



Group 3 independent schools receive a monitoring inspection carried out by the Inspector at least every two years. Monitoring inspection visits are approximately one-two hours.

The following items are reviewed during a monitoring inspection visit at Group 3 schools. Having available copies of current required information and written summaries of changes is helpful. The list is provided to assist you in preparing for the monitoring inspection.

Tour of school facility

Current student enrolment (K-7, 8-12)

1) Changes since the last Monitoring Inspection in _____

- a) Facilities
- b) Grade levels
- c) Administration structure
- d) Responses to suggestions made in the previous Monitoring Inspection

2) School facilities/Municipal Requirements

- a) Facilities meet municipal codes (zoning, building, fire and health)
- b) Inspection by local officials of building and fire safety equipment
- c) Municipal school zone signs

3) Student/School Safety

- a) Safe environment for children (regular safety checks of building, grounds and playground equipment)
- b) Student supervision (before, during, and after school)
- c) Facilities adequately maintained and clean
- d) If school still uses cloth towel dispenser units, are there well-maintained safety guards in place
- e) Fire, earthquake, and lockdown safety procedures and frequency of annual drills

4) School Philosophy and Administration

- a) Compliance with section 1 of the *Independent School Act* Schedule
- b) Authority is in “good standing” with the Registrar of Companies (if the school operates under the *Company Act* or the *Society Act*)
- c) School policies (Student Discipline, Student Safety) and Teacher Supervision
- d) Evidence of criminal record checks for all staff working with children

5) Student Records

- a) 1704 form – Permanent Student Record OR similar document maintained up-to-date in student records
- b) Medical and emergency contact information
- c) Storage of records to ensure preservation in case of calamity (fire-proof storage)