



TUI-09019-PM

24<sup>th</sup> April, 2009.

**TO: Second Level VEC and C&C Representatives  
Second Level VEC and C&C Branch Secretaries  
Executive Committee**

**Directive re Whole School Evaluation and Subject Inspections**

Dear Colleague,

Following a decision of TUI Congress the Executive Committee has decided, following consultation and co-ordination with the ASTI, to issue the following directive to members:

**Directive:**

Members are directed to limit co-operation with Whole School Evaluations and Subject Inspections as set out below:

By statute, inspectors must be “accorded every reasonable facility and co-operation by the board and the staff of a school or centre for education”.

In the context of the swingeing cutbacks in education and the consequent increased workload placed on teachers including Principals, the TUI, in conjunction with the ASTI, directs that such co-operation with the inspectorate should not involve formal pre-evaluation or post-evaluation meetings or meetings with in-school management teams, subject teachers individually or as a group, school planning, education support, pastoral care or other teams.

Documents and information requested by the inspectorate which are available to the Department of Education and Science should be obtained by the inspectorate from the Department of Education and Science and not furnished by the Principal or other teachers. Documents requested by the inspectorate other than the above should only be provided where they have been completed and finalised by the Board of Management and should be those listed on page 7 of *A Guide to Whole School Evaluation in Post-Primary Schools (see overleaf)*.

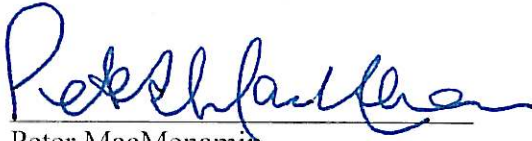
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Teachers should conduct their classes as normal **in the presence of the inspector as required.**

This Directive takes effect on Tuesday, May 5<sup>th</sup>, 2009.

The terms of this Directive may be reviewed.

Yours sincerely,



Peter MacMenamin  
General Secretary

**List of documents which are referred to on Page 7 of the  
“Guide to Whole School Evaluation in Post Primary Schools”**

- The full school timetable and the timetables for all teachers whose subjects will be evaluated
- The school prospectus, leaflets, and newsletters
- Copies of the minutes of the last three meetings of the board of management
- Copies of the school’s report to parents on the operation of the school
- The school plan, including the school’s admissions policy, code of behaviour, and mission statement
- Curriculum-related documents, including details of optional subjects for junior and senior cycle
- A list of extracurricular activities, including clubs and sporting activities in the school
- The school’s homework policy and a copy of the student journal
- The school’s procedures for the reporting and management of child protection concerns
- The school’s health and safety statement
- The school’s guidance plan
- The school’s ICT policy
- The school’s handbook for students and for staff
- The school’s calendar, including scheduled meetings and events
- Induction programme for new staff members, if available
- Records of meetings of the school development planning, guidance, student support and pastoral care teams
- Copies of the minutes of the last three staff meetings
- The school’s policy and practice in relation to student assessment, both on admission to the school and throughout the junior and senior cycle, and any relevant records of students’ achievement
- Information about the school’s student attendance strategy and summary information in relation to attendance