Dear Mrs Parker

INSPECTION OF SCHOOLS BY REPORTING INSPECTOR UNDER SECTION 28 OF THE EDUCATION ACT 2005

I am writing on behalf of Estyn to inform you of the forthcoming inspection of your school.

The inspection will take place during the period 17 September 2012 to 21 September 2012. The inspection team will arrive on site at around lunchtime on 17 September and will hold meetings and consider evidence during the afternoon. The inspection team will share their finding with the school at the feedback meeting which will take place on the last day of the inspection.

The inspection will be carried out in accordance with the new common inspection framework and also the document entitled 'Guidance for the inspection of secondary schools from September 2010', which can be found on our website www.estyn.gov.uk.

Meeting with parents

For this purpose, a parent is defined as every person known to the school to have parental responsibility or care of a child who is a registered pupil at the school. This would include a local authority which looks after a child, who is a registered pupil, within the meaning of the Children’s Act 1989.

The parents’ meeting will take place the day before the inspection starts - the timing of this will be agreed with the Inspection Co-ordinator. It will be the school’s responsibility to notify all parents about the date and time of the meeting. The agenda for the parents’ meeting will be made available to the school prior to the inspection.

Questionnaires

Under the new inspection arrangements, Estyn will be seeking feedback from both parents/carers and learners (KS2 and above) regarding the education provision at the school, prior to the inspection taking place.

Parent questionnaires

The parent questionnaires are also available in 24 languages besides English and Welsh. These questionnaires are available for download at http://www.estyn.gov.uk/english/parents/additional-language-questionnaires/primary-and-secondary-schools/. If questionnaires in one of the available languages are required, they should be printed off, distributed to parents and returned with the English and Welsh parent questionnaires.

The questionnaires for parents/carers will also be available for completion online, in addition, you will receive a leaflet ‘Understanding inspections in schools: a guide for parents and carers’ which will include hard copies of the questionnaire, for those parents/carers who are unable to complete this electronically. These leaflets should be distributed by pupil post and the school will need to ensure that all parents/carers are made aware of the questionnaire and how to complete it and the date for its return. The Inspection Co-ordinator will advise you about this.
Post-inspection questionnaire
Estyn is always seeking to improve its methods and the standard of its inspection work. Consequently, we place great emphasis on feedback contained in post-inspection questionnaires completed by education and training providers within Wales. The questionnaire covers all aspects of the inspection process and is split into two parts. The first part focuses on the planning and conduct of the inspection. The second part focuses on the inspection report and its contribution to quality improvement. The results are analysed and the outcomes used to inform our training and development work.
As a part of this improvement process, Estyn has decided to inform providers about the post-inspection questionnaires at the time a provider is notified of its forthcoming inspection. We hope this will enable the provider to be more alert to issues arising during inspection, in the knowledge that they will be completing the questionnaire at a later stage.
The post inspection questionnaire will be placed in the provider’s VIR for electronic completion, we therefore ask you to look at this in order to familiarise yourself with its content. The first part should be completed as early as possible in the inspection process. On receipt of the final inspection report from Estyn, the second part should be completed.

Inspection Reports
Section 38 of the Education Act 2005 states that it is the responsibility of inspectors to send a copy of the inspection report on a school to the head teacher and the governing body. After that, it is the responsibility of the “appropriate authority”, that is, the school, to take steps as are reasonably practical to secure that every registered parent of a registered pupil at the school who wishes to, receives a copy of the inspection report.
In the past, Estyn has arranged to send hard copies of inspection report summaries to the school in sufficient quantities to meet requirements and this has meant that we have supplied as many copies as there are pupils on roll. Recently we have noticed that many schools have been requesting significantly lower numbers of hard copies. Because inspection reports are now uploaded electronically to Estyn’s website, they are more readily available and this means that parents can access reports online so there should not be a need to print off as many copies.

Yours sincerely
Claire Morgan
Assistant Director