



Documentation Required for External Review by NON-STATE SCHOOLS			
Items	Gathered Internally by Review Team	Provided by HOS prior to Review	Provided by School during Review
1. Teaching Staff List indicating Class		*	
2. LSA/facilitator list indicating class and pupil		*	
3. Peripatetic/Support Teaching Staff list		*	
4. Lists with responsibilities of Asst Heads, teachers and minor staff		*	
5. School Calendar of activities for latest full scholastic year		*	
6. Pre-external review school self-evaluation		*	
7. Latest School SDP document		*	
8. School annual results/bench-mark results/SEC for previous 3 scholastic years		*	
9. National averages for benchmark / SEC results for previous 3 scholastic years	X		
10. Records of learners following complementary education and documentation of learners' progress		*	
11. Plan of the School indicating location of classes and other rooms		*	
12. School Timetable including activities during review week		*	
13. Class timetables including information on LSAs/Facilitators and student teachers		*	
14. Schemes of Work for each teacher for the current term, including peripatetic staff			First day of review
15. Class Registers			As Requested
16. Record of class visits/lesson observations by SMT		*	
17. Any school publications, newsletters etc			As Requested
18. List of activities organised by the PTA or equivalent for the latest full scholastic year.		*	

** Provided by the Head of School not later than three weeks before the start of the External Review
Schools may be asked to supply further information as required.*