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Inspection - Day Two

The headteacher and senior leaders know at the end of Day 1 what the inspectors' findings are and the areas that require further investigation on Day 2. If there is any concern that the school might be placed in a category, then this is shared with the school at the team meeting. There may well be a request for further information, with data to be made available the next morning. The school themselves might also wish to provide the inspectors with additional information that they feel would benefit the outcomes. This meeting is recorded on an evidence form.

The team have a brief meeting where the day's schedule is discussed, along with any other issues that have arisen. During the day, if any members of the team pick up on any issues or concerns then they are reminded that these are to be brought directly to the lead inspector.

Outline of the day

The team of inspectors usually meet early afternoon, in advance of the final team meeting which the head and other senior staff are invited to. It is important on Day 2 to build in sufficient time for the team inspectors so that they can ensure that their evidence base is detailed and triangulated. They might also begin to write the summary evidence forms which they have been allotted. Lesson observations and feedback go ahead. Inspectors may also be following specific trails e.g

Day 2 - Arrival

I meet with the headteacher at 8am and make sure that I have allowed sufficient time to discuss the above. The headteacher can raise any additional matters they may have reflected upon overnight at this meeting. I also use this opportunity to ask if the staff are feeling ok about the inspection and then arrange the lesson observations for the day. It is important to see lessons on the second day and these observations may well go on into the afternoon. It's very important to ensure that staff who want feedback get it. I provide the headteacher with an overview of the timings of the day and make any changes and amendments in their presence. As far as possible, it is really important to keep to this schedule.

Briefing the team

Inspectors go out to meet and greet parents and observe pupils as they come into school.



About the Author:
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Elaine Long has been a teacher for over 35 years and 17 of those have been in senior management positions; being a qualified headteacher since 1999. In September 2011 Elaine started her own company BEST4Solutions (Bespoke Educational Support and Training) and became an OFSTED inspector. She has become a lead inspector and is qualified to conduct inspections in primary and secondary schools.



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behaviour in particular year groups, tracking of specific groups within a subject, provision for pupils with special needs or those in receipt of pupil premium. They may make shorter visits to lessons to observe these pupils and scrutinise their work. On Day 2 there is usually a more detailed work scrutiny of year groups and this is then triangulated with what has been seen in lessons and also against the school's own projection of targets and where pupils are currently working at.

Any opportunities to see pupils outside the classroom e.g. assemblies, break, lunch, pre-school clubs etc. will be taken, as these provide really important evidence which contributes to the judgement on behaviour and safety. On Day 2 parents might either ask to speak to the lead inspector individually or letters may arrive for their attention. This information is placed alongside the parents' questionnaire and placed on an evidence form.

Parental views and comments are really important to the inspection and I always make sure that I go through the findings with the headteacher so that he or she has a very clear overview of what parents are thinking and feeling. If the headteacher has agreed to distribute the staff questionnaire then I normally go through the findings with him or her too so that there are no surprises at the final team meeting. I think it is also important to allow headteachers to have their say here too as on occasions, there may well have been specific incidents which

have triggered negative responses and it is helpful to be given the context.

Collating all the information

Usually by about mid-morning the lead inspector will have received an update from the team and will be looking through their evidence forms. I meet with the head to update them on what we are currently thinking and to allow for even more additional information, if it is required. I also raise with the headteacher any key issues that I feel the school might like to think about prior to the final team meeting. It is really important that the key areas for improvement that the school is left with are ones which they can see the relevance of, and which they agree will lead to improvements. I feel that the headteacher's contribution to the actual

wording and shaping of these areas is important at this stage, as it allows them to have a sense of ownership.

By lunch-time the lead inspector begins to put together summary points for the team meeting. I do write very detailed summaries at this stage and begin to cross reference the points I make with the other evidence forms that have been completed.

The team meeting – just inspectors present

At this meeting all the evidence forms should have been completed and there is a discussion around the final judgements and the evidence given to support this. The more detailed discussion takes place in the presence of the head and their team, after which the final judgements are recorded.

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It is true to say that at this stage, the team need to be confident about where they feel the school currently is.

Final team meeting – inspectors, head and senior leaders present

This meeting is recorded on an evidence form. During this meeting the inspection framework is referred to and each of the judgements are gone through point by point. It is important the school is able to make detailed notes if they wish, which they can refer to later. After each section I always give the grade and then ask the head if they have any comments to make. These are recorded. After the final grade for overall effectiveness has been given, I ask the school for any comments they would like to make. The key areas for improvement are then finalised and written down. I ask them if they have been happy with the way the inspection has been conducted. There is normally a short period of time before this meeting and the final feedback to governors, local authority, trusts etc.

Final feedback meeting

This meeting is also recorded. As lead I would begin by giving my thanks to the school for their co-operation throughout the two days. I give a brief overview of what is going to happen in the next 15 minutes or so. The lead goes through the judgements succinctly explaining why the final grades have been awarded. There is no opportunity here for any comments to be made.

The key areas for improvement are read out. The lead then explains what happens next. The report is written within the next 48 hours and it is read by a quality assurance reader. The report goes between the two, until both sides are happy with it. At this point it is then formatted and the school should receive it within 7 working days. The school has 24 hours to look at the report to check factual accuracy. If they want some amendments then they can ask on the form provided. If it can be changed it will be, but this is not always possible.

If it isn't possible, then the school is informed why. If changes are to be made then this is done before the report is then sent off for final checking. Ofsted does check reports and the school is informed that the report is always subject to change by them. The school will then be sent the report, on completion, and this time can share the content of the report. The lead asks the head to keep the contents of the report confidential until it is formally published, as it is subject to change. In conclusion, the lead will ask if there are any comments.

At this stage the differing parties might well have a contribution to make and these are duly recorded. The school is then reminded that they can give their evaluation of the school inspection by completing the School Inspection Survey which is sent to them. This goes directly to Ofsted. The team of inspectors will then take their leave.

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