TEXT FOR LETTER TO BE SENT BY SCHOOL TO PARENTS AND CARERS

School headed notepaper

Dear Parent and Carers

The school is due to have a diocesan inspection on insert date. The inspection is both a diocesan responsibility and a statutory duty.

In the organisation of the Church, the Bishop is the ‘first teacher’ in the diocese with responsibility for the formation and education of his people, with particular responsibilities in schools. The diocesan inspectors act on his behalf to fulfil this responsibility.

The purpose of inspection is to report to and advise the Archbishop on the quality of classroom religious education and the Catholic life of the school, as well as inform parents and the wider Catholic community.

Inspectors will observe lessons and acts of worship, talk to staff and pupils, analyse data and discuss emerging issues with the school’s leadership. The inspection culminates in a written report that will be sent to you.

Our parents’ views are very important and we shall be sharing with the inspectors any evidence we have of parents’ views of the school. The inspectors would also like to hear directly from you. We appreciate that we have not given you very much time, but it would be helpful if you could complete the attached questionnaire, in confidence, and return it as quickly as you can to the inspector, in a sealed envelope if possible. You are welcome to give any additional information that you wish. Please return the questionnaire to the school via your son/daughter.

Thank you for taking the time to complete the questionnaire. We look forward to sharing the outcomes of the inspection when the report has been received.

Yours sincerely

NAME

Headteacher