

ACHIEVEMENT AND INCLUSION DIVISION

LEARNING AND SCHOOL EFFECTIVENESS SERVICE VISIT NOTE

School:

Date:

Visiting officer(s):

Band	Purpose of visit	Duration (hours)	Funding source	EDP reference where appropriate	
				Priority (letter)	Activity (number)
Area of focus 1:	Review/impact of previous work		AST		
Area of focus 2:			AST		

Area of focus no. 1

Present:

Main issues discussed/observations made

-

Good practice identified (If applicable)

-

Recommendations and agreed next actions (What, Who and When)

-

Area of focus no. 2

Present:

Main issues discussed/observations made

-

Good practice identified (If applicable)

-

Recommendations and agreed next actions (What, Who and When)

-

Copies to:	<input checked="" type="checkbox"/> SI Adviser	<input checked="" type="checkbox"/> School	<input type="checkbox"/> Support team (Bands 2-4)	<input checked="" type="checkbox"/> Chair of Governors
Other officers/advisers as appropriate: Sue Morgan (AST Co-ordinator)				

FUNDING SOURCE CODES	Band 2: B2	NGfL: NGfL	Other approved work: O	I:\WEBSITE\JE\INTERNET\WEBSITE\ADVISORY\ASTS\IVN_BLANK.DOC	
Supported Self-evaluation: SE	Band 3: B3	Pay as you go: P	SWIFT: SW	New Head Teacher: HT	Standards Funded support (Strategy Advisers and Consultants only) SF
Headship appointment: HA	Band 4: B4	New/amalgamated school: NS	AST: AST	Managed Service: MS	

ADVANCED SKILLS TEACHER

VISIT RECORD

TO BE ATTACHED TO SCHOOL IMPROVEMENT VISIT RECORD

FOCUS OF THE VISIT TO

ON / / 05

BY

-

WORK CARRIED OUT:

-

POINTS OF ACTION FOR SCHOOL:

-

ACTION FOR AST:

-

DATE AND FOCUS OF NEXT VISIT:

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