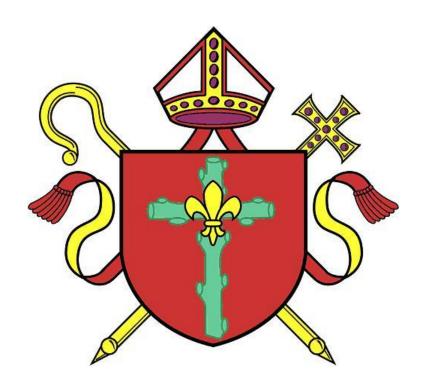
Nottingham Roman Catholic **Diocesan Education Service**



Diocesan Canonical Inspection

Documentation List (Primary)

(September 2016)

Introduction

The following list is intended to be a *general guide* or overview of the range of documents/information that will be required during the course of a diocesan canonical inspection. It cannot ever be a 'definitive' list. Further information can also be found within the *evaluation schedule* and *toolkit for schools*.

Suggested Documents

It is recognised that schools may organise documents and policies in a range of ways which may not necessarily appear in the list below.

- Plan of the school and explanation of names of classes (if relevant)
- School Improvement Plan (School Development Plan)
- Action plans for Religious Education
- Any other action plans relating to the Catholic Life of the School/Collective Worship
- Policy documents relating to Religious Education, Collective Worship and the Catholic Life of the school
- Policy documents and schemes of work for Relationships and Sex Education (RSE)
- Behaviour Policy and behaviour log or evidence on impact of Behaviour Policy
- The Foundation Stage Profile / RE baseline assessment
- RAISEonline and/or other assessment data
- Monitoring and evaluation information regarding Religious Education and the Catholic Life of the school including:

Lesson observations

Scrutiny of work in Religious Education

Assessment in Religious Education / evidence of moderation

Tracking of pupil progress in Religious Education

Monitoring of Acts of Collective Worship

Pupil interviews / questionnaires

Parent interviews / questionnaires

Visits / Reports from Governors

• Governing body documentation including:

Minutes from meetings of the governing body

Minutes of committee meetings relevant to Religious Education and the Catholic

Life of the School (including Collective Worship)

Headteacher's reports to the governing body

Structure of the governing body

Terms of Reference for committees

Composition of the governing body including any specific skills or expertise

Evidence of governor training

- Training records including induction / INSET
- Minutes from leadership team meetings
- A selection of Religious Education reports from each year group
- A selection of school newsletters / letters to parents
- The school prospectus / brochure
- Pupils' books for Religious Education (and English books) from each class (more specific requirements may be made by the inspection team).

Please remember to include samples of pupils' books from the previous year where schools are inspected in the Autumn term.