

Moulton Primary School
Governor's Visit Report
11th May 15, 9:15am

Objective – to observe the arrangements regarding the handling of the SATS papers

Observations

- The papers were held in a locked cupboard (key held by School Office) in sealed boxes. The boxes had been opened since they were received to check the quantities and then re-sealed.
- The boxes contained packs of sealed papers where only the front page of the pack was visible (to check paper type/date etc).
- Once the required papers were removed the boxes were returned to the cupboard and this was re-locked. I understand that the key was to be returned to the School Office later.
- The papers were then taken to the relevant rooms and given to the teaching staff.
- The rooms were set out with pupils at their own desk and plain paper covering areas of the walls, where I suspect material that could assist would have otherwise been visible.
- The classroom environment was very quiet and calm and pupils appeared to be settled and ready to start. A new initiative whereby pupils were invited into school early for breakfast to give more time to settle and ensure there was no rush may have contributed towards this.
- There was plenty of signage around the school to ensure that everyone was aware of the need for quiet in these areas of the school.

Recommendations

- I would suggest that when the boxes are opened to check the quantities, the number of packs and details of the paper type (date/subject) are written on the outside of the box to save the guesswork on a stressful morning.
- It would not hurt to leave a pair of scissors with the boxes when they are stored to save searching for a pair when required.

Summary

- I am happy that the papers were securely stored in advanced of being accessed this morning.
- The school has provided a suitable environment for the papers to be completed by the pupils and made every effort to prepare the pupils by providing breakfast and an earlier access to school.
- The staff were prepared and everyone aware of what needed to be done.