



Directorate for Quality and Standards in Education

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Timeline for Whole School External Review*

Around 6 weeks 30 working days	-3 weeks	-2 weeks to -1 week	During the Review	Up to 2 Weeks 10 working days	Up to 2 Weeks 10 working days	Up to 3 weeks 15 working days	The following scholastic year
<p>Around six weeks prior to the review week, the Assistant Director (AD) informs both the Head of School (HoS) and Head of College Network (HCN) or equivalent about the scheduled date of the external review and necessary documentation, via email, phone and informative meeting.</p>	<p>The HoS forwards the documentation to the review leader. The Review leader (RL) contacts the HoS to arrange the pre-review meeting.</p> <p>Deadline for submission of questionnaires.</p>	<p>RL holds interview with HoS and an informative meeting with the teaching staff. Meetings with other stakeholders, including groups of parents and/or learners may be held, as agreed upon beforehand with the HoS.</p>	<p>Observations and interviews.</p> <p>Feedback to educators on lessons observed (if asked).</p> <p>Mid-review meeting with HoS.</p> <p>End of review meeting with HoS. The HoS may invite other School Leadership Team members to attend.</p>	<p>RL finalises the draft report and sends it to HoS for feedback.</p> <p>The HoS sends feedback to RL within 3 working days.</p>	<p>Finalised report, report summary, and post review template are sent to HoS and HCN or equivalent.</p>	<p>The HoS forwards the report summary to the teaching staff. The HoS informs parents in writing about the outcomes of the review, having consulted the RL about the matter. During COPE or other staff meeting/s, the HoS discusses the review recommendations with teaching staff and fills in the post-review template accordingly. The RL sets up a meeting with the DQSE Director, HoS, and HCN or equivalent to discuss the target actions in the post review template. The HoS then has 2 weeks to finalise and forward the template to the RL.</p>	<p>The DQSE follows up the outcomes of the external review through one of its external review models.</p>

* An adapted timeline may apply for small kindergartens.