

INSPECTOR'S REPORT BOOK.

School No. _____ At _____

Date of Visit _____ / _____ / 19 _____ Time spent, from _____ to _____

Inspector of Schools.

L.624/4.41.-4333.

would be gained from more-detailed and comprehensive planning, and from insistence on minimum standards.

(This page contains a faint, mirrored image of the reverse side of the paper, likely due to bleed-through or scanning artifacts. The text is mostly illegible but appears to be a checklist or index of items to be reviewed.)

SUBJECT
School Budget (trained major expenditure for year on budget as agreed to by the School Council)

ACCOUNTS

1. Cash Book (balanced and reconciled)
2. Bank Statements
3. Computer Print-out (Advice sheet sent from Dept. with Cash Book)
4. Standard file of invoices and receipts
5. Check books
6. Signed copy of auditors report

OTHER RECORDS

1. Cash Book (balanced and reconciled)
2. Bank Statements
3. Standard file of invoices and receipts
4. Teachers record of collection
5. Check books
6. Pay-in books

GENERAL REVIEW & REPORT

1. School Policy
2. Courses (school and/or extra) and other
3. Staff
4. Education - program
5. Records of pupils progress
6. Method of reporting to parents

LIST OF PUPILS REQUIRING SPECIAL ASSISTANCE

1. List of pupils requiring special assistance
2. Details of current individual programs
3. Proposals for future revision or extension

THE HEADTEACHER'S WRITTEN EVALUATION OF THE SCHOOL
(which should be set out under the following headings)

1. Comments on policy
2. Major objectives
3. Reasons taken to achieve these objectives (and reasons for choosing these particular objectives)
4. Evaluation of achievement
5. Plans to secure a response in the light of evaluation

Note: This report should be written

EDUCATION DEPARTMENT



DISTRICT OFFICE

Telephone (054) 644639

District MARYBOROUGH

Address P.O. BOX 166

MARYBOROUGH 3465

MD/82/15.

28th. June, 1982.

Headteacher (as addressed)SCHOOL REVIEW

I will be making two short visits to your school, rather than one whole day visit for the purpose of review.

I intend to break my visit into two parts :

(1) Administration, curriculum planning, program, records etc.

(2) Teaching processes, children's work.

The first visit will be in the two weeks commencing ^(Wednesday) 7TH. JULY. Please have all records and curriculum documents (as listed in the Guide to Review) ready before this date. The headteacher's evaluative report should be concise and should contain information which will be of assistance in conducting the review (points for discussion, problems to be solved, etc.).

Exact dates will be notified by telephone. The actual time of my arrival will depend on commitments at other schools on that date.

Schools involved (not necessarily in order).

TIMOR, TARNAGULLA, EDDINGTON, GORDON, BULLAROOK,

MT. BLOWHARD, COGHILL'S CREEK, DRUMMOND, GLENLYON.

Ron. L. Verso

Ron. L. Verso.
District Inspector of Schools.

152-11

EDUCATION DEPARTMENTMARYBOROUGH DISTRICT"GUIDE TO REVIEW OF SCHOOLS"1. INTRODUCTION.

The major purpose of the Review is to identify the needs of the school (the children, teachers, parents and to a lesser extent the buildings and grounds), and to make appropriate recommendations for future action. These recommendations may be set out as a list of objectives, together with strategies that may be adopted to facilitate the attainment of the objectives.

Particular attention is paid to curriculum - policy and objectives, organization, long-term planning, detailed short-term planning, evaluation, provision for individual differences, supportive materials.

This paper is intended as a guide to the main requirements for the Review, and will provide a basis for active participation by Principal and staff. Not all aspects will be relevant to grade D schools. For example, in one-teacher schools the headmaster's report and class teachers report will be the same thing. However, in two-teacher schools the assistant should participate in preparation of reports. Before the Review commences a number of records and reports should be prepared. These should provide a frame-work for the Review.

The following records and reports will be required for examination and discussion. They should be set out on a table or bench where they will be readily available whenever required. In grade A. B. & C. schools office records should be set out in the office, class records in each classroom. Principals should ensure that each teacher has all records readily available. In grade D schools the records should be set out in the headteachers classroom.

2. ROUTINE RECORDS.

- 2.1 School Review Book (Inspector's Report Book) X
- 2.2 School Administration Form (G.Form) X ✓
- 2.3 H. Form (blank) X ✓
- 2.4 Inventory. X ✓
- 2.5 Absence Register. X ✓
- 2.6 Pupils Register. X ✓ 82 entries in register
- 2.7 Index to Pupils Register (grade C schools and above).
- 2.8 Transfer Book. X ✓
- 2.9 Corporal Punishment Register. X ✓
- 2.10 Accident Register X ✓
- 2.11 Rolls (current and previous year). X - record reasons for absences. ✓
- 2.12 Excursion file (D.I's permission slips, parents permission forms). X ✓
- 2.13 List of additions and improvements X ✓
- 2.14 Files of all official correspondence, survey forms etc. X.
- 2.15 Postage Record. X
- 2.16 Telephone Record. X ✓

3. BUDGET.

School Budget (planned major expenditure for year or longer as agreed to by the School Council).

4. ACCOUNTS.

- 4.1 1. Cash Book (balanced and reconciled)
- 4.1 2. Bank Statements.
- 4.1 3. Computer Print-out (advice sheet sent from Dept. with each Grant Cheque).
- 4.1 4. Standard file of invoices and receipts.
- 4.1 5. Cheque books.
- 4.1 6. Signed copy of auditors report.

Reconciliation required.

- 4.2 1. Cash Book (balanced and reconciled).
- 4.2 2. Bank Statements.
- 4.2 3. Standard file of invoices and receipts.
- 4.2 4. Teachers record of collections.
- 4.2 5. Cheque Books.
- 4.2. 6. Pay-in Books.

5. OTHER RECORDS.

- 5.1 Plantation Records (if applicable).
- 5.2 Young Farmers Club Records (if applicable).
- 5.3 Any other school management records you may wish to discuss.

6. CURRICULUM RECORDS & REPORTS.

- 6.1 School Policy. *— as established in past years.*
- 6.2 Courses (school and/or grade) and guides. *Not prepared.*
- 6.3 Program.
- 6.4 Evaluation - program.
 - analysis.
 - recommendations.
- 6.5 Records of pupils progress.
- 6.6 Method of reporting to parents.

7. LIST OF PUPILS REQUIRING SPECIAL ASSISTANCE.

- 7.1. List of pupils requiring special assistance.
- 7.2 Details of current individual programs.
- 7.3. Proposals for future remediation or extension.

8. THE HEADTEACHER'S WRITTEN EVALUATION OF THE SCHOOL.

(which should be set out under the following headings).

- 8.1 Comments on policy.
- 8.2 Major objectives.
- 8.3 Measures taken to achieve these objectives (and reasons for choosing these particular measures.)
- 8.4. Evaluation of achievements.
- 8.5 Plans for future development in the light of evaluation.

Note: This report should be concise.

