**OFSTED SUMMER 2013: Preparation Timeline**

| **When?** | **What?** | **Useful info: phone/email contacts** | **Who?** | **🗸** |
| --- | --- | --- | --- | --- |
| On-going | Write progress since last inspection document |  | JMT | **🗸** |
| Make SLT and SL team aware of RAISE story |  | JMT/MRB | **🗸** |
| Keep whole school SEF document up-dated |  | JMT |  |
| Write SEF summary |  | JMT |  |
| Keep Subject Data including SEFs up-dated |  | SLs & MRB |  |
| Hold on-going SL/SLT Line manager meetings half-termly |  | SLs and SLT | **🗸** |
| Monitor, Evaluate and Review SDP |  | Govs, SLT on-going; whole staff annually | **🗸** |
| Prepare OFSTED staff questionnaire |  | KB |  |
| Write to parents regarding ParentView completion |  | JMT | **🗸** |
| Prepare OFSTED Parents’ Evening questionnaire feedback |  | TC/ST |  |
| Prepare guidance for staff for Training Day 25 Feb |  | JMT | **🗸** |
| Prepare copies of last inspection report, RAISE and LAT and distribute accordingly |  | JMT/MRB/IP |  |
| Prepare statement to inform teachers that we’re being inspected |  | JMT |  |
| Prepare statement for Teachers to read to students to inform them that we’re being inspected |  | JMT |  |
| Identify governors to have on stand-by, with any 3 to meet the Inspectors |  | JMT | **🗸** |
| Brief whole Governing Body on OFSTED |  | JMT | **🗸** |
| Select a group of 9 governor/support staff/volunteer/ etc., parents to have on stand-by, with any 5 to meet Inspectors |  | GN |  |
| Decide which students to meet the Inspection Team |  | TC |  |
| Contact MS to see if she wants to meet Inspectors |  | JMT |  |
| SLT to conduct lesson observations as part of PD; joint observations with SLs if possible |  | SLT | On-going |
| Devise Inspection activity tracking device! |  | SLT |  |
| All marking and assessment up-to-date |  | All staff |  |
| Prepare draft domestic arrangements for inspection team: where to house them; refreshments etc., etc. |  | JXP/KB |  |
| Prepare basic operational documents, such as timetables etc., etc. |  | TC/AW |  |
| All filing to be done |  | SLT |  |
| Decide which core documents we need to have ready as evidence, and then locate/create them |  | SLT |  |
| Prepare teachers’ OFSTED grading list |  | JMT |  |
| Ensure we know our data analysis story |  | TC/MRB/IP |  |
| Collate all A4 Success Case Studies |  | JMT |  |
| Prepare document file to support SEF |  | JMT/SLT |  |
| Staff to familiarise themselves with Lesson Progress Maps and Observation proforma |  | All staff | **🗸** |
| Brief key personnel in relation to possible inspection focus areas |  | JMT |  |
| Establish whole school display team to make the school look great |  | JXP |  |
| Establish One-way system rigorously |  | JXP/all staff |  |
| Notification day | Take phone call and WRITE DOWN DETAILS! 1.00 pm   * SEF position * CVs of inspectors * Logistics/Hypotheses/Requests |  | JMT |  |
| Notify SLT 1.10 pm |  | JMT |  |
| Notify Chair of Governors 1.10 pm |  | KB |  |
| Meet with SLT immediately and free up afternoon for SLT as required 1.15 pm |  | JMT/LMM |  |
| Notify Governing Body on stand-by group 1.20 pm | Governors’ contact details (attached) | KB |  |
| Notify LA – 1.25 pm |  | KB |  |
| Notify all staff at lunchtime; arrange after school briefing 1.30 pm |  | TC/AVB |  |
| Send basic operational documents, such as timetables etc., etc. and key documents such as SEF to inspector 1.30 pm |  | JMT |  |
| Thorough litter pick of the site, 1.30 pm onwards |  | JXP |  |
| Fix 6.00 pm meeting with stand-by Governors to update them on SEF and SDP 1.30-2.00 pm |  | KB |  |
| Fix 6.30 pm meeting with stand-by Parents to update them on SEF and SDP 1.30-2.00 pm |  | KB |  |
| Meet with students, period 5 |  | TC/AVB |  |
| Full staff meeting after school to explain programme and final preparations. Distribute guidance for staff again and the staff questionnaire. Distribute Inspection activity tracking device! 3.45-4.00 pm |  | JMT/TC/ST |  |
| Subject meetings after school to make final preparations; all Inspection lessons planned on Lesson Progress Maps proforma 4.00-5.00 pm |  | All staff |  |
| SLT to attend Subject meetings to support and speak to SLs to check SEF folders and evidence bases 4.00-5.00 pm |  | SLT |  |
| Meet with SLT at 5.00 pm to arrange:   * Plan of the days & email to inspector * Check evidence base * Finalise Housekeeping arrangements * Agree no-go areas for inspectors |  | JMT/SLT |  |
| Finalise set of key documents 5.30 pm   * The Plan of the inspection * Timetables |  | JMT/KB |  |
| Meet with stand-by Governors to update them on SEF and SDP 6.00 pm |  | JMT/AVB/TC |  |
| Meet with stand by Parents to update them on SEF and SDP, 6.30 pm |  | JMT/AVB/TC |  |
| JMT to “walk the school” with a critical eye with Jeff/Shaun/John/Chris/TC/AVB 7.00 pm |  | JMT/AVB/TC |  |
| Inspection  Day 1 | Initial Meeting with JMT/SLT   * Confirm programme * Confirm housekeeping arrangements * Confirm meetings with: Govs; parents * Agree SLT shadow * Agree lesson observations * Agree interim feedback * Agree reporting back process * Agree when written draft will be received * Agree when it needs to be returned * Agree how to negotiate amendments * When will school receive final draft? * When will report be published? * Agree no-go areas |  | JMT |  |
| In-depth meeting with JMT/SLT – first morning   * Keep notes of key points, especially judgements * Check key points at end of meeting * Challenge any issue you do not think is accurate and back up challenge with evidence * Agree time of feedback at end of day |  | JMT/SLT |  |
| Meeting with Governors   * Chair is in charge of meeting * 3-6 govs plus JMT * Keep notes of key points, especially judgements * Check key points at end of meeting * Challenge any issue you do not think is accurate and back up challenge with evidence |  | MK/JMT |  |
| Meeting with students   * School has some say over which students * Should be introduced to inspectors * Should know about school priorities * GN debrief with them afterwards |  | TC/ST/GN |  |
| Meeting with Parents   * Make sure they are briefed on key issues * Make sure they feedback to us |  | TC/AVB |  |
| Collation of observation feedback/judgements |  | TC/IP |  |
| Inspection  Day 2 | As programme |  | JMT/SLT |  |
| Post Inspection Day 1 | Draft report sent to school:  SLT & 3 Governors check factual accuracy |  | JMT |  |