



<b>G008</b>	<b>School Visit Guidelines Policy</b>
<b>Purpose</b>	To guide Council-appointed visitors in providing feedback about the school to Council and Board.
<b>Authority</b>	FRSA Constitution 3.3.4(a) & (g)
<b>Policy</b>	Each school is to be visited at least once every semester by a Council member and Association member.
<b>Delegation</b>	Relevant School Council
<b>Related Policies</b>	
<b>Date approved</b>	May 2005; July 2007; March 2010; March 2013; June 2016
<b>Next Review Due</b>	October 2019
<b>Review Authority</b>	Governance
<b>Keywords</b>	School Visits; Governing; Reports

<b>Authorised by:</b>	
<b>Board Chairman</b>	H Dykstra
<b>Date:</b>	18 October 2017



## **GP008**

## **School Visit Guidelines Procedure**

The Principal is to be notified prior to a visit in order to allow him to schedule lesson visits.

Visitors should be at school in time to allow some prior discussion with the Principal and to participate in the day's devotions.

Visitors are expected to present a report of what they have observed at the school and during the class visit. A detailed analysis of all the educational aspects, subject content and teaching methodology is not required; an overall impression of these areas will suffice.

The Board would like to get a sense of how the lessons were presented to the students, and how the students responded. Visitors should keep in mind the aims of the school and observe if these aims are being met. Teaching students from a reformed perspective should shine forth in the whole teaching process.

An important part of the visit is to discuss with the teacher any relevant observations made in the course of the lesson and other general matters relating to the teacher as an employee of the Association. If possible, arrangements may be made for this discussion to take place during class time if there is not enough time after class.

A number of points are listed as a guideline in Appendix 1 to assist visitors to record impressions gained during a visit. **The visitors do not have to follow these guidelines and can make their own observations and comments they deem to be of significance.** This form allows brief notes to be taken for personal use as material for the report.

A detailed written report (Appendix 2), signed by both visitors, is to be submitted to the Board by Council.



## Appendix 1

## Visitors Guidelines

### **FOR PERSONAL USE ONLY**

The aim of the school is to:

- To assist the parents in their task to bring their children up in the fear of the Lord
- To reveal and declare to the students their God and Father and Jesus Christ their Saviour who wishes to be known by them so that they may rightly know Him and confess Him and serve Him in their given offices (Heidelberg Catechism, Lord's Day 12)
- Instruct and teach the students and to provide them with all things necessary to enable them to fulfil their cultural mandate.

### **Visitors Guidelines**

Date of Visit: \_\_\_\_\_

Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Points for Consideration	Comments
<b>Classroom Atmosphere:</b> <ul style="list-style-type: none"><li>- Is there good rapport between students and teacher?</li><li>- What is the manner of teacher toward students?</li><li>- How do students interact with their teacher?</li></ul>	
<b>Lesson Presentation:</b> <ul style="list-style-type: none"><li>- Is there any evidence of preparation?</li><li>- Is the lesson presented in a clear manner?</li><li>- Was there a Reformed Christian perspective evident throughout?</li></ul>	
<b>Student Participation:</b> <ul style="list-style-type: none"><li>- Are students attentive and interested?</li><li>- Do students participate in class discussion?</li><li>- Were all students encouraged to participate?</li></ul>	
<b>Classroom Routines:</b> <ul style="list-style-type: none"><li>- Are there good routines in class eg for passing out books and other materials at the beginning and end of lessons?</li><li>- Does the teacher enforce routines?</li></ul>	
<b>Classroom management</b> <ul style="list-style-type: none"><li>- Is the teacher in control at all times?</li><li>- Do all students listen to instructions?</li><li>- Is the teacher consistent in classroom management?</li><li>- Are disciplinary measures appropriate and effective?</li></ul>	
<b>Classroom Appearance:</b> <ul style="list-style-type: none"><li>- Is the room neat and attractive?</li><li>- Are posters and learning sheets displayed?</li></ul>	

<ul style="list-style-type: none"> <li>- Are shelves, desks and floor used effectively?</li> <li>- Is the teacher's work a good example to students?</li> <li>- Is the room adequately lit and does it have appropriate temperature and ventilation?</li> </ul>	
<p><b>Students:</b></p> <ul style="list-style-type: none"> <li>- Are they appropriately dressed?</li> <li>- Do they show interest and willingness to learn?</li> </ul> <p><b>Teachers:</b></p> <p>Teaching and administration staff should be guided in their dress and demeanour by:</p> <ul style="list-style-type: none"> <li>- Practicality (the weather and the activity of the day will determine what you will wear)</li> <li>- Scriptural norms pertaining to modesty and decency</li> <li>- Awareness that they are adult role models for the students in the school</li> <li>- A professional disposition towards their work.</li> </ul> <p>As such, the dress of teaching and administration staff should reflect accepted corporate standards.</p>	
<p><b>Possible Discussion points with teacher:</b></p> <ul style="list-style-type: none"> <li>- What strategies are in place to manage the overall work load and maintain an appropriate balance between work and personal life?</li> <li>- Does working at the school give a real sense of purpose and joy? (Give some examples)</li> <li>- Is the teacher happy with students' progress to date?</li> <li>- What (if any) professional development has been undertaken?</li> </ul>	
<p><b>General Remarks:</b></p> <p>About enthusiasm, creativity, communication, strengths, improvements – keeping in mind the general aims of the school.</p>	

**It is not expected that visitors report on all the items in the suggested guidelines as outlined above.**



## Appendix 2

## Reporting Template

PLEASE INSERT YOUR OWN LETTER HEAD

### School visit report

Date: \_\_\_\_\_

- 1. Introduction:** *Who did the visit? Who wrote the report? When was the visit done? Time table given?*
- 2.** *Our visit started with a visit to the Kindergarten classroom where ..... (please feel free to start it whichever way you want, this is only a suggestion.) The same should be done for the rest of the classes you've visited.*

Year / Class	Comments
PP	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

- 3. Grounds, gardens, classrooms**
- 4. Atmosphere and Reformed culture in the school**
- 5. Suggestions**
- 6. General / some closing comments**

\_\_\_\_\_  
**Signed: (Council Member)**

\_\_\_\_\_  
**Name:**