



Waverley School

Governor classroom visits

| | |
|-------------------------------|---|
| Name of School | Waverley School |
| Original policy | November 2004 June 2013 September 2015 April 2019 |
| This policy was agreed | Staffing and premises 2nd May 2019 Full Governors meeting 5th June 2019 |
| Agreed | Agreed at the curriculum meeting on the 21st January 2021 and Full governing body meeting 22nd February 2021. |

| |
|-----------------------------|
| Contents |
| Purpose of Visit |
| Principles |
| Procedure |
| Guidelines for Visit |
| Classroom visit form |

Purpose of Visits

Visits may be in the form of

1. meetings with staff
 2. meetings with key members of staff
 3. classroom visits
- To spend time at school experiencing school life and to share important occasions with the children
 - To understand the different teaching and learning environments of different classes in the school
 - To develop an understanding of how teachers and staff meet the individual learning needs of each pupil
 - To better understand pedagogy and decisions made involving the curriculum and assessment
 - To recognise and celebrate success
 - To develop a better understanding of the interaction between staff and pupils.
 - To act as a critical friend to the staff and the school.

Principles

- Both parties should understand that this is an opportunity for the Governors to understand school practice.
- Questions and answers should be used in a non-judgemental nature, to benefit both teachers and Governors, and consequently the whole school.
- Governors should be guided by the Headteacher where a Governor can attend a lesson and made to feel welcome.
- Ideally, Governors should avoid imposing themselves onto reluctant teachers or make official impromptu visits.
- Governors may observe teaching as part of the moderation of teaching and learning however they will not be able to inform judgements.

Procedures

The Chair of the Curriculum Committee should co-ordinate a programme of visits linking in to the school's priority areas as identified in the School Development Plan. The Governors of this committee should share the responsibility of the visits and report back to the committee.

- Make an appointment with the school and also the teacher concerned
 - After informal greetings, discuss where would be the best place to sit.
 - Observe quietly, unless you are asked to comment or take part in the lesson
 - Avoid making notes during the session this could be uncomfortable for the class
 - If possible, keep discussions and ask questions at the end of the lesson.
-
- At the end of the session, show appreciation for the hospitality and mention anything which particularly pleased and interested you.

- Make time to discuss your visit with a member of SLT and the class teacher.

Write out a report after the visit and bring this to the next Curriculum meeting (Appendix 1). The head teacher should collate these, or have copies, to keep for future reference.

Guidelines for classroom visit

- At the appropriate time ask the teacher to tell you a little about the lesson.
- Notice how the teacher starts the lesson and gaining interest and cooperation, also how the classroom assistants interact with teacher and pupils.
- Watch how the staff maintain interest and uses varied techniques and materials.
- Observe how the staff interacts with the group and individuals, asking questions, setting tasks, responding to interruptions and restoring attention.
- Consider how approaches and materials may have been varied to meet the needs of different ability levels.
- Note the use of different strategies.
- Is the lesson accessible to all and are the pupils engaged and enjoying their learning?
- Observe any reward and sanction systems taken place and the use of praise.
- Think whether resources seem adequate or may be lacking.
- Note how the lesson is concluded, and show appreciation of their hospitality.

[for Governor VISIT form: click here](#)