

Appendix 5 – Are you ready to submit your review plan?

Before submitting your review plan, make sure your review plan includes the following details:

School context/profile

Short description of the school's context, including brief history; current challenges (operational/strategic) and future directions

Timeline of review

Timetable demonstrating the stages of the review process (establishment of committee; planning and allocation of responsibilities; assessment and collection of data; data analysis; validation and reporting timeframe)

Review committee

Names of review panel with a brief description of their role/background

Concise overview of how the review will be managed and coordinated

Accreditation requirements to be addressed in review

Please refer to the Review Program Guidelines *Appendix 2 – Statutory requirements to be covered in a review* and *Appendix 3 – Example evaluation questions and statements* to ensure sources of information and types of evidence collected in the review address the following:

Suitability of governing body

Government funding eligibility criteria

Administration and governance

- School survey data and associated documents
- Governance
- Complaints procedure

Financial viability

Educational program

- Schools accredited for Preparatory year to year 10
- Schools accredited for senior secondary education
- Statement of philosophy and aims
- Students who are persons with a disability
- Schools delivering distance education
- Special assistance schools
- Flexible arrangements approvals

Student welfare processes

- Health and safety, including how the school is managing risks of psychosocial hazards
- Conduct of staff and students and responses to harm

School resources

- Staffing
- Land and buildings
- Educational facilities and materials

Improvement processes

External validator

Name and brief rationale for the choice of the external validator

Statement of independence in undertaking the role

Declaration of conflict of interest (if applicable)

Validation process

Brief description of the processes that will be used to gather and analyse evidence in the review

Concise description of how validation of the review findings will occur

Review report

Details of the way in which the findings of the review will be reported to the Board including a proposed date of submission of the review report

Governing body endorsement

Evidence the governing body has submitted/endorsed the review plan