**APPENDIX 2: Model Visit Report**

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Focus of visit** (link to strategy and school development plan) |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch, etc |
| **What have I learned as a result of my visit?** (relate this back to focus on visit) |
| **Aspects I would like clarified/questions that I have:** |
| **Actions for the governing board to consider:** |
| **Further comments:** |
| **Signature:**  |