



## 2019 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 co-ordinator.

<b>School name</b>												
<b>DfE number</b>						/					<b>Date of visit</b>	
<b>Monitoring visits co-ordinator</b>								<b>Local authority</b>				

<b>Section A: general administration</b>	<b>Y/N</b>	<b>Notes</b>
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?		

<b>Section B: check-specific information</b>	<b>Check pack storage</b>	<b>Complete check administration observed</b>	<b>Completed answer sheets</b>	<b>Data collated for reporting</b>
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.

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

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<b>Name of monitoring visitor</b>		<b>Headteacher or delegated member of staff</b>	
<b>Signature</b>		<b>Signature</b>	

**Please treat this form as confidential when it is complete.**