



G004	School Visit Guidelines Policy
Purpose	To provide feedback about the school to the School Committee
Authority	JCSA Constitution Bylaw 3.3.4(a) and (g)
Policy	The school will be visited at least twice each year by a School Committee member and School Association member. The visits and reports will follow the guidelines set out in the procedure. The reports will be submitted to the School Committee.
Delegation	School Committee
Related Policies	
Date approved	July 2007; March 2010; March 2013, March 2016, March 2019
Next Review Due	March 2023
Review Authority	Governance
Keywords	School Visits; Governing; Reports
Authorised by: Board Chairman	
Date:	
Author/Reviewer:	Pete Witten – April 2019



G004

School Visit Guidelines Procedure

1. Prior notice of a visit should be made with the Principal to allow a visiting roster to be made.
2. Visitors should be at school early so they can have some discussions with the Principal and also participate in the starting of the day.
3. Visitors are expected to present a comprehensive report of what they have observed during the class visit. It is, however, understood that it is impossible to do a detailed analysis of all the educational aspects, subject content and teaching methodology. An overall impression of these areas will suffice.
4. The committee needs to know how the lesson is being presented to the children, and how the children respond. Visitors should keep in mind the aims of the school and observe if these aims are being met. Teaching students intellectual information from a biblical perspective should shine forth in the whole teaching process.
5. An important part of the visit is to discuss observations with the teacher. This may need to be done during class time if there is not enough time after class.

See the School Visit Booklet in Appendix 1.



JOHN CALVIN SCHOOL



Classroom Visits Booklet

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“Celebrating Reformed Education”

“The classroom visit is a school tradition! The opportunity to see learning and teaching in action is very special. In the next few pages are details and suggestions aim at keeping this wonderful tradition alive! May the Lord richly bless the school!”



School Visit

Dear Br./Sr.

Thank you for your willingness to conduct a school classroom visit. Below are a few particulars for this event. Attached is the proposed visit schedule for, DV. May we together enjoy and celebrate the wonderful gift of Reformed Education.

Here's a few items connected to this visit.

1. Please remember to 'relax' during this morning. Nothing is worse than to face these visits as a kind of inspection time. During the morning you'll soon enough discover that the pleasure of learning dominates the daily activities.
2. Please do make yourself available, 'before school' for a quick briefing from the principal. During that meeting he will highlight for you any specific particulars you might need to watch out for, e.g. Billy in year two has recently just lost his grandfather and therefore maybe having difficulty.
3. You are invited keep brief notes during the day, e.g. these are the classes we visited and this was the topic/exercise being considered..... the teacher welcomed us and displayed a good effort in her work..... the students responded... our discussions with Mr Green highlighted.....
4. Please count on a few minutes at the conclusion of your visits to speak with the teacher and the principal. During this time the teacher/ principal may answer any immediate questions you might have.
5. Please bring along a Book of Praise and Bible, and also feel free to join in on any activities during this day.
6. Following this morning's visit, please do complete and forward to myself a written report on this visit as soon as possible. Your report will be submitted to the next school board meeting.

Thank you sincerely for your time and genuine interest in the school! Please do not hesitate to call me or the school should you have any questions before your visit.



(Sample) School Visit Report: Secondary

The day began with a brief interview regarding the visit schedule. Mr. White highlighted a special event within one of the classes that would be visited, i.e. Miss Gray's science project class. A quick coffee was offered and we were directed to the first classroom visit.

Mr. Wilson's class began with the reading of Proverb 9. He commented on the meaning of "the fear of the Lord is the beginning of wisdom". The class sang Psalm 111: 5. The lesson dealt with (Israel) Old Testament history (2Kings 8). The students participated well and were encouraged to live a life of thankfulness to the Lord. How good it was to observe that our children are instructed by faithful teachers.

The next classroom we visited was engaged within a math lesson. The topic of equations appeared quite challenging for several students. We could observe that some students received a less difficult assignment. Mr. Nelson demonstrated a good understanding of each student's need. Before leaving the class we encouraged him to continue.

Mrs. Sanders English lesson was next. This forty minute lesson involve a gripping novel, "To Kill a Mockingbird". The topic of racism became the focus of a student debate. Although at times the class appeared unruly, Mrs. Sanders assured us that such students actions were confined to this type of student debate. Mrs. Sanders appear confident, we thanked her for the opportunity to participate within this debate.

During mid-morning tea, we joined the staff in the staff room for a quick cuppa. It was good to notice the collegiality amongst staff members. The students played outside. We observe that first aid was required for a student, Mr. North responded quite professionally, we later learned that he was the designated first aide staff member.

The final two lessons of the morning involved years nines in Science and Social Studies. First Mr. Burson challenged the students to test a liquids/gas experiment. It was good to see safety stress within the science room. Mr. Burson referred to the students to Psalm 148, 'how marvellously God has created the earth's substances!' Next Miss Green's social studies class continued their work on the computer 'river' projects. Miss certainly enjoys teaching.

The morning flew by, following our discussion with each teacher we reflected upon how richly God has blessed this school. The dedication and sincerity of staff was refreshing. Whilst not every staff member (or class) has received the same talents from the Lord, yet the commitment to His service causes us to report, "Well Done School! Keep Up the Good Work!"

Thank You for the Opportunity!

In His Service,

Mr./Mrs. School Association Member