The Headteacher will receive a phone call from the lead inspector that will last up to 90 minutes the day before the inspection takes place. The phone call itself will set the tone for when inspectors arrive, and provides both parties with an opportunity to start building positive working relationships, for a professional dialogue to begin and to discuss logistics and timetables for the inspection. During the preparation phone call with the headteacher, the lead inspector will seek to understand the specific impact of COVID-19 on the school community.

The phone call is also likely to include a reflective conversation on progress since the last inspection.

This phone call also gives an opportunity to explore how any restrictions in your school could affect the inspector's ability to conduct an inspection, and to agree safety protocols.

What the inspectors will need from the school

- ○ The single central record for the school.
- ○ A staff register (and details if any cannot be observed).
- ○ Information on anyone working on site who is normally employed elsewhere in the MAT.
- ○ If there are any ECTs or trainees on placement at the school.
- ○ Maps and other practical information.
- ○ Wi-Fi access.
- ○ The school timetable (including details of planned interruptions).
- ○ Current staff list and times for the school day.
- ○ Attendance analysis for all groups of pupils.
- ○ Pupil Premium strategy.
- ○ Records and analysis of exclusions or pupils taken off roll.
- ○ Incidents of poor behaviour including derogatory language and racist incidents.
- ○ Records and analysis of bullying, discriminatory and prejudiced behaviour.
- ○ List of referrals made to the DSL and details of the resolution.
- ○ Open cases with children's services/social care or have multi-agency plan.
- ○ Evidence of governors' work and priorities.
- ○ Any reports from external evaluation of the school.