



GUIDELINES ON PRODUCING SECTION 50 REPORTS

Template. All reports should be produced using the latest Inspection Template.

Font: Arial 12pt.

Headings. Use those from the Inspection Template, which should be bold.

Capital use. Capitals should only be used for names, the beginnings of sentences, the words ‘Catholic’, ‘Bible’, ‘Church’ (but only of the universal Church, not the individual parish church), ‘Key Stage’, or ‘Year N’ (but not for the, e.g., ‘each key stage’ or ‘all years’), Sacrament of N (but not, e.g., ‘the sacraments’), ‘the Mass’ and feast days.

Capitals should not be used for ‘very good’, ‘good’ etc., ‘primary school’ (except as part of a name), ‘the school’, ‘head teacher’, ‘senior management team’, ‘biblical’, biblical stories or the names of biblical stories such as the ‘feeding of the five thousand’, policy documents, ‘mission statement’, ‘teacher’, ‘classroom assistants’, ‘religious education’ (or any other subject except a language) ‘parish’, ‘parish priest’, ‘special educational needs’, ‘statements’, ‘curriculum’, ‘governing body’ or chair of governors’.

Abbreviations. Abbreviations, e.g., ICT, RE, PTA, etc do not have full stops. Do not use the following abbreviations, ‘i.e’, ‘e.g’, ‘etc’, ‘KS 1/2/3’, OHP.

References. References to publications such as the *Curriculum Directory* should be written in italics with capitals, not underlined or bold.

Verbs. The report should be written in the present tense when the text refers to pupils’ knowledge and understanding, e.g., ‘The children in Key Stage 1 know the “Our Father”’. The past tense should only be used to refer to specific observations.

Content. Reports should be focused on answering the key questions in the Inspection Guidelines. Examples should be given wherever possible and especially in relation to teaching and learning. Judgements should be substantiated.

Thank you.