

School Visits Policy for Governors

Parley First School welcomes visits by Governors. Visits should have a clear and understood purpose

Why should Governors visit the school?

- To show support for staff and pupils
- To better understand how the school functions
- To gain knowledge of a curriculum area or aspect of school life
- To keep up to date with developments in school
- To see the implementation of the school development plan and understand areas for future development
- To celebrate strengths and achievements
- To build positive relationships with all staff.

How often should I visit?

Each governor can arrange visits to the school according to their own circumstances. Typically visits include classroom observations, assemblies, school events, educational visits and sports day.

Governors should make one classroom visit per year as a 'rule of thumb'.

New Governors are welcome to discuss an induction programme with the Head Teacher. They should also meet with their mentor prior to their visit if they are unclear about elements of this process.

How do I make a visit?

- Contact the Head Teacher

In addition for classroom visits:

- Meet the teacher to discuss the purpose of the visit, the Governors role and to arrange timings etc.

What happens on my visit?

To a large extent this depends on the type of visit, but generally it is most effective to observe the teachers input and then get involved with the children in their tasks. Parley children will generally be very happy to talk to you about their work.

Keep in mind the focus of the visit, this will obviously allow you to gain most from your visit.

What do I do next?

Following classroom visits Governors should complete the visit form in conjunction with the teacher as soon as possible. At this stage you may want to look for further evidence or follow up your visit in another way.

Governors should try to agree a common view about the visit with the teacher.

Depending on the nature of the visit Governors may wish to feed back their views to the Governing body or sub-committee. This may lead to further discussion and visits.

What happens to the forms?

Governors should maintain a record of Governor visits, this is held centrally.

A nominated Governor will review the records termly and discuss any matters arising with the Head Teacher.

This meeting may decide issues for future monitoring by Governors

Hints and Tips

Governors should be familiar with the summary of 'Governor Visits Form' to clarify the purpose of their visit and gain an extra understanding of what they wish to learn.

Governors may find it helpful to look at the National Curriculum, planning documents, QCA schemes of work etc. These will be available from the Head Teacher if requested.

Try to keep to the agreed plan to minimise any possible disruption

Remember small children relate better to people who sit with them at their own level.

The more you engage with the children the better your understanding of the tasks will be.

Feed back to teachers should be positive and constructive.

Staff can sometimes be very busy at coffee time; please don't be offended if they don't get back to you straight away.

Finally

We hope you found this document useful, Parley First School welcomes any feed back or further suggestions.

Reviewed Every 3 Years

Reviewed: Autumn 2010

Next Review Due: Autumn 2013

School Visits Policy for Governors

Parley First School welcomes visits by Governors. Visits should have a clear and understood purpose

Why should Governors visit the school?

- To show support for staff and pupils
- To better understand how the school functions
- To gain knowledge of a curriculum area or aspect of school life
- To keep up to date with developments in school
- To see the implementation of the school development plan and understand areas for future development
- To celebrate strengths and achievements
- To build positive relationships with all staff.

How often should I visit?

Each governor can arrange visits to the school according to their own circumstances. Typically visits include classroom observations, assemblies, school events, educational visits and sports day.

Governors should make one classroom visit per year as a 'rule of thumb'.

New Governors are welcome to discuss an induction programme with the Head Teacher. They should also meet with their mentor prior to their visit if they are unclear about elements of this process.

How do I make a visit?

- Contact the Head Teacher

In addition for classroom visits:

- Meet the teacher to discuss the purpose of the visit, the Governors role and to arrange timings etc.

What happens on my visit?

To a large extent this depends on the type of visit, but generally it is most effective to observe the teachers input and then get involved with the children in their tasks. Parley children will generally be very happy to talk to you about their work.

Keep in mind the focus of the visit, this will obviously allow you to gain most from your visit.

What do I do next?

Following classroom visits Governors should complete the visit form in conjunction with the teacher as soon as possible. At this stage you may want to look for further evidence or follow up your visit in another way.

Governors should try to agree a common view about the visit with the teacher.

Depending on the nature of the visit Governors may wish to feed back their views to the Governing body or sub-committee. This may lead to further discussion and visits.

What happens to the forms?

Governors should maintain a record of Governor visits, this is held centrally.

A nominated Governor will review the records termly and discuss any matters arising with the Head Teacher.

This meeting may decide issues for future monitoring by Governors

Hints and Tips

Governors should be familiar with the summary of 'Governor Visits Form' to clarify the purpose of their visit and gain an extra understanding of what they wish to learn.

Governors may find it helpful to look at the National Curriculum, planning documents, QCA schemes of work etc. These will be available from the Head Teacher if requested.

Try to keep to the agreed plan to minimise any possible disruption

Remember small children relate better to people who sit with them at their own level.

The more you engage with the children the better your understanding of the tasks will be.

Feed back to teachers should be positive and constructive.

Staff can sometimes be very busy at coffee time; please don't be offended if they don't get back to you straight away.

Finally

We hope you found this document useful, Parley First School welcomes any feed back or further suggestions.

Reviewed Every 3 Years

Reviewed: Autumn 2010

Next Review Due: Autumn 2013