



Kingsland School

Management Committee

Visiting Policy & Guide

Date of Last review:	October 2018
Date of this review:	November 2021
Date of next review:	November 2023
Head teachers Signature:	
Review approved by Chair of Governors:	

The aims of this Policy:

1. Observe the range of attitudes, behavior and achievements of the pupils.
2. Understand the views and values of the staff and pupils.
3. Evaluate the resources and environment of the school.
4. Gain first-hand information to assist policy making and decision taking.
5. Demonstrate commitment to the school.
6. Observe the operation of school policies.
7. Provide active support to the activities of the school.
8. Become aware of changes and different approaches to teaching and learning.

Value of Governor Visits to School:

1. Demonstrate being a critical friend to the school.
2. Hold the school to account by evaluating its progress.

Frequency of Visits

1. All Management Committee Members are requested to make at least one visit per academic year.
2. It is preferable that visits take place during term time, during school hours, especially visits relating to obtaining pupil views and the implementation of school policies and achievements of pupils.
3. Visits relating to the review of data can be carried out during school holidays and out of school hours.

Planning & Arranging Visits

1. Each member of the Management Committee will liaise with the School Business Manager to plan and set a date for the visit.
2. The visit will be planned and the exact nature of the visit agreed with the Headteacher.
3. The following must be agreed:
 - a) Date of visit
 - b) Time of arrival
 - c) Exact Nature of visit
 - d) Time of departure

Remember that members of the Management Committee are guests of the school and must wear an ID badge at all times. Please respect the professionalism of the teachers and respect the pupils at all times.

Recording a Visit

1. The record (Visit Log) at Appendix A will be completed and handed to the School Business Manager, who will retain a copy of the visit.
2. The documentation will be retained in the Management Committee Visiting Folder.
3. The content and result of each visit will be reported to the Management Committee Meeting at the following meeting.

Conclusions

1. To be supportive of the Head teacher and all staff in school.
2. Be constructive
3. Ask questions; why?, how?, where?
4. Provide opinions on school policies, daily routines, establishment processes and procedures.

Review of the Policy

This policy was adopted by the Management Committee in September 2014 and replaces previous policies, procedures and guidelines in use within this establishment. It will be further developed and given a formal review every two years.

Reviewer: C. Emerson

Reviewed: October, 2018

Reviewer: C. Emerson

Reviewed: November 2021



Kingsland School

Appendix A Record of Governor Visit to School

Please complete and return this form to the School Business Manager at the end of your visit

Name:		Date:	
Lead responsibility:		Time of arrival:	
Visiting School / Class / Event		Time of Departure:	

Purpose of the Visit:
Observations & comments by the Management Committee Member: (what you saw; what you learned)

Links with Ofsted / School Improvement Plan (SIP) other plans. How does the visit relate to the priority of the plan?

Any key issues arising for the management committee (e.g the way the school communicates; progress in implementing a key policy)

Any specific comments made on good practice, positive feedback

What documentation was seen / sources of information consulted:		
Information Type	Viewed <i>(tick to indicate if information was seen)</i>	Comments
School Improvement Plan		
SEF		
Policies (statutory & Non statutory)		
Data		
Pupil Interviews / Conversations		
Stakeholders		
Pupil work / books		
Other information (provide details)		

Governor Signature:	
Head teacher / Lead:	