Pupil Premium Review: Pre-Review - Shaping the review

Report for ……………………………….....…………..School

*(This report should be no longer than 2 pages and should be completed and emailed to the school prior to the planning meeting with the headteacher, to shape the focus of the review)*

 *(This template is to support the reviewer in the telephone meeting with the headteacher. It is to be used to support the shaping of the review, the agreed key questions and focus of the review, the programme of evidence gathering and arrangements needed. The document should be emailed to the school following the meeting.)*

Reviewer ……………………………………………………….

Date of telephone planning meeting: ……………………….

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| **Notes from sharing the pre-review analysis with the headteacher** |
| **Agreeing focus and key questions for the review** |
| **Any further documentation the school want to share** |
| **Given the key questions for the review outline the sources of evidence needed***(Learning walks, book scrutiny, meetings with key staff, discussions with pupils, review of planning, observing TA delivered interventions, interviews with Pupil Premium Lead, Lead Governor, further review of school data)* |
| **Agreed programme and date for the review visit***(This should include a brief beginning of the day meeting with Headteacher, Chair of Governors, Lead Governor PP, Lead/Co-ordinator for PP and a meeting at the end of the day for summary feedback)* |