



## 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
<b>Sunday</b>	Prior to 3 pm	Arrival	Team Only	(hotel)
	3 pm to 4 pm	Orientation	Team only	Hotel 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
<p><u>Evening work:</u> General discussion of observations, impressions, questions; Share impressions of what the school is about; Review schedule, assign constituent meetings.</p> <p style="text-align: center;"><i>Team Goals: Complete travel, settle into hotel, participate in training, prepare for Monday work</i></p>				
<b>Monday</b>	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 with students	Team,	(location)
	1:30 pm	Meeting with Board Chair	(various names)	(location)
	3:00 pm	Student Dismissal	Visiting Team	Campus lot
	3:30 to 4:30 pm	Faculty Meetings by division	Visiting Team	Campus
	3:30-5:30	Extended Care and After School Activities Observation		
	6 pm	Dinner	Team Only	(location)
	7:30 pm	Team Check In	Team	Hotel Meeting Room
<p><u>Evening work:</u> Review compliance with Standards (based on Self-Study and initial observations); Begin discussion of overarching commendations &amp; recommendations; Initial list of section commendations &amp; recommendations</p> <p><i>Team Goals: Visit relevant areas of focus, contribute observations, begin writing narratives, confirm Standards Compliance in areas of focus.</i></p>				

Date	Time	What	Who	Location
<b>Tuesday</b>	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

	8:30	Board of Trustees Meeting	TL, Members as assigned	
	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 3:00 pm	Classroom Observations	Visiting Team	Campus
	2:15 pm	Representative Parents Meeting	Visiting Team	(location)
	3:00	Student Dismissal	Team as needed	Campus lot
	3:30 to 5:30 pm	Extended Care and After School Activity Observations	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.*

<b>Wednesda y</b>	8 am	Leave Hotel for School	Team	Workroom
	9 am	School Chapel	Team, as needed	Chapel
	9 am	Visits to anyone who has not been observed		
	11:00 am	Report to School Leadership	TL, SAES Rep, HOS, Board Chair, Rector	HOS Office
	11:30	Team Members depart		
	3:30	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.*