

## 1. Sending the draft report to school for factual accuracy check

- The critical reader should respond within 48 hours. Once you have received final approval on your draft report, use the template email T11 to send the draft *just to the school* for factual accuracy checks.
- Prior to sending the draft report, check that the font and other formatting are correct. DO NOT send the draft if the formatting is incorrect and/or if all the information boxes have not been populated. Go back to your critical reader for advice if you are unable to resolve any formatting issues yourself.
- Save the draft PDF using the agreed file naming protocol (Draft SIAMS Report-School Name-URN-Date of Inspection, for example: Draft SIAMS Report - Aust Church of England VA Primary School 112672 - 30062022)
- Send the draft report as a PDF.

## 2. Sending the final report to the school

- Once you have heard back from the headteacher following their factual accuracy check, use the template email T11 to send the final report to the school for publication.
- Prior to sending the final report, check again that the font and other formatting are correct. DO NOT send the final report if the formatting is incorrect. Go back to your critical reader for advice if you are unable to resolve any formatting issues yourself.
- Save the final report as a PDF using the agreed file naming protocol (SIAMS Report-School Name-URN-Date of Inspection, for example, SIAMS Report - Aust VA Primary 112672 - 251221).
- Send the final report as a PDF.
- For this email, return to the original school notification email from the National SIAMS Team, into which you were copied. This will ensure that you copy your email to the National SIAMS Team ([SIAMS@churchofengland.org](mailto:SIAMS@churchofengland.org)), the DDE, the Diocesan SIAMS Lead/s, and the MAT CEO (if relevant).
- If the school is making a complaint, there may be a delay to the report being published.

## 3. Payment of Inspection Fee

- The National SIAMS Team will process the inspection fee for the payee on record once the final report has been sent to the school and the inspector has ticked School Review Complete on the portal.
- If the inspector is recorded as the payee, they will receive the inspection fee. If a school, MAT, or diocesan education team is the payee, they will be paid the fee.
- Inspectors do not need to submit a claim form.