What is the SLIP Internal Review?

The Internal Review is an annual progress report on your SLIP and how your school is improving. The Review is for your all the teachers, parents and students at the school. It might also be shared with your Standards officer, District Education Manager and Church Education Adviser.

You will complete three SLIP Internal Reviews.

- Year 1: SLIP developed and approved, Year 1 SLIP Annual Plan implemented
- Year 2: Term 1 SLIP Internal Review of Year 1, Year 2 SLIP Annual Plan written and implemented
- Year 3: Term 1 SLIP Internal Review of Year 2, Year 3 SLIP Annual Plan written and implemented, Term 3 or 4 SLIP Internal Review of Year 3, Term 4 SLIP External Review by Standards Officer
- Year 1: Term 1 New SLIP developed based on External Review of old SLIF, Year 1 SLIP Annual Plan implemented

Why is it important?

It is important to reflect on your SLIP regularly so your school knows its strengths and its areas for improvement. Your SLIP annual action plan will be based on the Internal Review for the previous year.
At the end of your three-year SLIP your school will also have an External Review run by your Standards Officer. Your Standards Officer will use your three Internal Reviews to help write the External Review.

**When do we have to do the SLIP Internal Review?**

By the end of Term 1 for the first two SLIP Internal Reviews and then just before your External Review. You will complete three SLIP Internal Reviews during your three year SLIP.

**Who needs to be involved in the Internal Review?**

Your Internal Review is always completed by the school’s SLIP Committee. They can ask questions to the teachers, headteacher, BoM, students and parents to help collect the information to complete the Internal Review.

**Your SLIP Committee**

Your SLIP Committee should represent your school community fairly. It must include:

- The Headteacher
- Chairperson of the Board of Management
- Two teacher representatives
- Male and female student representatives
- Male and female parents
- If you are a church agency school, a local church representative should be included

- The SLIP Committee should be meeting at least once a term to review the SLIP outcomes and budget. They should be collecting evidence of what has been achieved and trying to solve any problems in the implementation.

- They will also meet in Term 1 (after the School Census and exam results) to complete the Internal Review of the previous year.

- SLIP meetings should always be minuted, displayed on the school notice board and filed in the SLIP file in a safe place

- The SLIP Committee should report to each BoM meeting. The SLIP should be on the agenda for every BoM meeting.

- The SLIP Committee may also report to each P&C meeting.

- The Internal Review should be reported to all parents and students in special meetings and a written copy should be displayed on the school notice board. This should happen at the start of Term 2.
What resources do we need to do the Internal Review?

There will be no cost to completing the Internal Review and the SLIP Committee should not receive any money for meeting.

You will need a copy of the *How to Complete Your SLIP Internal Review* (this document) which includes an *Internal Review Template* for you to use if you wish.

If you need in-service to help complete your SLIP Internal Review please speak to your Standards Officer. An in-service module called *How to Prepare for Your SLIP Internal Review* is available. You can use this in your school.

What happens after the Internal Review?

1. Report the findings to all teachers in a special staff meeting
2. Report the findings to all parents and community in a special P&C meeting. The report should be given in a language that the parents understand.
3. Report the findings to students in special meetings. For younger students, the meeting should be in a language they understand.
4. Put the Internal Review report up on the school notice board
5. Give a copy of the Internal Review report to:
   - Your Standards Officer
   - Your District Education Manager
   - Your Church Education Adviser (if necessary)
6. Keep a copy of your Internal Review in a safe place (it will be needed for the External Review) in the SLIP file. Make sure you also keep any evidence (e.g. School Census, exam results).
7. Write the SLIP annual action plan based on the findings
8. Display the SLIP annual action plan on the school notice board

What is the SLIP External Review?

The SLIP External Review is an independent assessment of how well your school is improving and how well you are implementing your three-year SLIP. It is conducted once every three years (usually in Term 4) by your Standards Officer. They will report the results of the External Review to the teachers, parents, students and the community.

They will need to see evidence. This will include:

- Your SLIP
- SLIP annual action plans for Year 1, 2 and 3
- Internal Review of Year 1
- Internal Review of Year 2
• Internal Review of Year 3 (completed just before the External Review)
• School Census data from Year 1, 2 and 3
• Exam data from Year 1, 2 and 3
• Copies of school policies (including your School Behaviour Management Policy)
• Teacher appraisal reports by the Headteacher
• School financial expenditure reports for Year 1, 2 and 3
• Staff lists for Year 1, 2 and 3
• Evidence of teacher in-service (reports, attendance lists etc) for Year 1, 2 and 3
• SLIP Committee meeting minutes
• Student disciplinary records