

SACRE VISITOR PROTOCOLS

Visiting schools should be an enjoyable and stimulating opportunity for you to see RE in action. Enfield Schools can show you some excellent practice. Try to go in with an open mind and avoid giving your own opinion particularly about controversial issues. Remember you are not an inspector and that the teacher has a job to do.

Purpose of Visit: (it may be one or all of these)

- To develop a greater understanding of the way the RE Department works or how RE is taught in that particular school.
- To observe a particular aspect of RE or Act of Worship
- To be a visible link between the RE Department/school and Enfield SACRE and to build relationships between staff, students and governors.
- To look, listen and learn about RE practice
- To meet with the RE lead coordinator and Headteacher.
- To obtain information for a short report to inform Enfield SACRE and assist future planning.

Preparing for the visit

- What do you know about the school? Find out as much as you can about the school, most have websites or ask Pauline Swain for help.
- Make sure you can explain what SACRE does, maybe take the most recent annual report with you
- Make sure you are clear about why you are going. This is really important. Remember you have been invited and you are not making judgements about the quality of teaching.

Before the Visit:

Arrange the visit in advance with the named school contact and know where and who you are visiting.

Agree beforehand with the contact person what you want to achieve. What is the focus of the visit? Make sure you keep to what has been agreed.

- Do you wish to see a class being taught?
- Do want attend an assembly/act of worship?
- Do you want to look at the work of the Department as a whole?
- Can you speak to pupils about their views of RE

Remember you may not have the chance to speak to individual teachers before a lesson.

Possible Questions you might ask the Teacher:

- Before the lesson can the teacher tell you what they are doing in the lesson, its purpose and the intended outcome? Or are there plans you can look at?
- What will happen next, after this lesson?
- How does the teacher check what progress students have made in the class?
- How does the teacher support students who are making slower progress?

Possible questions to ask pupils/students

- Do you enjoy RE – which parts do you like and why, if not why not?
- Do you think it is important to study RE
- How well are you doing in your RE lessons
- What would you like to do more of / change?
- Do you enjoy assemblies/celebrations
- Have you visited any places of worship?

Possible questions to ask RE co-ordinator or Head

- How is RE taught in this school, how often? By whom?
- Do you use the agreed syllabus and schemes of work?
- Do you have any suggestions about how it may be improved
- How can SACRE help you? (ie visit the school, organise visits to your place or other places of worship in Enfield)
- How often do you hold acts of worship, who attends (is it the whole school?)
- Who delivers them?
- How are they planned?

Things to look out for

- Displays in open areas and classrooms
- Pupils enjoyment of the lesson or activity – are they listening to the teacher and each other, do they contribute and ask questions?
- Relationships between student/student, able student and less able student, student/staff, staff/staff
- Resources available – books, equipment, pictures.

Being a Welcome Guest: (remember you are not an inspector)

- After greeting the teacher sit somewhere out of the way.
- Listen quietly unless asked to comment or take part.
- Don't if you can help it make notes and don't comment on the teacher's conduct or individual pupils
- Remember that it is someone's work place and you are a visitor. Be considerate.
- If you ask questions at the end make sure you sound like an interested lay person, with no note of challenge.
- Show appreciation for the hospitality you have been shown.
- Mention things which have particularly pleased or interested you.
- If something concerns you try to speak to the SLT link before you leave the school.

After the Visit:

- Fill in a brief visit report (see attached) as soon as you can and share it with the school then pass to Chair of SACRE for discussion at next meeting. Do not mention pupils by name in the report.
- Evaluate the visit. Did you achieve what you set out to do?
- Send a thank you note to the member(s) of staff and, if you visited a class, to the students.