

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>Always</i>	<i>Never</i>
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Before	<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>
During	<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>
After	<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: 1st September 2023

Headteacher: Ms. M. Creed

Chair of Governors: Mrs. W. Allen