

Policy on Classroom Observation as a component part of a
Quality Assurance Team Visit

- 1) The reasons for classroom observation
 - a) To observe Learning and Teaching in the school
 - b) To assist a general overview of the work of the school and of the classes in the school
 - c) To ensure equitable standards of monitoring in all Shetland schools
- 2) Classroom observation will be a component part of all Quality Assurance team Visits
- 3) Classroom observation will only be carried out by trained staff with due regard to the sensitive nature of the observation process
- 4) Selection of classes to be observed rests jointly with the Head Teacher and the school's Educational Development Officer during their preparation for the visit as outlined in Appendices 7a and 7b
- 5) The type, timing and content of the lesson to be observed rests solely with the class teacher but must include direct teaching. The teacher's planning should be made available before the lesson. This could include, or be in the form of, diary planning.
- 6) The class teacher will decide whether the role of the observer will be participatory or non-participatory.
- 7) During a classroom visit minimal recording will be evident. A short verbal feedback will be given to the class teacher at the end of the lesson.
- 8) The reporting officer will share the Team's findings with the Head Teacher at the end of the day.
- 9) If the class teacher or the Head Teacher feels the need to redress any problems arising from the classroom observation, this should be done using the evaluation form in Appendix 9.
- 10) If the Quality Assurance Visit Team rates all classroom observations during the visit as being of a high standard, then Learning and Teaching may be recorded as a Key Strength in the final report.
- 11) Following the Reporting Officer's feedback session with the Head Teacher, any notes which may have been made with regard to classroom observations will be shredded