

10 Top Tips When Writing Notes of Visit!

1. NoVs are to help identify key areas and actions for improvement that will support the school/setting in addressing the issues.
2. Both the school/setting and other officers must be able to read the NoV and have a clear understanding of the work being undertaken and the intended outcomes and impact.
3. They need to be evaluative and not just descriptive.
4. Be brief focussed and to the point giving times and dates where possible.
5. Indicate future developments and dates of follow up work.
6. One NoV needs to follow on from the next so that a series of actions and outcomes can be tracked over time – they tell the story of school/setting improvement.
7. Teachers/practitioners/child-minders must not be named in NoVs but can be referred to by the position that they hold in school/setting as it must be clear to the headteacher/ manager who is undertaking which actions and to whom the work relates.
8. All NoVs are shared with the headteacher, manager, Governing Body, School Improvement Partner (SIP) and Local Education Officer.
9. Where other officers or agencies need to be informed, beyond the normal circulation, then these need to be identified with key reasons and intentions.
10. Where you have particular issues of concern these must be feedback to the headteacher/manager and shared with the SIP, so that there are no surprises when the NoV arrives in school/setting and SIPs can put information alongside the wider view of the school/setting.