



## School review checklist for principals

Task	Completed
<p><b>Find out more about your school review</b></p> <p>Familiarise yourself with the School Reviews website (<a href="http://www.schoolreviews.education.qld.gov.au">www.schoolreviews.education.qld.gov.au</a>), particularly the following documents:</p> <ul style="list-style-type: none"> <li>Review toolkit for principals <input type="checkbox"/></li> <li><i>National School Improvement Tool</i> (consider how the nine domains relate to your school) <input type="checkbox"/></li> </ul>	
<p><b>Inform your school community about the review</b></p> <ul style="list-style-type: none"> <li>Share information about the review with staff (teaching and non-teaching), parents, students and other stakeholders. The School Reviews website has a range of resources, including fact sheets for staff, parents and community members. <input type="checkbox"/></li> <li>Promote the review in a newsletter, email, social media or other form of communication. Invite input into the review. <input type="checkbox"/></li> <li>Discuss the review with your assistant regional director (or principal supervisor). <input type="checkbox"/></li> </ul>	
<p><b>Submit the required information before the review starts</b></p> <p>Approximately two weeks before the review, email the following documents and information to your review chair:</p> <ul style="list-style-type: none"> <li>current four-year strategic plan <input type="checkbox"/></li> <li>annual implementation plan <input type="checkbox"/></li> <li>professional learning plan <input type="checkbox"/></li> <li>pedagogical framework <input type="checkbox"/></li> <li>completed community contact list <input type="checkbox"/></li> <li>proposed program for the review. <input type="checkbox"/></li> </ul> <p>Inform your review chair if there are other materials you wish to provide. <input type="checkbox"/></p> <p>Talk with the chair to finalise review arrangements. <input type="checkbox"/></p> <p>At the start of the review, provide the following information to reviewers:</p> <ul style="list-style-type: none"> <li>master timetable <input type="checkbox"/></li> <li>school map with staffroom locations <input type="checkbox"/></li> <li>staff list <input type="checkbox"/></li> <li>electronic copy of completed school context list <input type="checkbox"/></li> <li>points of contact for matters related to the review. <input type="checkbox"/></li> </ul>	
<p><b>Liaise with the review chair about other requirements</b></p> <ul style="list-style-type: none"> <li>Arrange an office space or small meeting room (with access to a data projector) for the review team to work in during the review. <input type="checkbox"/></li> </ul>	

