

School Review – [insert name of school]

Terms of reference – Extended Diagnostic Review

Region: [insert]

School name: [insert]

School number: [insert]

Network: [insert]

Regional Network Leader: [insert]

Review Company: [insert]

Reviewer: [insert]

Review Start date: [insert]

Review Panel Date: [insert]

Please tick the appropriate box for School Self Evaluation

The school will be developing a new School Self Evaluation

The school will be using a recent School Self Evaluation

If this school is being reviewed as part of a cluster please include the names and numbers of those schools here. [insert]

Purpose

A statement about the school context and reasons for the EDR needs to be included here.

Scope

The Extended Diagnostic Review will address the school's performance on each of three student outcome areas (that is, student learning, student engagement/wellbeing, and student pathways/transitions) through consideration of the five key questions identified under the School Accountability and Improvement Framework (desired outcomes, actual outcomes, contributing factors, resourcing and future actions).

Identified issues need to be specific to the school and discussed between the RNL, Principal and reviewer. They need to be succinctly documented.

Issues identified for particular consideration include:

(The following statements are examples of what can be included)

- *Change management processes, including school readiness, stakeholder engagement and staff responsiveness to implementing the action strategies outlined in the new strategic plan.*
- *Assessment of student learning and associated planning.*
- *The extent to which the school leadership contributes to the organisational health of the school*
- *Teaching practices and effectiveness including shared practice, moderation, feedback, tracking and data collection*

Methodology and Timelines

Example (needs to clearly specify field day activities and the action officers in the template. These activities can then be used as key milestones for reporting on preview progress)

The review will comprise the activities outlined below.

Date	Activity	Action officer
	Pre-Field day preparations	
18 February	Establishment meeting	Reviewer, RNL
23 February	Meeting Reviewer, RNL, Principal	Reviewer, RNL, Principal
26 February	Briefing to staff on upcoming review	Principal, RNL
27 February	Confirmation and signing TOR's	RNL, Reviewer, Principal
3 March	Preliminary School Visit – Reviewer to meet with Principal, School Council President or representative to discuss scope and context of the EDR, confirm documentation, tour school, meet staff	Reviewer, Principal
	Field Work	
4 March	Field Day 1 Interviews/focus groups as agreed at times arranged by the school over Field work days 1, 2 3 and 4. Multiple forums to ensure maximum input by stakeholders. <ul style="list-style-type: none"> • School council president • Parents • Students – leaders & others • Teachers – leaders & others • Literacy and Numeracy Coordinators/coaches • Curriculum, timetable & PD coordinators • Support staff • Local pre-school director • Local Secondary/Primary Principal • Individuals if desired 	Reviewer
12 March	Field Day 2 Continuation of interviews/focus groups as agreed	Reviewer
13 March	Field Day 3 Classroom observations, observation of work programs, shadowing coaches, attend team planning meetings	Reviewer
23 April	Field Day 4 Panel Meeting: Reviewer, Principal, RNL, School Council President, staff representatives	Reviewer, Principal, RNL
	Post Field Day Activities	
20 May	Presentation to staff	Reviewer, Principal
20 May	Presentation to school council	Reviewer, School Council President
5 June	Submission of report to DEECD for QA	Reviewer, Lead Contractor

Signatures

School Principal:

Name (print) _____ Signature _____ Date: _____

School Council President:

Name (print) _____ Signature _____ Date: _____

Regional Network Leader:

Name (print) _____ Signature _____ Date: _____