

Template Report for a Learning Walk

Learning walks are where you will go around the school with the relevant staff member to get a feel for a particular area. You are likely to talk to a range of staff members and pupils. Use this as a reminder of what to look for and what to ask.

Part 1: plan the walk	
Name and role of governor(s)	
Name and role of staff member(s)	
Date and time of visit	
Agreed focus <i>Make sure you focus on this agreed reason for the visit. Avoid getting distracted by other issues that have not been agreed with the member of staff.</i>	
Relevant school objective or priority <i>This might be taken from the school development plan (SDP) objectives or the school's overarching vision.</i>	
Questions to ask <i>Note specific questions you want to ask based on the SDP, or points to follow up on from a previous visit.</i> <i>Share these questions with the staff member you are visiting in advance, so they can prepare.</i>	

Part 2: on the walk	
General notes from discussions with staff <i>Tips:</i> • Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who', 'where' and 'can you show me...' • Do not be afraid to clarify any terms or acronyms you're not familiar with • Remember you are not there to pass judgement on staff or inspect them • When writing the report, use neutral language and don't name individual teachers	

General notes from discussions with pupils

Remember:

- *Do not ask them for pupils' views on a specific teacher*
- *Do not record pupils' names*

General notes on the school environment and overall atmosphere

Note:

- *Whether the governors' vision of the school is replicated on the ground*
- *Any issues with the school site you see e.g. broken equipment or lack of resources*

What successes stood out on the learning walk and why?**Questions and clarifications to follow up with the Headteacher or Chair of Governors**

What ideas have you got for the future?
What are your aspirations for the future?