

Nottingham Roman Catholic
Diocesan Education Service



Diocesan Canonical Inspection

**Documentation List
(Secondary)**

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
- School Improvement Plan (School Development Plan)
- Departmental 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
- Schemes of work for Religious Education for all key stages (including General Religious Education where applicable)
- Policy documents and schemes of work for Relationships and Sex Education (RSE)
- Behaviour Policy and behaviour log or evidence on impact of Behaviour Policy
- 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

(more specific requirements may be made by the inspection team)

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