

Appendix 6 – Are you ready to submit your review report?

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

Accreditation requirements to be addresses in the review

Does the report set out evaluative evidence and interpretative commentary on how **each** of the following accreditation requirements continue to be met:

Suitability of governing body

Government funding eligibility criteria

Administration and governance

- School survey data and associated documents – including timeframe for retention of school survey and student attendance data
- Governance
- Complaints procedure

Financial viability – including timeframe for retention of financial records

Educational program - including whether it is consistent with the Alice Spring (Mparntwe) Education Declaration

- Schools accredited for Preparatory year to year 10 – including list of subjects
- Schools accredited for senior secondary education – including:
 - list of approved courses and subjects implemented
 - (if VET courses offered) – list of VET courses AND course providers
- Listed subjects are to be included in an appendix in the review report
- Statement of philosophy and aims – including whether it is consistent with the Alice Spring (Mparntwe) Education Declaration
- 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 – including trends evident in the student performance data for the range of students attending the school

Review committee

List of people who participated in the review program, including name and role/background

Governing body endorsement

Evidence the governing body has submitted/endorsed the review report

Child/student protection policy and procedures

Criminal Code Act 1899

While it is not an accreditation requirement that the school's child/student protection policy and procedures include the new 'failure to protect' offence or 'failure to report' offence under section 229BB and 229BC of the *Criminal Code Act 1899*, it is recommended the governing body include these provisions in the child/student protection policies and procedures

Current legislation

The child/student protection policy and procedures should include references and cite current legislation – NB. recent changes to Queensland Child Protection Regulation

Submission of child/student protection policy and procedures

Submit child/student protection written processes as a separate PDF or word attachment to the review report

External validator

Evidence that external validation has taken place must be provided with the review report. This could be provided by a separate validator's report or by the validator's written endorsement of the review report