

SCHOOL DOCUMENTATION

HMI will request that the following information is available at the start of the inspection:

- a summary of any school self-evaluation or equivalent
- the current school improvement plan or equivalent, including any strategic planning that sets out the longer-term vision for the school
- school timetable, current staff list and times for the school day
- any information about pre-planned interruptions to normal school routines during the inspection
- the single central record of the checks and vetting of all staff working with pupils
- records and analysis of exclusions, pupils taken off roll and incidents of poor behaviour; any use of internal isolation
- records and analysis of bullying, discriminatory and prejudicial behaviour, either directly or indirectly, including racist, disability and homophobic bullying, use of derogatory language and racist incidents
- a list of referrals made to the designated person for safeguarding in the school and those that were subsequently referred to the local authority, along with brief details of the resolution
- a list of all pupils who are open cases to children's services/social care and for whom there is a multi-agency plan
- up-to-date attendance analysis for all groups of pupils
- records of the evaluation of the quality of teaching, learning and assessment
- information about the school's performance management arrangements, including the most recent performance management outcomes and their relationship to salary progression, in an anonymised format
- documented evidence of the work of governors and their priorities, including any written scheme of delegation for an academy in a multi-academy trust
- any reports of external evaluation of the school, including any review of governance or use of the pupil premium funding.