



**Buckinghamshire Disability Service  
School Visit Checklist**



Print and use this checklist with each school that you visit for comparison purposes. The empty boxes at the end of the checklist are for you to add your own questions if you wish.

**Name of School** \_\_\_\_\_

**Type of School**

Mainstream

Mainstream with enhanced resource

Special

Specialist  Residential

38w  52w  Other

Other type of School \_\_\_\_\_

**Date of Visit** \_\_\_\_\_ **Time of Visit** \_\_\_\_\_

**Name of Member of Staff providing tour** \_\_\_\_\_

**Fees (if applicable)** \_\_\_\_\_

1. How is the teaching organised? a. Whole Class b. Small Groups c. 1:1	
2. How many children are in each class?	
3. What is the curriculum on offer?  What are the current academic targets in place for the last year group of this key stage?	

<p>4. What qualifications are available?</p> <p>a. Are Vocational qualifications offered?</p> <p>b. Are GCSE &amp; A Levels offered?</p> <p>c. Are Life Skills offered?</p>	
<p>5. How is the day structured?</p> <p>Are there structured break/lunch activities for children?</p>	
<p>6. How is technology used to aid learning?</p>	
<p>7. Does the provision have a safe space/quiet area for children to spend time in?</p> <p>What would constitute a need for them to use it?</p>	
<p>8. Does the provision have a separate area at lunchtime for pupils with Food Sensory Processing Disorder?</p>	
<p>9. What are the toilet facilities – unisex and/or same sex?</p>	
<p>10. How will transition be managed?</p> <p>What happens if children struggle with the transition?</p> <p>What is the plan for school attendance difficulties, and who manages it?</p>	

<p>11. How is behaviour recorded?</p> <p>How is behaviour managed?</p> <p>Is there a Behaviour Policy?</p>	
<p>12. Does the school's Behaviour Policy outline the school's ethos on restraint or not?</p>	
<p>13. How many exclusions have taken place in the last academic year?</p>	
<p>14. What training do staff have in the specialism(s) that are needed?</p> <p>How often do they receive training?</p> <p>Who delivers the training?</p>	
<p>15. Are staff trained in the administration of specialist medication?</p>	
<p>16. How often are children assessed for their development in key areas?</p> <p>(Not necessarily academic, but all areas of need)</p>	
<p>17. How does the placement support annual reviews?</p>	

<p>18. What therapies can be offered?</p> <p>Who carries them out?</p> <p>Are they bought in or already on site?</p> <p>What happens if the child struggles to engage? (e.g. Speech and Language, occupational therapy etc.)</p>	
<p>19. How will the placement ensure the child's views and preferences are considered?</p>	
<p>20. How does communication between school and parents take place?</p>	
<p>21. How does the school seek to meet the financial requirements of the child's EHCP?</p>	
<p>22. How will the school meet the TA hours, as stated on the child's EHCP?</p>	
<p>23. Are there opportunities for parents/carers to meet with staff?</p>	
<p>24.</p>	

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Give thought to how you felt about the school and the provision that has been outlined during your discussion. Weigh up the therapeutic provision and the academic provision – ensure they meet the needs of your child. No provision will be perfect, but certain areas will be more important to you and your child than others.

You can also score the schools on all the areas that are important to you, as this may help compare them better when you come to make a final decision.

If you would like further support, please contact us by email at [info@buds.org.uk](mailto:info@buds.org.uk), online at <https://buds.org.uk/contact-buds/>, or leave us a voicemail at 01494 211179. We'll do our very best to help you.

