

To: Proprietor and Head teacher

In preparation for your school's forthcoming S162A inspection you will discuss with the lead inspector (LI) the preparations required, including which documents need to be available and those to be sent by email prior to the inspection. You might find the following check list helpful to ensure that you have the required documents ready for the inspection team. There is no need to present the documents in any particular format - *please provide a copy of the school's current documents.*

It would be most helpful to email those items marked * to the LI prior to the inspection.

- School's information and self evaluation form (BSI SIEF)*
- EYFS and boarding school SIEFs, if applicable*;
- school's handbook / prospectus, as applicable;
- curriculum policy statement and schemes of work for all subjects, as required by standard 1;
- timetables for each year group*;
- staff list*;
- for each class, a list of pupils with their names and national curriculum year groups;
- records of pupils' attainment and progress (Standard 1 e.g. test / exams results for the past three years, if applicable);
- for pupils with special educational needs (SEN) (and a statement, if applicable) any information e.g. annual reviews, individual education plans; details of account for placement by local authorities of statement pupils, if applicable;
- the daily attendance registers;
- the admission register;
- the accident book and first aid records i.e. records of any accidents or incidents that have taken place in the school – standard 3;
- records of sanctions – standard 3;
- records of fire drills held - standard 3;

- risk assessments undertaken- standard 3;
- the school's three year plan to meet the duties of the DDA;
- single central record (SCR) and records of checks made on staff for suitability, as required for standard 4
- **all** school policy documents (e.g. safeguarding children, health and safety) as required for standard 3;
- a copy of the school's policy for handling complaints and make available to inspectors the records you keep of any complaints, as required for standard 7
- examples of pupil' reports to parents; and
- examples of parents' meetings, newsletters, publication of minutes of governors' meetings or an annual Trustees' report, as applicable.

It would also be useful to inspectors to have a simple plan of the school buildings.