



September 22, 2020

Ref: 239149

Dear Principal/Head of School,

Your school will be receiving an External Evaluation this coming fall. The Ministry will be creating a schedule and assigning inspection teams over the summer and by early September, you will be contacted by your External Evaluation Committee's Chair to finalize details and dates.

Please note that for the 2020-21 school year, all inspections will be conducted virtually through Zoom meetings. If travel restrictions and health & safety considerations permit, the Ministry will conduct some in person inspection follow-up visits later in the school year.

Please note that schools are required to have a current Municipal Compliance letter (updated from the previous external evaluation). A sample letter is available at https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/mun_letter.doc. Group 1, 2 and 4 independent schools are also required to have a [Certificate of Good Standing Issued by the BC Corporate Registry](#) available at the time of the inspection. The renewal process for both these documents can be time-consuming and the Ministry advises schools to begin this updating process immediately.

Once again, we request schools pre-populate the **External Evaluation Committee Report (EEC-R)** template. https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/independent-schools/eec-r_template.docx. This fillable template gives you the opportunity to describe your school's educational program clearly and in your own words. The EEC-R's policy section has been redesigned to capture all school policy related requirements and Section 5 now consists of two parts: Administrative and Operational policies. The sections dealing with curriculum (Section 7 and Appendix C) have been restructured and simplified now that B.C.'s curricular transformation has been completed. The number of curricular checkpoints has been reduced. During the school's evaluation visit, inspectors will survey curricular materials through sampling to verify the accuracy of this declaration. The sample of materials to be surveyed will be determined by the inspectors and communicated in advance of the Zoom meeting.

To accommodate schools in the current COVID-19 pandemic conditions, the EEC-R is due October 31, 2020 and EEC inspections will commence thereafter. For new schools, however, the EEC will be conducted in early October and the inspection Chairperson will contact you in September to make arrangements and request your earlier filled-out EEC-R template.

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Instructions:

1. Download the EEC-R template from: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/independent-schools/documents>
2. Complete the EEC-R template as soon as possible, in MS Word format. **PLEASE NOTE to not use Google Docs for your school's internal use because it will remove the fillable functionality of the document.**
3. Email the completed EEC-R document to EDUC.IndependentSchoolsOffice@gov.bc.ca . In the email subject line, please use the following: <School Code> EEC Report for <School Name>

Note: Please email in MS Word format, do not scan or convert to PDF.

For your preparation and planning purposes, the 2020-21 inspections will have the following expectations:

Grades K-9

Now that the curricular transformation has been completed, the 2020-21 inspection documents will be less focused on curriculum.

If your educational program in a given grade has undergone little change since the most recent inspection, this can be indicated with a simple checkbox enabling you to move to the next grade's declaration in Appendix C.

Grades 10-12

Since this is the Graduation Program, the Ministry is requiring schools to complete this part of Appendix C in similar detail as in previous years. Ministry review of Appendix C will largely be based on a survey of curricular materials through sampling to verify the accuracy of this declaration.

During the Zoom conferences, inspection teams will arrange for conversations with teachers and look for evidence and demonstration that curricular planning documents reflect the B.C. Curriculum and that these plans align with student work, assessment records, assignments, etc. For Learning Areas that are combined and delivered in a cross-curricular or integrated way, supporting documentation/instruments need to clearly demonstrate all elements of the individual curricula are addressed.

Sincerely,



Theo VandeWeg
Inspector of Independent Schools