



# Preparing the Team prior to the inspection

There is an expectation that all the inspectors allocated to the inspection will read the information provided about the school which has been placed on the Inspection Portal prior to the inspection: Raise on Line, previous inspection reports, monitoring visits, and formal complaints or safeguarding issues.

Nevertheless, it is the role of the Lead Inspector to ensure that the inspectors can hit the ground running on Day 1 and the document that enables this is the Pre Inspection Briefing (PIB). The Lead will also include a set of Joining Instructions that outline who does what and when on Day 1 and then a provisional outline for Day 2. Provisional because, depending upon what the inspectors find, this might change but also to allow the Headteacher and Senior team to have an input into Day 2, if applicable.

## So what happens after the Lead Inspector has called the school?

If the inspection goes ahead then they are normally telephoned to say this is the case and then given an approximate time when the PIB and Joining Instructions will be available on the portal for them.

**What does the PIB contain?**

The PIB provides an overview of the following:

- Basic details about the school: numbers on roll and individual year groups; details re. Special Needs, Free School Meals, Looked After children, gender, EAL pupils, ethnicity; and attendance and exclusion figures, noting any patterns or trends.
- Any Parent View data, if applicable; School self-evaluation, if provided; and School website overview and how it meets guidelines.
- A summary of Previous Inspection Reports in terms of: achievement and progress, teaching and learning, leadership and management and what the identified Key Issues were.

- A summary of key findings in Raise On Line for the past two years and identification of possible trends. If appropriate, data dashboard is also used.
- Summarised information on any monitoring visits, complaints about the school or any safeguarding issues.

## How is this then used?

- The Lead inspector then provides a number of possible trails which need to be considered during the inspection. These will be numbered and the inspectors will include any findings re these issues on their Evidence Forms, as appropriate. The Lead Inspector then has an evidence base which can be shared at the team meetings.



As the Lead, I will share the Pre-inspection trails with the Headteacher at the beginning of Day 1 so that they can see what the team are looking at and why. Giving them this information allows me to begin a dialogue with the Headteacher and also enables them to provide any additional detail, explanation and context if they want to.

### What do the Joining Instructions contain?

- They begin by providing a welcoming letter and introduction and key facts about the school: School Name, Headteacher, School address and postcode, Inspection number, Chair of Governors, School Phone number and useful telephone numbers e.g. SERCO duty desk and Duty HMI number.
- Essential information about the school, along with what has been agreed with the Headteacher during the initial telephone conversation is included.
- An Inspection Outline is then provided for Day 1 and provisionally Day 2. I make this as detailed as I can and try to include all the names of staff who they will be meeting alongside their individual responsibilities, where they will be deployed and who they will be observing.
- I include some reminders about what they need to remember when completing Evidence Forms and ensuring that they are all aware of the latest guidance which is included in the School Inspections Handbook. I also make sure that they are familiar

with the Code of Conduct and follow it at all times, remind them to bring their ID OFSTED badge with them and to keep mobile phones switched off!

- Domestic arrangements are also included and ensures that all the team arrive at the same time on Day 1 and know where to park and what the arrangements are throughout the day for refreshments.

Once completed, this is all uploaded onto the portal. I cannot stress strongly enough how important it is that this part of the inspection is done thoroughly. What is needed on Day 1 is for the Team to be able to arrive and hit the ground running. It requires everyone to be professional and meticulous in their own planning and its always good to hear from Headteachers that they are impressed with the conduct of

the team but also pleased that we have a very clear overview of the school even before we arrive. Good first impressions are very important and next time I'll cover what happens when the Inspection Team arrives on Day 1.

*Thank you for reading...*

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