

Appendix



Inspection Review Request Form

This form should be used by a teacher or the chairperson of a board of management (acting on behalf of the board) to request a formal review of an inspection in accordance with *Procedure for Review of Inspections on Schools and Teachers under Section 13 (9) of the Education Act (1998)* (Department of Education and Science, 2006).

Person requesting the review

Name:			
Address:			
Email Address:	<i>If you supply an e-mail address, all correspondence will be sent to that address</i>		
Telephone:	Home:	School:	Mobile:
Position:	<input type="checkbox"/> Teacher affected by inspection <input type="checkbox"/> Chairperson (or nominee) of board of management affected by inspection		
<small>Please tick</small>			
Date of request			

School

School name:	
School address:	
School roll number:	

Inspection about which you wish to raise a concern

Give details of the inspection activity or the inspection report (or both) that gave rise to your concern

Type of inspection activity <small>Delete as appropriate</small>	WSE / Subject inspection / Inspection of teacher on probation / Incidental inspection visit to school / Other (give details)
Date (or dates) of inspection	
Date on which concern arose	
Type of inspection report <small>Delete as appropriate</small>	WSE report / Subject inspection report / Incidental inspection report (<i>beagthuirisc</i>) / General inspection report (<i>mórtuairisc</i>) / Other (give details)
Date of issue of report	
Name of inspector (or inspectors) about whose actions you wish to raise a concern	



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Grounds for the request

Describe clearly the grounds that gave rise to the concern that you wish to raise in the review. (Refer to section 1.5 of the Procedure for Review.) Select one or more of the appropriate grounds, and give details of why you believe a formal review is justified. The box below will expand as necessary.

I request a review of the inspection referred to above on the following grounds:

- that an inspector did not make every reasonable effort to carry out his/her duties in accordance with the Inspectorate's *Professional Code of Practice on Evaluation and Reporting*
- that an inspector, when conducting an evaluation, did not make every reasonable effort to comply with the published procedures for conducting the type of evaluation involved
- that the written report arising from an inspection does not comply with the principles regarding reporting prescribed in the Inspectorate's *Professional Code of Practice on Evaluation and Reporting*
- that the Inspectorate has not made every reasonable effort to comply with the published procedures concerning the publication of school inspection reports
- other (give details)

Note that if your request is concerned mainly with issues regarding the general behaviour of an inspector it may be more appropriate to use the Department's customer comments and complaints system.



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Any other relevant information

You may give here an account of the incident that gave rise to your concern about the work of the inspector (or inspectors) involved or any additional information that you feel is relevant to your request for a review. The box below will expand as necessary.

Supporting documents

You should submit with your request for a review any documents that you feel are relevant. If you are seeking a review of an inspection report, a copy of it should be enclosed with this request. List below all documents that you are enclosing with this request.

Signature

This request must be signed by the teacher making the request or by the chairperson of the board of management of a school (or the nominee of the board).

If the request is made by the board of management of a school operating under the auspices of a vocational education committee, the request must be submitted by the chairperson of the board of management or a nominee of the board, following consultation with the chief executive officer of the vocational education committee.

Signature(s)	Date:
<small>(Teacher / Chairperson / Nominee of board of management)</small>	

This form and all supporting documents should be submitted by express post to:
Chief Inspector, Department of Education and Science, Marlborough Street, Dublin 1