>
-3	Inspector receives draft timetable from school		
-2	Inspector sends PIP to the school and updated timetable		
-1	Inspector calls headteacher to answer any queries about the LOE or timetable	PIP call	Clarify the LOE, confirm timetable arrangements to avoid any delay to start of day.
Zero	Onsite inspection (one or two days)	Evidence form EF	Supports the sequential nature of inspection. Structures the inspector's thinking. Provides a written record of how grades emerged.
		Mid-point update	Clarifies the inspector's thinking on emerging grades and progress in LOE. Engages leaders in determining final outcomes to avoid later challenges.
		Final briefing	Informs HT of final (provisional) grades prior to feedback. Offers HT a final opportunity to produce evidence. Engages HT in identifying areas for development.

		Final feedback	Informs senior leaders and representatives of governors/trustees/diocese/MAST of provisional outcomes ahead of draft report – grades, key findings, AfDs.
<b>+1</b>	Inspector writes the report	Report	Records the inspection outcomes in relation to the Evaluation Schedule and is placed in the public domain.
<b>+2</b>	Inspector uploads draft 1 of report to portal for critical reading within 72 hours.		
<b>+3</b>	The critical reader should respond within 48 hours of the 72 hour deadline expiring. (If the CR is unable to respond in this timeframe they should inform the inspector)		
<b>+10</b>	Inspector sends report to the school for factual check		
<b>+11</b>	School responds within 2 working days		
<b>+15</b>	Inspector sends final report to the school, with a CC to the DDE, Diocesan SIAMS Lead, and SIAMS. SIAMS organises payment and publishing of report.		

