

Briefing note for headteachers of primary schools and primary schools with a nursery class

Please share this information with all staff

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1. What are the key features of the inspection of my school (and nursery class)?

This briefing note has been designed to help you to prepare for the inspection. It describes the kinds of activities which will take place during our time in your school. The note provides answers for some of the questions you may have about the inspection.

Through inspection, Education Scotland aims to:

- provide assurance and public accountability;
- promote improvement; and
- inform the development of educational policy and practice.

We take close account of the context and nature of the school. We undertake inspection activities only as far as necessary to provide a robust evaluation.

Inspections are informed by the PRAISE framework ([Appendix 1](#)), which we use to help us establish and maintain positive relationships with all involved. We intend that all our discussions and engagements with you and your school are opportunities to share and develop thinking, and to learn from each other. Throughout the inspection, team members will involve you and your staff in professional dialogue, with the aim of supporting improvement.

The administrator supporting the inspection will have already sent your notification email. The email contains the following information:

- the date of the inspection
- where to find further information about the inspection from our website
- guidance and advice on issuing pre-inspection questionnaires to your stakeholders, including the links to the online survey.

The administrator will then follow up with a call to discuss the administrative arrangements, confirm you have the necessary information and respond to any immediate enquiries.

Further information about our work is available from our [standards and evaluation framework](#)

Your inspection will involve a visit lasting up to a week from a team comprising of inspectors, and usually a Lay Member (LM). The Managing Inspector (MI) will outline the team to you soon during the first phone call to you.

Inspectors will use selected quality indicators (QIs) from [How good is our school? \(4th edition\)](#) (HGIOS? 4) These are:

- QI 1.3 Leadership of change
- QI 2.3 Learning, teaching and assessment
- QI 3.2 Raising attainment and achievement
- QI 3.1 Ensuring wellbeing, equality and inclusion

These QIs will feed directly into the evidence base for the [National Improvement Framework](#).

- In addition, inspections will incorporate themes from other QIs to ensure we continue to capture the evidence we need to promote improvement and provide evidence to inform national policy development. These themes will be reviewed regularly to ensure they remain relevant.

- We will include the **Learning pathways** theme from **QI 2.2 Curriculum** for the primary stages and learning and developmental pathways for the nursery class. We will also refer to **QI 2.7 Partnerships in evaluating the impact of parental engagement** for the primary stages and impact on children and families – impact of parental engagement for the nursery class.

We will gather evidence on empowerment under the evaluation of QI 1.3 Leadership of change. This QI focuses on collaborative leadership at all levels to develop a shared vision for change and improvement which is meaningful and relevant to the context of the school with its community; planning for continuous improvement should be evidence-based and linked to effective self-evaluation; and senior leaders ensuring the need for change is well understood and that the pace of change is appropriate to ensure the desired positive impact for learners. Inspection teams will have discussions with the school around aspects of empowerment, including

- curriculum;
- improvement activities;
- parental and community engagement; and
- pupil participation

as they relate to the themes in QI 1.3 Leadership of change. We are not increasing expectations in relation to grading this QI and HM Inspectors will continue to evaluate the QI as in previous years. Empowerment evidence will permeate throughout the text.

- We will not be asking schools to choose another QI. Instead we are asking schools to choose an aspect of school empowerment to discuss further with the inspection team. This will enable school staff and inspectors to explore in more depth a particular aspect of school empowerment. The school's chosen aspect of school empowerment will not be graded using the six-point scale. A short summary of the on school empowerment as part of the inspection progress will be included within the Summarised Inspection Findings (SIF).
- We will also continue to have a focus on safeguarding in every inspection.

If you have a nursery class in your school, inspectors will also be using QIs from [How good is our early learning and childcare?](#) (QIs in line with those from HGIOS? 4). These are:

- 1.3 Leadership of change
- 2.3 Learning, teaching and assessment
- 3.2 Securing children's progress
- 3.1 Ensuring wellbeing, equality and inclusion

Should the [Care Inspectorate](#) be involved in a shared inspection of your nursery class, they will publish their grades based on some or all of the following quality themes with supporting statements. This information will be included in the final letter to parents.

- Quality of care and support
- Quality of environment
- Quality of staffing
- Quality of management and leadership

We shall use what we learn about your school (and nursery class) to produce a letter to parents and carers. The letter will indicate strengths of the school and aspects which need to be improved. We shall provide a statement of the confidence we have in the school's capacity to improve the quality of its own work. We will also let you know of any further inspection activities we will undertake as continuing engagement with the school.

At the end of the inspection we will produce our SIF Please note there will be a separate one for the primary stages and for the nursery class. It will summarise our findings from all the evidence gathered during the week of the inspection including the Care Inspectorate's evidence where there is a shared inspection of the nursery class. The main messages from these will form the basis for our sharing of findings meeting at the end of the week of the inspection. Sometime after the inspection we will return a draft of our SIFs to the school and the education authority to provide an opportunity to check for accuracy. We will then publish the SIFs on our website.

2. What should I do in advance of the inspection?

For advice on what to do in advance of the inspection, please read:

Appendix 2	Guidance on completing the self-evaluation summary form
Appendix 3	Documents to be provided in advance of inspection
Appendix 4a	Relevant key documents which can be provided during the inspection
Appendix 4b	Key documents which can be provided during the inspection for the nursery
Appendix 5	Meetings required during the inspection week

Please contact the administrator should you require any clarification.

Pre-inspection questionnaire

An important aspect of the inspection is for key stakeholders to be given the opportunity to provide their views of the school. To gather the views of young people, parents, staff and partners we ask you to direct stakeholders to a pre-inspection questionnaire.

Within the email notifying you of the inspection, you will find a number of links to an online survey which holds the pre-inspection questionnaires. The links you will receive are set out below.

Learners

All learners in your school should be sent the survey link.

If you don't already have existing arrangements in place for learners to complete questionnaires digitally you should consider how best this can be achieved in the context of your school. Please make sure that learners have privacy to complete the questionnaires. You should reassure young people that once they have completed the survey, no-one in the school will see their answers. Inspection team members will not discuss learners written responses unless there are health and wellbeing, safeguarding or child protection concerns. In such instances inspectors will discuss concerns with senior leaders as appropriate. Where required, those learners with additional support needs should be helped to complete the questionnaire.

Parents

All parents should receive the link to the pre-inspection questionnaire. Parents may complete a pre-inspection questionnaire for each of their children attending the school being inspected. The pre-inspection questionnaire asks parents to indicate if they shall be providing one

response only or if they are providing one response for each of their children who attend the school.

As part of the inspection, members of the inspection team will meet with a range of stakeholders. Parents are asked within the pre-inspection questionnaire to indicate if they would like to meet with a member of the inspection team and, if so, to provide their contact details. The IA will contact a random sample of parents to invite them to the meeting.

Staff

All staff should receive the link to the pre-inspection questionnaire. We have created pre-inspection questionnaires for the following broad groupings: teachers, pupil support staff and school support staff. A questionnaire link will be provided for each staffing group:

Partners

We define partners within How good is our school? (4th edition) to include all individuals or organisations that deliver learning and contribute to the life and work of the school. They may include community learning and development services, colleges, universities, employers, third sector, community organisations and libraries. All those who work in partnership with your school should be sent the link to the pre-inspection questionnaire.

Distributing the links

You should use the existing digital channels to inform these stakeholders of the inspection, the information that is available from our website and the appropriate link to the pre-inspection questionnaire. When sharing the links it is important to include the date which all responses must be completed by. We usually refer to this as the date the survey will close.

Methods for sharing the links include: using internal email for staff/practitioners; adding the links to your website (remember to remove when the survey has closed) for parents and partners; include the information within a group call or newsletters for parents, staff/practitioners and partners; connect with learners through Glow.

You are best placed to know the most effective ways of communicating and engaging with your stakeholders to ensure that as many as possible have the opportunity to provide their views about your school. We have found that some schools have, in addition to sending the links digitally, provided opportunities to parents to use the school's devices to complete the pre-inspection questionnaires. For example, schools invited parents to use the library and ICT suite facilities and another invited parents to complete the pre-inspection questionnaire during the Parents' Evening.

We recognise that schools will want to encourage as many of their stakeholders as possible to complete the pre-inspection questionnaire. To support this, the IA can provide you with a regular update on responses rates. Where, for example, the response levels are lower for a particular stakeholder group you may wish send another communication which reminds and encourages more responses.

3. What should I expect on the first afternoon?

The team will arrive between noon and 12.30 pm on the Monday of the inspection week. The inspection team will gather together and have a brief team meeting. Before any inspection activity begins, the MI will meet staff at the end of lunchtime if possible to introduce members of the inspection team, brief them on the inspection and answer any questions they may have. Attendance at this meeting is voluntary for staff. The MI will discuss this with you during an introductory phone call.

An introductory discussion, based on your completed self-evaluation summary, will take place at a convenient time in the afternoon and should last approximately one hour. Please invite your quality improvement officer (QIO) or equivalent colleague from your local authority to take part in the introductory discussion. Please do not prepare a presentation. The MI will chair this introductory discussion. The MI will invite you and your senior leadership team to outline your priorities for improvement, the progress you have made with them, along with the evidence of impact on learners so far and your justification for reaching the grades using the six point scale. You should think in advance about the main points you wish to make in relation to these areas of focus. You should include information on how well your school is raising attainment and achievement and your progress in closing the equity gap.

The MI and some members of the team will join the introductory meeting and other team members will begin inspection activities. Prior to the inspection the MI will discuss possible approaches with you to use the Monday afternoon as productively as possible. This may involve inspectors starting to visit classes. After the introductory discussion, we may break into smaller groups for more focused professional dialogue. For example, inspection team members may meet individual members of your team who are leading on aspects of your work such as raising attainment, learning and teaching or ensuring children's wellbeing at a strategic level. The MI will discuss the options with you prior to the inspection. **Please remember that proportionality is one of our key principles of inspection and the inspection team cannot and does not aim to cover all aspects of your school's work.**

The introductory discussion is likely to involve planning further for activities on Tuesday, Wednesday and Thursday morning. This may include visits to classes and discussion of specific aspects of the school's work with groups of children or staff. Activities will be planned to reflect the range of practice highlighted in the introductory discussion. Members of the inspection team will wish to engage with learning across, in and beyond classrooms.

Discussions around planning activities might also include:

- a focus on particular groups of learners (for example children with additional support needs such as care-experienced children);
- a focus on features of learning and teaching which are having a major impact on children's experiences and achievements;
- areas of the curriculum which are attempting to meet a range of needs; and
- aspects which link to priorities in the improvement plan.

We usually invite the Chair of your Parent Council, as the parental nominee, to talk to an inspector and/or the LM. The inspection team will consider his/her views as we plan our inspection activities. This meeting will usually take place on Monday afternoon or Tuesday. The administrator will inform you of the day(s) the LM will be in school.

4. What happens from Tuesday onwards?

Inspectors will undertake a wide range of activities over Tuesday, Wednesday and Thursday morning, building on discussion at the introductory meeting on the Monday. Inspection activities will typically include visits to classes, reading key documentation and discussing specific aspects of the school's work with groups of children and/or staff.

We shall meet with you at the end of the inspection on Friday morning to share our findings and evaluations, outline the strengths and aspects for development we have identified, and discuss possible next steps with you. We suggest you involve one or more of your colleagues at the

meeting, typically promoted members from your team. You should also invite your associated QIO or equivalent colleague from your local authority to this sharing of findings.

5. What engagement will staff and children have with the team?

Inspectors will meet with children and staff for discussions throughout the week.

The team will meet groups of children for different purposes. For example, we may discuss with them any issues raised in the pre-inspection survey, or listen to how their views are sought and acted upon. In all lesson visits inspectors will aim to engage with young people.

For senior staff, engagement with inspectors will usually start with the introductory discussions after lunch on Monday. For some staff, this may begin on Monday afternoon with a classroom visit. However, all staff (teaching and non-teaching) will usually have the opportunity, at some point on Monday, to meet the inspection team, hear a short briefing, and ask questions about the inspection process.

Professional dialogue takes place in a range of situations over the week, for example, during class visits, in focus groups, during voluntary discussion sessions and at the final discussion of findings. Meetings will be arranged with selected members of the school staff to discuss aspects of school improvement. During the period of the visit, members of the inspection team, including the LM, may also meet with individuals and/or particular groups of support staff or members of the local community. Please take the opportunity to discuss potential individuals and/or groups with the MI. It is important that all engagement is seen as an opportunity to develop thinking further and to learn from each other.

The MI will invite you, or a nominated colleague (promoted or non-promoted), to accompany an inspector on one or more learning visits, to support professional dialogue about key features of learning and teaching. However, this is entirely voluntary.

There can be various **voluntary opportunities for staff to meet with the inspection team**. The MI will discuss with you the most appropriate format for professional engagement sessions at the end of Tuesday. This could be, for example, working groups taking forward aspects of the school improvement plan or staff leading on aspects identified in the opening discussion on Monday. Inspectors would also like to take the opportunity to meet with staff or groups of staff for professional dialogue around the school's chosen QI.

6. What engagement will parents and carers have with the team?

Our inspections take the views of parents and carers into close account, and seek to engage with them in a number of ways.

We will explore the quality and impact of the school's work in engaging parents and carers in their child's learning. The LM usually meets the Chairperson of the Parent Council. Areas explored by the LM are likely to include the Parent Council's impact on supporting and improving the school, and communication with the school. An inspector may meet with the chairperson just before or just after the LM and may discuss issues that have arisen from the pre-inspection questionnaire, whilst strictly safeguarding the confidentiality of individual questionnaires.

When parents complete the questionnaire, they are asked to indicate if they would be willing to meet a member of the inspection team, usually the LM. The IA will then contact parents who have said they would be willing to meet the inspection team and confirm those who are able to attend. The IA will then arrange for the LM to meet the group at the agreed time(s) during the inspection. It may be appropriate to have meetings with individual parents and carers. Please discuss this with the MI if you believe it would add to the value or effectiveness of the inspection.

Following the inspection, the Chairperson of the Parent Council will receive a confidential draft of the letter for parents and carers. S/he is asked to confirm receipt of the letter, and is invited to provide feedback, either through yourself, or through a direct response to the administrator

7. What happens after the inspection?

The inspection team will share their gradings of the Q.I.s with you before they leave the school. These gradings will subsequently be quality assured. As they will not have been through the quality assurance process at the point inspectors leave the school, we ask that you do not share them out-with the education authority and your senior team until you receive the draft letter. You should however, share the high level messages with your school community and share the key strengths and aspects for development with your staff.

We aim to provide you with a confidential draft of the letter for parents and carers, usually within ten working days of the end of the inspection. This draft letter will provide a statement of the confidence we have in the school's ability to improve the quality of its work, and will highlight key strengths and aspects for improvement. It will also inform parents and carers of what Education Scotland will do as a result of the inspection, for example, any intended further inspection. You, the Chairperson of the Parent Council and the education authority will be asked to provide any comments or suggested amendments to the draft letter within one working week of its receipt. When finalised, the letter, including gradings of the QIs, will be published online as part of a range of information which includes analyses of questionnaire returns. Where a school has a nursery class, we will include information on this class within the letter to parents including the evaluations of the QIs from HGIOELC?. Where a shared inspection has been undertaken with the Care Inspectorate, we will also publish their gradings. We aim to publish the letter within ten working weeks from the end of the inspection. Where relevant, the MI will discuss with you and the local authority any proposal for continuing engagement with the school.

You and the local authority will receive a copy of the draft SIF, usually along with the draft letter. We ask that you check it for accuracy and make a return within one working week to the MI if possible. It will then be published on the Education Scotland website alongside the letter to parents. The Care Inspectorate gradings will be published on the Care Inspectorate's website. If there is no plan or commitment to a further inspection the inspection is complete.

Appendix 1 The PRAISE Framework

Best Practice Framework for Education Scotland inspections and reviews

The Framework is based on data gathered from: representative samples of experienced inspectors from Education Scotland and heads of organisations that have been inspected; and feedback from post-inspection questionnaires.

The following principles were identified as underpinning best practice.

Purpose – being clear about the overall purpose of the inspection and retaining this throughout. Creating a shared agenda with staff in the organisation and amongst members of the scrutiny team.

Relationships – building and maintaining constructive relationships throughout the process as the basis of a high quality inspection/review.

Awareness – maintaining a high level of awareness of the context in which staff are operating, of their feelings and reactions to the process and of the inspector's own approach and its impact.

Information gathering – careful inquiry to gather and analyse evidence. Retaining an objective stance, testing assumptions and assimilating data before evaluating.

Sharing information – communicating thoroughly throughout the process to prepare and inform staff. Encouraging staff to be open in providing their perspective and providing appropriate feedback as the inspection/review progresses.

Enabling – treating people with respect, engaging them in professional dialogue, recognising their efforts and providing feedback in a constructive way to encourage ownership and learning to take place.

Appendix 2 Completing the self-evaluation summary form

Please return the completed form six working days before the inspection.

Please use this document to highlight key aspects of the school's work as a starting point for discussion with the inspection team. You are asked to focus on the three key self-evaluation questions from [How good is our school? \(4th edition\)](#) p.9 and [How good is our early learning and childcare?](#) p.5 (where appropriate) and consider how you triangulate your evidence to ensure your evaluative judgments are robust. Please keep the information as clear and concise as possible using bullet points to indicate high level evaluative messages which can then be teased out during discussion at the start of the inspection. Your staff will know the school's strengths and areas for development. However, you may wish to share the self-evaluation summary form with staff so that they are aware of what the school has submitted.

Self-evaluation for the primary classes

Self-evaluation summary for primary schools and primary schools with a nursery class: Click here to enter text., Click here to enter text.			
How well are you doing? What's working well for your learners?	How do you know? What evidence do you have of positive impact on learners?	What are you going to do now? What are your improvement priorities in this area?	How would you evaluate this QI using the HGIOS?4/HGIOELC? six-point scale?
QI 1.3 Leadership of change Developing a shared vision, values and aims relevant to the school and its community Strategic planning for continuous improvement Implementing improvement and change This QI also focuses on the following aspects of empowerment: <ul style="list-style-type: none"> • curriculum; • improvement activities; • parental and community engagement; • and pupil participation 			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.
QI 2.3 Learning, teaching and assessment Learning and engagement Quality of teaching Effective use of assessment Planning, tracking and monitoring			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.
QI 3.1 Ensuring wellbeing, equality and inclusion Wellbeing Fulfilment of statutory duties Inclusion and equality			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.
QI 3.2 Raising attainment and achievement Attainment in literacy and numeracy Attainment over time Overall quality of learners' achievement			

Equity for all learners			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.
Empowerment: What aspect of school empowerment would you like to discuss further with the inspection team?			
Click here to enter text			
QI 2.2 Curriculum: theme 2 Learning pathways			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.
QI 2.7 Partnerships – theme 3 Impact on learners			
The impact of parental involvement on improving children and young people’s learning.			
Click here to enter text	Click here to enter text	Click here to enter text	Choose an item.

Self-evaluation for the Nursery Class (only complete if there is a nursery class)

Self-evaluation summary for primary schools and primary schools with a nursery class/early learning and childcare settings (ELC): Click here to enter text., Click here to enter text.			
How well are you doing? What's working well for your learners?	How do you know? What evidence do you have of positive impact on learners?	What are you going to do now? What are your improvement priorities in this area?	How would you evaluate this QI using the HGIOS?4/HGIOELC? six-point scale?
QI 1.3 Leadership of change Developing a shared vision, values and aims relevant to the school and its community Strategic planning for continuous improvement Implementing improvement and change			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
QI 2.3 Learning, teaching and assessment Learning and engagement Quality of teaching Effective use of assessment Planning, tracking and monitoring			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
QI 3.1 Ensuring wellbeing, equality and inclusion Wellbeing Fulfilment of statutory duties Inclusion and equality			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
QI 3.2 Securing children's progress Progress in communication, early language, mathematics, health and wellbeing Children's progress over time Overall quality of children's achievement Ensuring equity for all children			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Empowerment: What aspect of school empowerment would you like to discuss further with the inspection team?			
Click here to enter text.			

QI 2.2 Curriculum: theme 2 Learning pathways			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
QI 2.7 Partnerships – Impact on children and families – parental engagement			
The impact of parental involvement on improving children and young people’s learning.			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.

Appendix 3 Documents to be provided in advance of inspection

Please email only the following items to the Administrator prior to the inspection. Unless specified, **please return them at least six working days before the inspection.**

	Item	✓
1	The most recent and previous annual reports which you issued to parents and carers, on the standards and quality of the school/nursery class work. Return as soon as possible please after the initial email notification.	
2	The current and previous school improvement plans.	
3	Names of all teaching and other staff, and details of their responsibilities. Please indicate any job-sharing arrangements.	
4	School, class and visiting teachers' timetables and those of support agencies such as educational psychologist, speech therapist, EAL teacher.	
5	Times when partner agencies (educational psychologist, EAL teachers, music VIs, others) are in school.	
6	Information about how children's achievements (including attainment) are gathered and tracked.	
7	A draft meetings schedule agreed after initial discussion with MI.	
8	Complete practitioners qualifications form and return.	
9	Completed self-evaluation summary form (see Appendix 2)	
10	You should complete the child protection and safeguarding self-evaluation form but it must be handed to the MI at the beginning of the inspection in hard copy format. Please do not email this form.	

Appendix 4a Key documents which can be provided during the inspection for the school

If available, please provide the following information in the HMI base on Monday of the inspection week. There is no requirement to share in advance.

Item	✓
Information used by the school/nursery class to monitor and evaluate the school's performance and children's attainment and wider achievements.	
Information about children's progress/performance over time and any available benchmarking data.	
Samples of children's work in literacy and numeracy, across learning, from each class.	
Information used by the school to monitor and evaluate the quality of learning and teaching.	
Any evidence of strategies or innovative practices which are having a positive impact on learning, teaching, raising attainment to close the gap.	
Information about your curriculum, for example curriculum overview, details of partnerships to enhance the curriculum.	
Access to pupils' progress records (PPRs).*	
Outline of arrangements for contact, visits and sharing information, on children's achievements and learning needs at points of transfer with secondary schools and other educational establishments.	
List of children with additional support needs and brief details of support provided. * Details of children with regular/long-term absence.*	
List of children who are looked-after at home and away from home.*	
Access to CSPs and IEPs.*	
List of children on shared placements where relevant.*	
Sample agendas and minutes of pupil council meetings and staff meetings.	
List of professional learning activities carried out during last session and planned for this session.	
Samples of moderation activities and resultant impact on progress/overall attainment.	
A sample from different year groups of reports to parents and carers on children's progress/learning.	
Brief details of any out-of-class activities, after-school care and supported study initiatives.	
Approaches to developing young workforce (DYW).	
If your school inspection team includes a Health and Nutrition Inspector (HNI), please provide a cycle of menus and nutritional analysis. Your catering service provider will have this.	

* Please note that confidential documents should only be made available at times when the inspection team is in school.

Appendix 4b Key documents which can be provided during the inspection for the nursery

If available, please provide the following information in the HMI base on first day of the inspection week. There is no requirement to share in advance.

Item	✓
Number of children on roll, including a note of those who attend other settings or who attend on a full-time basis and funded two year olds where appropriate.	
Detailed information used by the setting to monitor and evaluate setting and children's progress, including the quality of learning and teaching.	
Evidence on children's progress and wider achievements.	
List of children with additional support needs and brief details of support provided. Details of children with regular/long-term absence.	
List of looked-after and looked-after and accommodated children.	
Sample of children's progress records.	
Sample of letters for parents regarding children's progress in their learning.	
Examples of the setting's communications with parents and the wider community, eg newsletters, prospectus, parent handbook.	
Any guidance for practitioners and a staff handbook (if available).	
List of professional learning carried out during the last session and planned for this session.	
Examples of the setting's planning for learning.	
Outline of arrangements for contacts and visits with other early learning and childcare settings and other educational establishments at points of transfer.	
Brief details of any wraparound care or after-school care.	
Sample of agendas and minutes of Parent Council/Playgroup/Board of Governors meetings and staff meetings.	
Brief details of any established/regular contacts with individuals or organisations in the local community.	
Access to records of complaints, bullying and racial incidents, accidents, administration of medicine and fire log.	
Details of staff registration with other professional bodies such as Scottish Social Services Council and General Teaching Council of Scotland where applicable.	

* Please note that confidential documents should only be made available at times when the inspection team is in setting.

Appendix 5 Meetings required during the inspection week

The MI will discuss with you the composition of the inspection team, the days each of the team members will be in attendance and the meetings that will be required during the inspection week. S/he will send you a template to complete in advance of the inspection week, asking you to add details of the meetings, attendees and allocated rooms. As the team respond to findings during the week and work with you to gather evidence, there are likely to be on-going adjustments.

The meetings that will be needed include*:

Monday

- Whole staff briefing (voluntary for staff).
- Introductory meeting to discuss self-evaluation.
- Meeting with senior member of catering staff (if a Health and Nutrition Inspector (HNI) is present in the inspection team).
- Possible one-to-one meetings to start discussions with **members of the senior team** responsible for particular aspects of the work of the school.

Tuesday

- Meetings with parent groups (administrator will identify parents from pre-inspection survey returns).
- Possible meeting(s) with Chairperson of the Parent Council (depending on day LM is present).
- End of day: professional dialogue groups.

Tuesday or Wednesday

- Meetings with groups of children (can be agreed at the start of the inspection week)
- One-to-one meetings with members of the senior team or appropriate staff (timings can be agreed at the start of the inspection week). This will include meetings with the relevant person responsible for, attainment and achievement, monitoring and tracking, closing the poverty related gap, learning and teaching, assessment, improvement planning and leadership.
- One-to-one meeting with child protection coordinator to sign off the completed safeguarding form.
- One-to-one meetings with literacy, numeracy, and health and wellbeing coordinators (or member of staff responsible for these aspects) (timings can be agreed at the start of the inspection week).
- Meetings with partners.

Please note that for the meetings to be effective, there should be no more than eight people invited to any one meeting. Meetings should be planned for around one hour. Where it is likely to involve the same member of the inspection team (e.g. LM) please leave around 15 minutes between meetings to allow the writing up of notes.

Wednesday or Thursday

- Meetings with partners.
 - This will be dependent on your school's local community and how you engage with them to deliver your curriculum.

Friday

Discussion of findings (timing to be agreed with MI).

* Please note that this is provided as a guide only and the MI may wish to make changes to this depending on circumstances.