

2022 phonics screening check monitoring visit form

Section A and **Section B** of this form must be completed for all visits. Only complete **Section C** if you have entered an X or N in Section B.

A copy of this form must be left with the school's headteacher, or delegated member of staff. Return the original to your monitoring visits coordinator.

School name											
DfE number				/					Date of visit		
Monitoring visitors name								Local authority			

Section A: general administration	Y/N	Notes
Q1. Is there evidence that the consignment was checked on arrival?		
Q2. Are appropriate staff administering the check?		
Q3. Have administrators received appropriate training to administer the check?		
Q4. Is the room where the check is being, or going to be, administered appropriate?		

Section B: check-specific information	Check pack storage	Complete check administration observed	Completed answer sheets	Data collated for reporting
Indicate the status of observation with ✓, X, or N				

Section C:

Unless you have entered an X or N in Section B, please leave this section blank. If you have been informed of any errors in the administration of assessments prior to your visit these should be reported here too.

Short description of issues identified and any action you have taken:

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Name of monitoring visitor		Headteacher or delegated member of staff	
Signature		Signature	
Date		Date	

Please treat this form as confidential when it is complete.