



**SIAS/Section 48 Inspections
Information about Procedures for Schools**

Administration

The Diocesan Assistant Director of Education, Brian Hedley, is responsible for all aspects of the administration of Section 48 Inspections in this Diocese. He will liaise with the Head Teacher of schools to be inspected at each stage of the process.

Brian's contact details are:

Church House: 0191 2704135 (direct line) or 0191 270 4141 (Administrator)

Email: b.hedley@newcastle.anglican.org

Setting up the Section 48 inspection

The Head Teacher 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 inspector to the school. It is anticipated that schools will accept the inspector recommended by the Diocese unless valid reasons are given for changing them. The Assistant Director will then contact the inspector to confirm the appointment, and the inspector will make arrangements directly with the school for the inspection to take place, normally within 6 weeks of the Ofsted inspection.

Pre Inspection

The inspector phones the Head Teacher 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 Head Teacher sends copies of the completed SEF, Church Schools Self Evaluation Toolkit, Section 5 Report and Section 48 Report from the last inspection, to the inspector.

Days of the Inspection

Length of inspections

Aided Primary Schools	1 full day and 1 half day
Aided Secondary Schools	2 full days
Controlled Primary 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 Head Teacher (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 day(s) in school

For all schools

1. Meeting with the Head Teacher - focus on the leadership and management of the school as a Church school and the impact of Collective Worship (if the Head Teacher is the Worship Co-ordinator).
2. 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.
3. 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.
4. Discussion with the Worship Co-ordinator (if this is not the Head Teacher) - focus on the planning, monitoring and impact of Collective Worship and its contribution to the distinctive Christian character of the school.
5. Observation of one or two acts of Collective Worship.
6. Observation of parts of lessons and breaks/playtimes-focus on the distinctive Christian character of the school.
7. Tour of the school (preferably with pupils).
8. 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.
9. Scrutiny of appropriate school documentation eg Behaviour Policy, Anti-Bullying Policy, SMCS Policy, (the box or file created for the Ofsted 5 Inspection).
10. 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 the headteacher to check factual information and to Brian Hedley, Assistant Director at b.hedley@newcastle.anglican.org for independent critical reading.

Within 7 working days of inspection:

The draft reports are returned to the inspector with comments from the Critical Reader where necessary.

Within 10 working days:

The inspector sends a copy of the final report to the school and to the Assistant Director at Church House.

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 body which appoints foundation governors other than the diocese.

The Diocese arranges payment of the inspection fee to the inspector and the inspector completes the DRE1 form to reclaim the fee from the DCSF.

The diocese sends a copy of the report and Judgement Recording Form to the National Society which triggers payment for the inspector. A copy of the report is put on the Newcastle Diocesan Board of Education section of the Diocesan 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.

Fees:

From April 2006

V.A. Primary	£550
V.C. Primary	£450
V.A. Secondary	£1000

If the Head Teacher or governors have any concerns about the way in which these procedures are implemented, they should raise them first with Brian Hedley, and, if not resolved by him, with the Director of Education, Margaret Nicholson.