

Timeline for External reviews*

Around 6 Weeks 30 working days	-3 weeks	-2 weeks to -1 week	Review week	up to 4 Weeks 20 working days	Up to 6 Weeks 30 working days	Up to 10 weeks 50 working days	The following scholastic year
<p>Six weeks prior to the review week, the Assistant Director (ADE) informs both the Head of School (HoS) and College Principal (CP) or equivalent about the scheduled date of the external review and necessary documentation, via email, phone and informative meeting.</p>	<p>The school forwards the documentation to the review leader. The RL makes the initial phone call to the HoS to arrange the pre-review meeting.</p>	<p>Review leader (RL) holds interview with HoS and an informative meeting with the teaching staff. Meetings with other stakeholders, including groups of parents and/or learners may be held, as agreed upon beforehand with the HoS.</p>	<p>Observations and interviews</p> <p>Discussion time</p> <p>Feedback to teachers on lessons observed (if asked)</p>	<p>QAD finalises the draft report and sends it to HoS for feedback</p>	<p>Finalised report, report summary, and post review template are sent to HoS and College Principal or equivalent.</p>	<p>The HoS discusses the post-review template during the additional staff meeting.</p> <p>The HoS forwards the filled in template to the RL.</p> <p>The HoS informs parents in writing about the outcomes of the review, having consulted the RL about the matter.</p>	<p>An unannounced follow-up visit based on the development targets as per post-review template is conducted by the QAD.</p>
	<p>Deadline for submission of questionnaires.</p>		<p>Mid-week meeting with HoS</p>	<p>The HoS has 3 working days to give feedback</p>	<p>The HoS forwards the report summary to the teaching staff.</p>	<p>The QAD secretary sets up a meeting with the QAD Director and/or ADE, HoS, RL, and CP or equivalent to discuss the target actions in the post review template.</p>	
			<p>End of review meeting with HoS. The HoS may invite other SMT members to attend.</p>	<p>The HoS then has up to two weeks to finalise the template and forward it to the RL.</p>	<p>The report is sent to the HoS and college principal or equivalent up to one week of the follow-up visit.</p>		

* An adapted timeline may apply for small kindergartens.