

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 addressed in the review

Does the review 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 Springs (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 Springs (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

Submission of child/student protection policy and procedures

- ☐ Submit all documents that form the school's child/student protection written processes as separate PDF document/s or word attachment/s 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