

Nottingham Roman Catholic
Diocesan Education Service



Diocesan Canonical Inspection

**Documentation List
(Primary)**

September 2018

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. All documents should be presented as hard copies and not electronically.

- Plan of the school and explanation of names of classes (*if relevant*) / timings of the school day
- School Improvement Plan (School Development Plan)
- 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
- Policy documents and schemes of work for Relationships and Sex Education (RSE)
- Behaviour Policy and behaviour log or evidence on impact of Behaviour Policy
- The Foundation Stage Profile / RE baseline assessment
- ASP 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/board of trustees (*independent schools*)
 - 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
 - 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 (and English books) from each class (*more specific requirements may be made by the inspection team*).
Please remember to include pupils' books from the previous year where schools are inspected in the Advent Term.