Inclusion Mark Accreditation – Draft Timetable

* We expect that the visit will last from approximately 09.00 – 14.30 although there is some room for negotiation.
* Please see the following list of activities which we would like you to construct a draft timetable for us to consider.

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| What | School Staff | Accrediting Panel | Focus of discussion | Timing |
| Scrutiny of Website | N A | HH | See audit: Governors and HT | Prior to visit |
| Arrival and Introductions | School to decide | HH, HT and SENCo | Introductions  Clarifications re TT for the day. | 10 – 15 minutes |
| Tour of school. | School to decide | HH, HT and SENCo | School ethos and culture.  Orientation for the day. | 30 minutes max. |
| Meeting with HT, SEN Governor and SENCo | HT | HH, HT and SENCo | The vision of the school.  Creating an inclusive culture. | The first 45 minutes after the tour |
| Meeting with SENCo | School SENCo | HT and SENCo | Management of SEND: Communication  Impact of intervention | 45 minutes |
| Meeting with Teaching and Learning and Assessment Lead. | SENCo | HH and HT | The promotion of quality First Teaching | 30 minutes |
| Panel of teachers and support staff |  | HH, HT and SENCO | QFT: Planning and communication  See audit QFT and support staff | 20 minutes |
| Lesson observations | School staff (SENCo) to accompany. | HH, HT and SENCo | \*Observing lessons with YP with EHCPs: C&L, SEMH, PD and SCD.  Two lessons per panel member. | 15 minutes in each lesson\*  At least six lessons |
| What | School Staff | Accrediting Panel | Focus of discussion | Timing |
| Observations of break time and lunchtimes | NA | HH, HT and SENCo | Reasonable adjustments for C&YP with SEND during unstructured times. | 10 - 15 minutes each |
| Meeting with pupils | School to decide | HT and SENCo | A mixture of those with SEND and those without. (no more than 40%).  Focus – see audit | 15 minutes |
| Perceptions of parents / Carers | School to decide. | HH | Focus: See audit  This could be meeting parents and carers and/or any written evidence. |  |
| Reflection / discussions | NA | HH, HT and SENCo | Considering evidence | 30 minutes prior to feedback and a working lunch (30 minutes). |
| Feedback | HT, SENCO and other (School decision). | SS HT SENCo | Has the Mark been awarded? If so, why and why not. | 20 minutes |

The Accrediting Panel who require some office space to work from throughout the day.

Th Panel members are all DBS checked and will be able to provide their DBS number prior to the visit.