**National thematic inspection: empowerment for parent and pupil participation**

**Meetings schedule**

**Please discuss and complete with the HMI and submit an electronic version to the Inspection Administrator within a week of the visit.**

**Meetings timetable:Click here to enter a date.**

**Establishment name:** **Insert name of establishment**

**HMI name: Insert HMI's name**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Duration**  **(specify length of the session)** | **Location**  **(room name/no, etc.)** | **Focus group/interview**  **(List activity arranged for this session)** | **Attendees**  **(including staff names and roles)** |
|  | 1 hour |  | Self-evaluation discussion of key points | Senior Leadership Team |
|  | 45 minutes |  | 2 or more x parent groups |  |
|  | 45 minutes |  | 2 or more x pupil groups |  |
|  |  |  | Meeting with teachers |  |
|  | 45 minutes |  | Lunchtime drop in session |  |
|  |  |  | Classroom observations (2) |  |
|  |  |  | Meeting with partners |  |
|  | 1 hour |  | HMI writing time |  |
|  | 30 minutes |  | Discussion of findings |  |