

Janice Turner, headteacher of Aslacton Primary, has offered her experience of inspection for colleagues to read about and help them to prepare. She found the experience very positive and was pleased with the outcome.

Diary of an OFSTED Inspection Aslacton Primary School 12/13th September 2005

Wednesday 7th September

- Phone call from Cambridge Education to inform me that we were to be inspected 12/13th September. We were told name of inspector and that he would phone me tomorrow. 1 inspector for 2 days plus an HMI for second day. Asked if we had SEF and I explained that we had one in draft form which I would submit after the phone call finished. CE emailed letter & questionnaire for parents, confirmation of OFSTED and the inspector's CV
- Informed Senior staff - Senior teaching assistant to ask TAs to come to office so I could brief them and ask if they could give any more time in next few days to support teachers
- Rang LEA and RDA. Arranged with RDA to go into PDC on Friday morning to meet with her & Robin Ings to go over new ePanda
- Met with teachers after school and informed them of the inspection
- Rang governors to inform them of inspection and to ascertain if any would be available to meet with inspector
- Rang job share teacher and informed her of inspection. Also supply teacher who would be covering a class for a member of staff on a course and sports coach who would be teaching classes on Monday morning

Thursday 8th September

- Put notice on parent's board telling them that we had been chosen to have a new-style OFSTED inspection on Mon/Tues and that letters would follow
- Arranged with a parent to borrow their caravan for the inspector to use as an office
- Rang grounds maintenance manager and asked if we could have a tidy up before OFSTED arrived (magic word - also pointed out that it would reflect well on LEA as well as school). Team

arrived early Friday morning and really worked hard to help get the extensive grounds smart

- Rang cleaning manager to ask for assistance with hall floor problem (once again magic word got fast results) - Friday morning he arrived with equipment from other schools and worked until early afternoon with cleaner
- Had a short meeting with Chair of Governors and gave her a copy of SEF
- 12.30 pm inspector phoned school and introduced himself. Arrange to speak at 2.30 pm (possibly for up to an hour)
- 2.30 pm inspector rings again, thanks me for SEF, which he has already read and feels gives him a good picture of the school. Outlines the rough programme for the 2 days. Arrange when he will see a governor. Asks for the following documents to be faxed/emailed to him straight away:

class timetables

School Development Plan

Plan of school

List of staff with their codes and responsibilities

2005 KS1 & KS2 results with number of pupils in each band

- Inspector gives me his contact details and tells me to contact him at any time if I have any questions or concerns. Pre-OFSTED Briefing will be emailed to me Friday or Saturday at latest. Inspector tells me evidence that he will want to see on Monday these are:

Special Needs Register & SEN files

Curriculum map

Current IEPs

Evidence of target setting

Records of external monitoring - RDA, earlier School Self Reviews

Records of internal monitoring

School Prospectus

Attendance Information - letters to parents, etc discouraging term-time holidays

Evidence of Performance Management cycle but not individual targets

Work sample - Y2 & Y6 - core subject work of 3 pupils (HML)

Evidence of standards across the school in ICT

List of extra-curricular provision
 Staff Development records
 Recent Governing Body Minutes
And anything else you want me to see - and your photo albums

- Sent official letter and questionnaire to parents
- Issue a list of items, folders, children's work, etc. to teachers and make sure all folders are up to date

Friday 9th September

- Arrived at PDC at 8.30 a.m., having first visited Sainsbury's for survival rations for the staff who might be working late or coming into school over the weekend (fruit juice, fruit, crisps, chocolate, biscuits, bottles of water). Met with RDA & Robin Ings who talked me through ePanda - *vital as this is what inspector uses to analyse results and you have to be able to discuss this with him*
- Went from PDC back to school - hive of activity. Two groundsmen hard at work cutting front hedge and another stripping hall floor of polish with cleaner. In school TAs are busy making sure that everything is tidy and that each classroom has at least 1 display of work produced during these first 4 days.
- Have to hold assembly outside because hall floor is still being polished. Tell the pupils about our visitors next week and ask them to help them if they need any help
- Job share teacher comes into school for an extra day to prepare for Monday/Tuesday
- Supply teacher who will be covering Y3/4 class on Monday for teacher on School Sports Partnership training comes into school for afternoon to ensure she is up to speed for Monday
- Pre-Inspection Briefing is emailed to me, copies given to senior staff - we meet briefly after school to discuss our response to the points and where we have evidence to answer questions raised

Monday 12th September

08:00	Inspector arrives and I show him round the school (including the caravan we have sited in the grounds for him to use as and office)
08:30	Inspector meets all the staff
08:40	I go onto playground as usual and inspector wanders around

	speaking to pupils and parents
08:50	I blow the whistle and pupils make their way into school
09:00	Senior teacher and myself meet with inspector and go through Pre-Inspection Briefing. We are never asked about RE - perhaps the photographs of pupils working in the church and the stained glass windows they create telling bible stories answered that
10:30	Classroom observations (after lesson observation inspector gives feedback to the teacher and tells me the main points)
11:30	Meeting with Governor
12:00	Goes to watch pupils who are having coaching from a sports specialist we employ to help release staff for PPA
12:30	Had lunch with pupils
13:00	Asks to see folders/documents - sits in office with me and looks through some of them
13:30	Meets with School Council & 2 SEN pupils for upper years
14:30	Takes Pupil records and work to caravan to look through
15:30	Went to see after school Tag Rugby session
16:00	Meets with subject leaders and myself
16:45	Inspector looks at pupils' ICT work stored on school network
17:00	Inspector leaves for the night taking with him 2 crates of folders etc. which he intends looking through that evening at home - despite giving him detailed directions he manages to get lost on way home

Tuesday 13th September

08:00	Inspector arrives and we discuss how staff have responded to inspection and he tells me that many of his colleagues are conducting inspections where heads have no SEF and this is making the inspection more difficult for all involved. He outlines his programme for the day. Retires to the caravan to complete paperwork, etc. I notice that some parents wander down to the caravan and hand in parent questionnaires
09:00	Classroom observations
09:45	Discusses last observation with me and we discuss history of staffing in that classroom
10:00	HMI arrives and he has long conversation with me based on my feelings about the OFSTED and the SEF
10:30	HMI & inspector conduct Literacy lesson observations
12:30	Both retreat to caravan to eat their sandwiches although they were offered lunch

13:00	Find both men in Reception classroom - teacher had offered them the use of that room to write their report as there were no children in that afternoon
16:00	Give verbal report to Headteacher, senior teacher and senior teaching assistant (Gov)
17:00	Inspector & HMI depart

Email from OFSTED Inspector following our initial phone conversation

‘Again many thanks for such a detailed SEF. As agreed I have detailed below the main points from our telephone conversation.

I will arrive on Monday at about 8.00am.

I will meet the staff at 8.30am to introduce myself.

You will telephone me at home if you have any queries or concerns.

We will meet at 9.10am to discuss SEF and Pre-Inspection briefing which I will email to you when I have written it – probably on Saturday evening at the latest.

I will meet with you at 12 noon and again at 3.30p.m. with some staff to discuss the school’s strengths and any areas for improvement.

Docs needed at start or now by fax or email: I will confirm documents by email

- ☐ SIP
- ☐ timetable and how classes are year grouped/setting
- ☐ plan of school
- ☐ staff list with responsibilities
- ☐ do not produce anything specially.

Documents that might be needed:

- ☐ Performance data in any subject but especially core, tracking, attainment on entry, analyses of groups e.g SEN, gender. How far school targets have been met e.g. for cohorts and SEN pupils.
- ☐ Records of external monitoring e.g. by LEA.
- ☐ Up-to-date contextual information e.g. bids for funding, plans for childcare provision.
- ☐ School prospectus/Governors’ Annual Report to Parents.
- ☐ Attendance and exclusion information.
- ☐ School surveys of pupil and parent views.
- ☐ Will track school processes e.g. self evaluation other than SEF, and performance management –must not see individual staff targets but evidence of procedures and how they have impacted.
- ☐ Analysing work samples in lessons and separately 3 from each age group in core subjects, Y2 and Y6 available at start and ICT (mainly on computers).
- ☐ Sample provision for vulnerable children, SEN, (LDD – learning difficulties and disabilities), looked after children, CP procedures – policy and records.
- ☐ List of extra activities.
- ☐ Professional development of staff.
- ☐ Recent governors’ minutes
- ☐ Financial information (already in SEF)

- ☐ **Plus anything else the school wants us to see.**

Documents that will be seen in normal location

- ☐ Records of classroom monitoring and subsequent action.
- ☐ Access to information about how curriculum is planned – overviews and Schemes of Work.
- ☐ SEN files/IEPs
- ☐ Records of vulnerable children

After inspection

Report will come to school with letter for pupils. Draft to be returned in 24 hours.
Needs to be published within 3 weeks. Goes to parents within 5 days of being received by school.

I am looking forward to meeting with you on Monday.

All best wishes'