

# The Inspection Process

## Information for Governors

### INSPECTIONS OF SCHOOLS

#### WHY IS THIS SCHOOL BEING INSPECTED?

All schools are inspected and visited regularly by the Education and Training Inspectorate (ETI).

The inspection in this school in which you are a governor will tell you, as a governor, and others about how well:

- > the children are progressing in their learning;
- > the school is helping them to learn and develop;
- > the school is attending to the children's care, welfare and safety.

Inspections tell all those who need to know, such as the parents, the Department of Education (DE) and the Government, how good the schools in Northern Ireland are and what needs to be changed to improve matters.

#### WHO INSPECTS?

An inspection team has members of ETI who have qualifications and a range of experience in the field of education. In some inspections an Associate Assessor may join the team to give an additional perspective on the life and work of the school. The team is led by a Reporting Inspector (RI) who is in charge of the inspection and the report of the findings.

#### WHAT HAPPENS DURING AN INSPECTION?

During the inspection, the inspectors:

- > observe the children at work;
- > talk to the children about what they are learning;
- > listen to the children's account of their experiences;
- > look carefully at samples of the children's work;
- > observe the teaching, and talk to the teachers; and
- > discuss aspects of the school's work with teachers, co-ordinators and the Principal.

They assess:

- > the quality of the relationships throughout the school;
- > the way in which the school looks after the children's needs, including the school's arrangements for child protection/safeguarding;
- > how well the children are learning, and are being taught;
- > the standards being attained by the school as a whole;
- > how well the school is run and led; and
- > how well the school relates to the parents and the wider community.

Two members of the team will also talk informally to groups of children outside the classroom and without a member of staff being present. During these discussions the inspectors will talk to the children about:

- > the things they enjoy in school;
- > how the school promotes positive behaviour;
- > how the children are supervised outside the classroom; and
- > how the school deals with their concerns and worries.

#### HOW CAN I CONTRIBUTE TO THE INSPECTION PROCESS?

You can give your views on how well the school is doing by:

- > meeting with the RI at the time designated in the notification letter or, meeting with the RI at a mutually agreed time. The purpose of the meeting will be to discuss:
  - the strengths of the school;
  - areas for development which the school has identified;
  - the suitability of the arrangements for pastoral care/child protection;
  - health and safety matters; and
  - any other matters of interest.
- > contacting the RI through a telephone call or letter to Inspection Services Team (see the telephone number and address below).

#### FURTHER INFORMATION

Common Framework for Inspection

Evaluating Series

A Charter for Inspection

Improving Inspection - Procedures for Handling Enquiries, Comments or Complaints

#### WHAT HAPPENS AFTER AN INSPECTION?

When the report on the school is published, your Chairperson will be sent a copy.

If the report finds that there are important areas for improvement, the governors will be asked to make a response and a follow-up inspection will take place.

If the Board of Governors wishes to comment on any aspect of the inspection or the report, or to receive any further information about the inspection process, the Chairperson should write to the Chief Inspector at the address below.

**The Chief Inspector, The Reporting Inspector and Inspection Services Team may be contacted at: Department of Education, Rathgael House, Rathgill, 43 Balloo Road, BANGOR, Co Down, BT19 7PR  
Telephone: 028 9127 9726**