****

**SAMPLE ON-SITE VISIT SCHEDULE**

The Team Leader and Head of School will collaborate to schedule necessary meetings (Head of School, faculty, Board of Trustees, Parents Organization representatives, Board Chair, Board Treasurer, Administrative Staff, Rector and/or School Chaplain, Facilities Manager, and department heads, as needed). This template serves as a sample only, and can be amended to suit the school and the team.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **What** | **Who** | **Location** |
| **Sunday** | Prior to 2 pm | Arrival | Team Only | (hotel) |
|  | 2 pm to 4 pm | Orientation | Team only | Meeting Room |
|  | 4:00 pm | Leave Hotel for School Tour | Team | (transportation) |
|  | 4:15 to 6 pm | School Tour & Reception | Team, School & Church Representatives | School Campus |
|  | 6:15 pm | Dinner | Team Only | (restaurant) |
|  | 8:30 pm | Meeting | Team Only | Hotel Meeting Room |
| Evening work: General discussion of observations, impressions, questions; Share impressions of what the school is about;  Review schedule, assign constituent meetings.  *Team Goals: Complete travel, settle into hotel, participate in training, prepare for Monday work* | | | | |
| **Monday** | 7:30 am | Leave Hotel for School | Team | Workroom |
|  | 8 am to 8:30 am | Student Arrival | Team | Campus lot |
|  | 8:30 am to 2 pm | Classroom Observations |  | Campus |
|  | 8:30 am | Meet with HOS | TL, HOS, SAES Rep | HOS Office |
|  | 9:30 am | Fire Drill | Entire School | (location) |
|  | 10 am | Meeting with CFO | (various names) | Business Office |
|  | 11:45 am | Team Check In | Visiting Team | Workroom |
|  | Noon | Lunch/Meeting with Board | Team, Board of Trustees | (location) |
|  | 1:30 pm | Meeting with Board Chair | (various names) | (location) |
|  | 2:30 pm | Student Dismissal | Visiting Team | Campus lot |
|  | 2:30 to 3:30 pm | Extended Care Observation | Visiting Team | Campus |
|  | 6 pm | Dinner | Team Only | (location) |
|  | 7:30 pm | Team Check In | Team | Hotel Meeting Room |
| Evening work: Review compliance with Standards (based on Self-Study and initial observations); Begin discussion of  overarching commendations & recommendations; Initial list of section commendations & recommendations    *Team Goals: Visit relevant areas of focus, contribute observations, begin writing narratives, confirm Standards Compliance in areas of focus.* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **What** | **Who** | **Location** |
| **Tuesday** | 7:30 am | Leave Hotel for School | Team | Workroom |
|  | 8 to 8:30 am | Student Arrival | Team | Campus lot |
|  | 8:30 to 11 am | Classroom Observations | Team | Campus |
|  | 9 am | School Chapel | Team | Chapel |
|  | 10 am | Meeting with School Chaplain/Rector | (various names) | (location) |
|  | 11:45 am | Team Check In | Team Only | Workroom |
|  | Noon | Lunch | Visiting Team with Parent Representatives | (location) |
|  | 1 pm to 2:30 pm | Classroom Observations | Visiting Team | Campus |
|  | 2:30 pm | Student Dismissal | Visiting Team | Campus lot |
|  | 2:30 to 3:30 pm | Extended Care Observation | Visiting Team | Campus |
|  | 4 pm | Faculty Meeting | Team with LS,  MS faculty | (location)  (location) |
|  | 6 pm | Dinner | Team Only | Hotel Meeting Room |
|  | 7:30 pm | Team Check In | Team | Hotel Meeting Room |
| Evening work: Continue list of Commendations and Recommendations; Reading and editing drafts of all section reports;  Add Standards reference to section commendations and recommendations; Finalize overarching  commendations & recommendations  *Team Goals: Make final observations, review Documents in Adherence to Standards and Supplementary Materials as necessary,*  *complete and begin editing the report. Turn in reimbursement requests.* | | | | |
| **Wednesday** | 8 am | Leave Hotel for School | Team | Workroom |
|  | 9 am | School Chapel | Team, as needed | Chapel |
|  | 10:30 am | Report to School Leadership | TL, SAES Rep, HOS, Board Chair, Rector | HOS Office |
|  | Noon | Report to School Staff | TL, SAES Rep, school personnel | Parish Hall |
| *Team Goals: Complete report, write thank you notes to school personnel, organize materials for shredding, complete online evaluation survey.* | | | | |