



## SIAS Inspection of Anglican schools

### Procedures for Schools

August 2011

#### Administration

The Assistant Director of Education Mike Davison is responsible for all aspects of the administration of Section 48 inspections in both Dioceses. He will liaise with the Headteacher of schools to be inspected at each stage of the process.

#### Mikes contact details are

Church House 0191 270 270 4162 or 0191 270 4163

Mobile: 07891427141

Email: [mikedavison@drmnewcan Anglican.org](mailto:mikedavison@drmnewcan Anglican.org)

#### Setting up the Section 48 inspection

**The Headteacher should contact the Assistant Director immediately the school has received the phone call from Ofsted to notify them of their inspection.**

The Diocese may also be contacted by the registered Inspection Service Provider to confirm the inspection is taking place.

The Assistant Director will then contact a potential Section 48 inspector to discuss availability and give details of the school to be inspected. He will then pass the name and details of the recommended inspector to the school. It is anticipated that schools will accept the inspector recommended by the Diocese unless valid reasons are given for not doing so. The inspector and school are then contacted by the Assistant Director to organize the dates of the Section 48 inspection. The Assistant Director then confirms with both the school and the Inspector via e-mail the dates of the inspection and passes on contact details. The inspector will then make arrangements directly with the school. The inspection generally takes place within 6 weeks of the Ofsted inspection.

#### Pre Inspection

The inspector phones the Headteacher to make arrangements for the inspection and emails a copy of the Section 48 contract from the Inspectors' Toolkit to the school. The Section 48 contract should be Signed by the chair of governors (or a designated governor) in advance of the inspection and then by the inspector on the first day of inspection.

The Headteacher sends copies of the completed SEF form, Church Schools Self Evaluation Toolkit, Section 5 report, and the last Section 48 report to the inspector.



## Fieldwork Days of the Inspection

### Length of inspections

Aided Primary / First Schools	1 full day and 1 half day
Aided Secondary Schools	2 full days
Controlled Primary / First Schools	1 full day or 2 half days
Controlled Secondary Schools	1 full day or 2 half days

At the beginning of the inspection a brief meeting should be held with the Headteacher (and senior staff/governors) when **agreement should be reached** over the issues to be followed through in the SIAS/Section 48 inspection.

## Possible activities for the fieldwork day(s) in school

### For all schools

- Meeting with the Headteacher - focus on the leadership and management of the school as a Church school and the impact of collective worship (if the Headteacher is the worship co-ordinator).
  - Meeting with at least one Foundation Governor (preferably the ex-officio Foundation Governor) - focus on school/parish community relationships; leadership and management of the school as a Church school.
  - Meeting with a group of pupils/the school council - focus on the impact of collective worship and its contribution to the distinctive Christian character of the school.
  - Discussion with the worship coordinator (if this is not the Headteacher) - focus on the impact of collective worship and its contribution to the distinctive Christian character of the school.
  - Observation of one or two acts of collective act of worship.
  - Observation of parts of lessons and break / play times focus on the distinctive Christian character of the school.
  - Tour of the school (preferably with pupils).
  - Informal discussions with parents (eg start/end of the day or with parent helpers in school) - focus on the distinctive Christian character of the school.
  - Scrutiny of appropriate school documentation eg Behaviour policy, Anti bullying policy, SMCS policy, (the box or file created for the Ofsted 5 inspection).
- Reflection and writing a first draft report for oral feedback at the end of the inspection.



### **For Voluntary Aided Schools only**

Observation of at least two RE lessons across the age range and a scrutiny of children's work - focus on the effectiveness of learning and teaching in RE.

- Discussion with the Re co-ordinator - focus on the quality of RE and its contribution to the distinctive Christian character of the school.

At the end of the inspection oral feedback should be given at a meeting with the headteacher (and senior staff) and, where possible the chair of governors and at least one foundation governor.

*NB It is expected that every effort should be made to provide brief feedback during the inspection to those observed leading collective worship and teaching RE. It is also important that the inspector liaises closely with the Ofsted team if they are in the school at the same time.*

### **Post Inspection**

#### **5 working days after inspection:**

The inspector completes the draft report and e-mails a copy to Mike Davison, Assistant Director at [mike.davison@drmnewcanglican.org](mailto:mike.davison@drmnewcanglican.org) for independent critical reading.

#### **Within 7 working days of inspection:**

The draft report is returned to the inspector who forwards it to the school so that it can be checked for factual errors. Adjustments are made if appropriate and the report is returned to the inspector.

#### **Within 10 working days:**

The inspector sends a copy of the final report to the school and to Mike Davison at Church House. At this stage the report can be shared with staff and Governors.



The Dioceses of Durham and Newcastle  
Joint Education Team  
Learning for Life

Church House St John's Terrace North Shields NE29 6HS



**3 weeks after inspection:**

The school sends a copy of the report to all parents/carers. Voluntary aided schools may also wish to send a copy to any persons responsible for appointing Foundation Governors other than the Diocese.

The Diocese sends a copy of the report and Judgement Recording Form to the National Society. A copy of the report is put on the Durham and Newcastle Board of Education website and the National Society website.

*Schools may wish to arrange for the inspector to attend their next governors' meeting or appropriate sub committee meeting to give feedback about the inspection to governors.*

If the Head teacher or governors have any concerns about the way in which these procedures are implemented, they should be raised first with Mike Davison and, if not resolved by him then with the Director of Education, Jeremy Fitt