

School name		Inspection date	
Time	Inspection Activity	Inspector's notes – timings, people to be included, work scrutiny details etc	
8am	Arrival at school and introductions	10	
	Inspector's lunch	20	
	Inspector reflection time before mid-point update to headteacher	30	
	Mid-point update to headteacher	20	
	Inspector reflection and document review	30	
	Inspector final reflection on judgements & briefing/feedback prep	20	
	Headteacher and inspector – final briefing	15	
	Inspector – final prep	10	
	Final feedback (typically to include HT, CofG, foundation governors, diocesan rep, MAT rep, and others at the discretion of the inspector)	15	
No later than 6pm	Inspector leaves school		

- The headteacher is asked to draft a timetable following guidance from the inspector during the initial call and to return it to the inspector by XXXX.
- Please note *this will be a draft timetable only and the inspector may need additional/fewer meetings and/or for timings to be amended.*
- The inspector is likely to need to meet/speak with the following people/carry out the following activities.
- Timings are suggested and will be finalised by the inspector depending on the inspection lines of enquiry. Each meeting will have specific foci, depending on the lines of enquiry and the need to triangulate evidence. Feel free to combine these meetings if this is helpful.

Activity	Timing (up to) (minutes)
Pupils from each key stage in at least two groups, with RE books – ideally one group in the morning and one in the afternoon – selection to be discussed.	20-30 per group
Governors – as many as are available/specific requests of inspector.	30
MAT trustees (and CEO)	30 or at the discretion of the head/inspector
Staff – range of roles, responsibilities, length of service	30
RE Lead/Head of Department – to include work scrutiny with RE Lead – inspector to give guidance on what is wanted.	40
Collective worship lead	20
Act of collective worship	15-20
Parents – selection to be discussed – plus separate meeting in the playground.	20 +
Representative/s from the church	20
Representative from the diocese/Methodist schools trust	15
Learning walk – of learning environment	30
Social times e.g., breaktimes, catching parents in the playground if they contribute to the LOE.	20-30