# Initial research & call to school

Templates: Initial call; parental and staff letters

Ref: A-M Managing the process

Once you know the name of the school, research information in the public domain:

- School website
- Most recent Ofsted and SIAMS reports
- Brief internet search
- Compare school performance https://www.gov.uk/school-performance-tables

Once the school has been notified, arrange the initial call to the headteacher.

See T1 for further details.

A Christian manner of inspection starts here; pay attention to establishing good working relationships.

Insert the name of the school and the date of the inspection and save the letters using the bespoke filename for the inspection in question and title / save accordingly.

Do not send any document with the words 'draft' or 'template' in the filename.

© The National Society (Church of England and Church in Wales) for the Promotion of Education 2023
Restricted Document: For Inspectors only