



WITHERNSEA PRIMARY SCHOOL

VISITING POLICY

&

GUIDE FOR THE GOVERNING BODY

**Reviewed Spring 2017
To be reviewed Spring 2018**

VALUE OF VISITING

1. Observe the range of attitudes, behaviour and achievements of the pupils
2. Understand the views and values of the staff and pupils
3. Evaluate the resources and the environment of the school
4. Gain first hand information to assist policy making and decision taking
5. Governors are known and demonstrate their commitment to the school
6. Observe the operation of policies
7. Give active support to the activities of the school
8. Aware of changes and different approaches to teaching and learning.

VALUE OF A POLICY

1. Demonstrate being a critical friend of the school
2. Holding the school to account, evaluating its progress.

OPPORTUNITIES TO VISIT

These are some of the opportunities to visit:

- Governors' assembly – Autumn term
- Premise Committee – Health and Safety walkabouts
- Subject links – visit lessons, talk to pupils, look at books
- Year Group link – to meet/work with the class you are assigned to
- Additional responsibilities such as – SENCO link or Child Protection link
- Governors' Leavers' assembly – Summer term

ARRANGING AND PLANNING A VISIT

1. Agreed date and time with head
2. Clarify what you will do.
 - a) Time of arrival
 - b) Time of departure
 - c) Who you will see
 - d) Agree to meet the head at the end of visit.
3. Remember that you are representing the Governing Body and are a guest of the school
4. Remember to respect the professionalism of the teachers and to respect the children.

RECORDING A VISIT

1. The record should be completed and returned to one of the school offices.
2. It will be stored in the Governors' Visiting folder.

CONCLUSIONS

1. Be supportive of the head and all the staff
2. Be calm
3. Ask questions: What, Why, How, Where
4. Beware giving opinions
5. Acknowledge that you represent the full Governing Body. As an individual governor you are a guest of the school.

Governor Visit Report

Name:	Date:
Focus of visit / How is it linked to the School Improvement Plan?	Classes/staff visited
Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.	
What have I learned as a result of my visit?	Positive comments about the visit
Ideas for future visits:	
Any other comments:	
Signed _____ Signed _____ (Governor)	