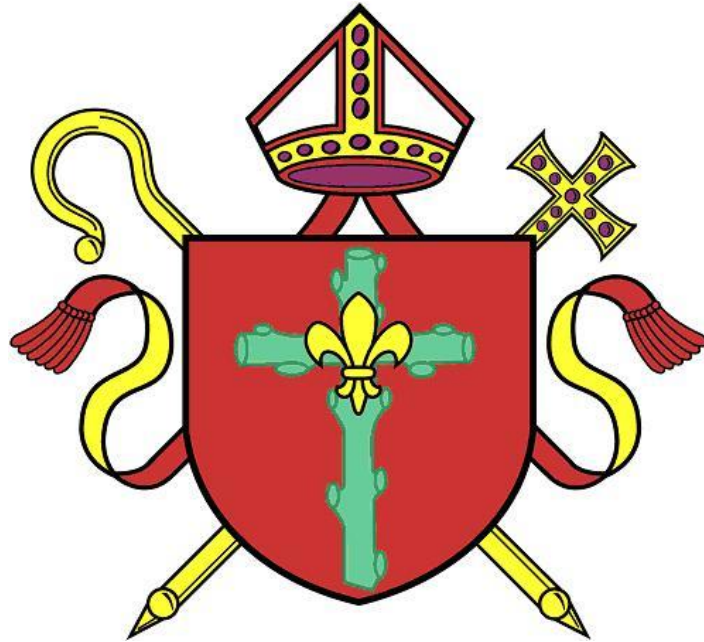


Nottingham Roman Catholic
Diocesan Education Service



Diocesan Canonical Inspection

**Documentation List
(Secondary)**

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 / timings of the school day
- School Improvement Plan (School Development Plan)
- Departmental 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
- Schemes of work for Religious Education for all key stages (including General Religious Education where applicable)
- Policy documents and schemes of work for Relationships and Sex Education (RSE)
- Behaviour Policy and behaviour log or evidence on impact of Behaviour Policy
- 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/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

(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.