

**School Administration**  
**SCHOOL INTERNAL REVIEWS**

Policy/Procedures 336

**Policy**

All CISPG schools shall be reviewed once every six years or in the year prior to the school's external evaluation by the Ministry. The purpose of the Internal Review is two-fold: to verify specific items from the BC External Evaluation Report and to confirm that the school is engaged in a process of focused inquiry and thoughtful action that will enhance student learning.

**Procedures**

1. The review shall include:
  - 1.1. A school survey completed by stakeholders (parents, students, & staff)
  - 1.2. A school self assessment completed by staff members
  - 1.3. Completion of the BC Ministry External Evaluation Report
  - 1.4. A visit to the school by the CISPG Internal Review Team consisting of:
    - 1.4.1. an introductory meeting with staff, class visits, conversations with staff, examination of school records, an interview with the pastor and the school council chair.
2. The Superintendent of Schools will select and brief the Internal Review team members.
3. At the conclusion of the on-site visit, the Team will share a verbal summary of its findings to the staff.
4. The final report will be provided to the pastor, principal, and school council chair. A copy will be available to the CISPG Board of Directors upon request.
5. The principal and staff will review the final report and ensure that all recommendations are included in the Annual School Learning Plan.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>