

Advice for Schools when they receive the Ofsted call

Schools receive initial call from Tribal (ensure office staff know that Tribal is not African Drum Company or a Travel Agent)

Head to inform:

- Chair of Governors
- SIP
- Local Authority (Carol Wakefield 01225 713898)
- Parents through questionnaire and notice on school board and website

Head will receive a phone call from the Lead Inspector to discuss:-

- Contextual information
- Clarify from the beginning how the inspection will be carried out e.g. schedule, expectations, how Head will be involved
- Strengths and weaknesses of the school (to inform pre-inspection briefing)
- Lead Inspector will have latest SEF, Raise Online and last Ofsted report

Head to have following information available

- Completed SEF
- School Improvement Plan
- Timetable including times of school day
- Staff list and responsibilities

Head to take lead, know school best, be confident in asking questions

- Head to challenge areas where the inspector is not making an accurate assessment, using evidence to back up arguments
- Head to follow up any negative comments during the inspection at an early stage
- Head and staff should expect to have a constructive dialogue with inspectors
- If support is being provided for a teacher then this needs to be made clear to the inspector and explain what is being done to secure improvement

Ask the Lead inspector to summarise what has been agreed

- Pre-inspection briefing should arrive by 4pm on the day before inspection
- PIB clearly indicates initial hypotheses and key issues for the inspection