



 THE CHURCH
OF ENGLAND

COVENTRY DIOCESAN BOARD OF EDUCATION

Statutory Inspection of Anglican Schools


SIAS

“Section 48”

Protocol, Information and Guidelines,
for

Head Teachers, Foundation Governors,
SIAS Inspectors, DBE Members and
Officers

Coventry Diocesan Board of Education
1 Hill Top
Coventry
CV1 5AB

 02476 521250
FAX 02476 521220

E mail linda.wainscot@covcofe.org

The S48 Inspection

Preparatory work in the Diocesan Office

1. The Diocesan Director of Education [DDE] is informed by the National Society of the schools to be inspected (OFSTED S5) in the following term and the dates of those inspections. This information is confidential.
2. Early in each term the RE, Spirituality and Schools Officer[RESSO] will start to plan the inspections.
3. Tribal, the Regional Inspection Service Provider (RISP), informs DDE when a school has been contacted about a forthcoming inspection.
4. RESSO rings the Head Teacher to confirm the diocesan care and support for the school, suggests in writing to the Head the name of the potential S48 Inspector and requests the Foundation Governors' approval and subsequent appointment of that Inspector for the SIAS inspection. **NB A list of SIAS inspectors with brief pen portraits will be sent to the school with a Diocesan recommendation for one SIAS inspector from that mentioned list.**
5. RESSO manages the appointment of the inspector, who then confirms with the school. A contract is sent by the inspector to the Chair of Governors at the school and signed by the inspector and the school.

Prior to the Inspection:

1. The SIAS Inspector contacts the Head Teacher to introduce her/himself as soon as possible, but at least within three days of the OFSTED Inspection, to arrange a date for the SIAS inspection and to clarify the schools preference for a personal visit or a telephone consultation about the inspection, arrangements, documents required etc.

(Appropriate documents in addition to the SEF and SIAS Toolkit would be: the S5 OFSTED Report, the previous S23 Report, the School Prospectus / Handbook, the Collective Worship and RE policies.)

2. The SIAS Inspector will either:
 - arrange a telephone appointment for further discussion and to determine which papers/documents to be sent/given to the SIAS Inspector at an agreed date
 - or
 - arrange a visit to meet the Head, staff and/ or Foundation Governors prior to the Inspection and to collect the S48 SEF, the S5 OFSTED Report, the School Prospectus and other documents that may be helpful. Note: This is a short meeting and is not a formal part of the S48 Inspection but for the exchange of papers and information and to 'get to know' the school but inevitably the welcome and ethos of the school will have a bearing on the Inspector's thinking!
3. The SIAS Inspector sends or takes to the school the Contract for agreement and signature by the Chair of Governors and the Inspector; a pen-portrait of the Inspector will be given to the school also.
4. The SIAS Inspector is independent of the Diocese and is employed by the Foundation Governors. The DBE acts as an agent in the management of the S48 process in the Diocese and the Inspector must seek Diocesan approval before a Report can be sent to the school. Quality assurance is thus exercised by the Diocese.

5. The school arranges for the Inspector to receive the SIAS Toolkit, SEF and any other documents that will usefully support the inspection at least one week before the inspection itself.
6. The inspector will inform the school of the people s/he wishes to interview: the Head Teacher, the Chair and Foundation Governors, the incumbent, co-ordinators of RE and Collective Worship together with groups of children as appropriate and as requested. If there are members of the Parish who play a part in the life of the school the inspector might welcome the opportunity to meet with them also.
7. A timetable for the inspection day is drawn up by the Inspector and the Head to enable the inspection to run smoothly and to the greatest benefit of the school and the Inspector

The inspection itself:

1. The inspection takes place on the date/dates agreed between the Head Teacher and the SIAS Inspector. This will normally be for one day or the equivalent spread over two days.
2. The school will have in place the timetable arrangements, the interviewees and any further papers / documents for the inspector as agreed.
3. At the close of the inspection a verbal feedback on the findings and the judgements is given to the Chair, the Head Teacher, Foundation Governors and others as deemed appropriate by the school. Responses to the judgements can be discussed at this feedback meeting. If the SIAS inspection is concurrent with the OFSTED inspection the SIAS Inspector would expect to give the feedback at the same meeting.

Writing the SIAS Report:

1. The inspector sends the draft Report and JRF on the National Society's Forms to RESSO for critical reading and Diocesan approval within five working days of the inspection.
2. RESSO will feedback and respond as appropriate, by telephone, within five working days.
3. The draft report written in 11 point Ariel on the NS Report Form on water marked paper marked "DRAFT" is sent to the Head Teacher for factual approval. This is then returned as soon as possible to the SIAS inspector with any factual amendments clearly marked.
4. Should there be any issues of concern, either for the school or the inspector, any disagreements or advice that may need a third party are referred to RESSO in the first instance, then to the DDE, then The National Society.

The SIAS Report:

1. The SIAS Report is sent to the Head Teacher on hard copy within three weeks of the inspection.
2. An e-mail copy is sent to the Diocesan Office.

Post-inspection processes:

1. The Report will be made available to all parents, the Foundation Governors, all on the Governing body and the Local Authority.
2. The Diocesan Office sends the SIAS Report and JRF to the National Society who will then place the Report on the National Society's website.
3. The Diocesan office finally sends an evaluation form for the school to complete as the final part of the SIAS inspection process.

4. The fee for the inspection, as appropriate, is paid to the Inspector by the National Society through the Diocesan Office on receipt of the approved SIAS S48 Report and the approved claim form.
5. The current fees for SIAS inspections are:

Type of school	Voluntary Aided	Voluntary Controlled
Secondary	£1000	£450
Middle deemed secondary	£1000	£450
Middle deemed primary	£550	£450
Primary	£550	£450

School Improvement and other actions following a S48 inspection:

1. The Head Teacher and Foundation Governors work with staff to draw up an action plan. This will be incorporated into the School Improvement Plan / School Development Plan and the SIAS Toolkit SEF.
2. The DBE may be approached to provide support in the implementation of the Action Plan, following a phone call to RESSO, notifying SGDO if Governor issue, and DDE.
3. The school will be asked to complete an evaluation form as a part of the review process of the DBE about the inspector and the inspection process at their school.
4. Training and inspection records for each of the SIAS Inspectors working in the schools are kept at the Diocesan office. All inspectors are also required to keep their own Inspection records.
5. The Diocesan Board of Education will receive an Annual Report and the CSD a termly update on the SIAS process, on the work and training needs of the schools and inspectors as evidenced through the SIAS Inspection Reports and the evaluation process, from the SIAS Manager.
6. In the event of a school being judged as 'inadequate' [4], there will be a 'Diocesan Notice to improve'. An action plan will be drawn up in conjunction with the Diocese, to enable the school to improve as soon as possible. Appropriate monitoring procedures and advisory support will be identified and regular monitoring visits by the Diocese will take place. See intervention policy.

Complaints procedure

Should a school wish to complain about an inspector and/or the judgements made, the protocol is as follows:

- Inform the DBE.
- The DBE would call in the Inspector's Monitoring Form to look at all the evidence
- in the final instance refer to Nick McKemey at the National Society.
- Further to this, the SIAS evaluation form would contain any comments the school has made concerning the conduction of the inspection

Documents and papers relating to the SIAS inspections are available on the National Society's website, www.natsoc.org.uk

Of particular interest may be: The Framework for Inspection, The Toolkit SEF, The National Society Report Form, The National Society JRF, and a Sample Contract.

SIAS Reports are available on the National Society's website, www.natsoc.org.uk and on the Coventry DBE website, www.coventrydiocese.anglican.org