

# ST MARY'S CATHOLIC PRIMARY SCHOOL



## ***GOVERNING BODY***

### **CLASSROOM VISITS POLICY**

#### **PURPOSE**

- To understand the environment and the reality of the classroom in which teachers teach.
- To develop relationships of trust between staff and governors - supporting teachers visibly.
- To get to know the children.
- To see policies and schemes of work in action.
- To recognise and celebrate success and to support by constructive questioning.
- To promote mutual respect and understanding of each others' roles.
- To promote personal contact between Governors, Staff and Children.
- To produce a more informed view - to lead to better decision making.
- To act as observers/researchers for the school and provide an overview in a focused area,
- To recognise and celebrate success.
- To be aware of the need for high quality resources for children and raise resourcing issues.
- To be aware/understand how teachers respond to individual needs.
- To show/demonstrate commitment and interest and provide a role model for parents.

#### **WHAT IT IS NOT ABOUT**

- Criticising or inspecting the quality of teaching.
- Checking on the progress of particular children.
- Undermining the teacher's authority.

- Arriving with pre-conceived ideas.
- Monopolising the teacher's time or interrupting the teaching.

## PROTOCOLS TO BE OBSERVED

- Arrange details of visit - when/why - agreed focus in advance.
- Never arrive unannounced and with pre conceived ideas and own agenda.
- Be aware of class rules and behaviour code.
- Show mutual respect between adults - maintain appropriate behaviour.
- Agree level of confidentiality and maintain confidentiality after visit.
- Do not be critical or judgmental.
- Do not make notes during visit.
- Thank the teacher and the children.

## PROTOCOLS TO BE OBSERVED

	<i><b>Always</b></i>	<i><b>Never</b></i>
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<b>Before</b>	<p>Be open minded</p> <p>Set the objectives of the visit and ensure lesson is appropriate</p> <p>Decide on date, start/finish time</p> <p>Try to let teacher know if arrangements change</p> <p>Decide how the "visitor" will interact and in what capacity they are in the classroom</p> <p>Discuss the context</p> <p>Set the ground rules</p>	<p>Arrive unannounced</p> <p>Arrive with own or different agenda</p> <p>Arrive with pre-conceived ideas</p>
<b>During</b>	<p>Keep to the agreed task</p> <p>Be aware of class rules and behaviour code</p> <p>Show mutual respect between adults</p> <p>Maintain appropriate behaviour</p>	<p>Make notes</p> <p>Interrupt the teacher of the lesson</p> <p>Be critical or judgmental</p> <p>Encourage children to pursue other activities</p>
<b>After</b>	<p>Thank the teacher and children</p> <p>Maintain confidentiality</p> <p>Adhere to agreed feedback protocol</p> <p>Value positive aspects</p>	<p>Leave without a word</p> <p>Break confidentiality</p>

## MINIMUM COMMITMENT

Each Subject Link Governor will aim to visit a class at least once each year.

## **RESPONSIBILITY FOR PROGRAMME OF VISITS**

Governors will provide the Headteacher / School Office with dates and times of availability. The Headteacher will ensure that staff are aware of who their link governors are.

## **FEEDBACK TO GOVERNING BODY**

Following the visit, Subject Link Governors will report to the full Governing Body on their experience.

Date Reviewed: 1<sup>st</sup> September 2024

Headteacher: Ms. M. Creed

Chair of Governors: Mrs. W. Allen