



<b>Documentation Required for External Review by STATE SCHOOLS</b>			
<b>Items</b>	<b>Gathered Internally by Review Team</b>	<b>Provided by HOS prior to Review</b>	<b>Provided by School during Review</b>
1. Teaching Staff List indicating class	X		
2. Sp. Educ. Staff list indicating class and learners	X		
3. Peripatetic Staff list	X		
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 annual / 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 and student teachers.		*	
14. Timetable of peripatetic staff for Review week		*	
15. Schemes of Work for each teacher for the current term, including peripatetic staff			First day of review
16. Class Registers			As Requested
17. Record of class visits/lesson observations by SMT		*	
18. Any school publications, newsletters etc			As requested

*\* 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.*