|  |  |  |  |
| --- | --- | --- | --- |
| 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/MAST 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 XXX.
* 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, one group 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. No staff governor if a staff meeting taking place. | 30 |
| HT/SLT to discuss vision and IQs | 45 |
| MAT trustees (and CEO) | 20 |
| 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 in the PIP on what is wanted. | 40 |
| Collective worship lead | 20 |
| Act of collective worship | 15-20 |
| Parents – selection to be discussed, no parent governor | 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. | 20-30 |