

St. Mary Catholic High School-Dubai

Reference: 2/253/2015

Dear Mr. Joseph M Joseph

Date: 22/02/2015

2014-2015 NOTIFICATION OF SCHOOL INSPECTION

As part of the regular cycle of school inspections in Dubai, your school will be inspected by Dubai Schools Inspection Bureau in three weeks time. The arrangements for inspection will follow the guidance provided in the Inspection Handbook 2014-15, please access a copy from the website on www.KHDA.gov.ae. More specific details on preparing for inspection are attached in the document entitled School Inspection Guide 2014-2015.

The lead inspector for your inspection will contact the school before the start of the inspection to discuss the final planning arrangements. A DSIB school liaison co-ordinator will act as your main contact throughout the period of pre and post inspection.

The inspection team will visit your school for 4 days from 16/03/2015 to 19/03/2015.

The school liaison co-ordinator will contact you by telephone within two working days following receipt of this letter. He or she will answer any of your questions and advise you on the preparation and completion of all the necessary documentation and pre-inspection information, along with an inspection timeline.

The liaison co-ordinator who will be your point of contact for this inspection is:

Name: [Radwan Abdulsalam](#)

Tel: [04 3643755](tel:043643755)

Email: Radwan.Abdulsalam@khda.gov.ae

Documentation and the pre-inspection information required

Please read carefully the School Inspection Guide 2014-15 as this will provide a detailed list of the range of documents that will be required for the inspection. Please submit all required documentation and information in electronic format to DSIB **at least two weeks** before the start of the inspection.

Please note that, the lead inspector will confirm in their initial telephone conversation if there are any additional documents that will be required for the inspection. However inspectors may request further information or documents during the course of the inspection visit to your school, they will aim to keep their requests to a manageable level and not arduous for the school.

School Profile

Please update the school on-line profile **within four working days**. It is particularly important to include the details of the different groups of students, especially **Emirati students and those with special educational needs**. As of this year, 2014-15, schools are also required to provide detailed information on numbers of teachers with teaching qualifications and overall trends in enrolment, please provide this using the attached 'teacher information' spreadsheet. Please contact your school liaison co-ordinator if you need any assistance in updating the school profile.

Parent, Principal, Teacher and Student On-line Survey

Please distribute, **on receipt**, as appropriate, the survey envelopes to stakeholders as indicated by DSIB. Each envelope contains a user-name, password and a QR Tag to enable parents, principals, teachers and students to complete the on-line survey.

Parents, principals, teachers and students should complete the survey **prior to the inspection**. We would appreciate surplus questionnaire envelopes to be returned to DSIB.

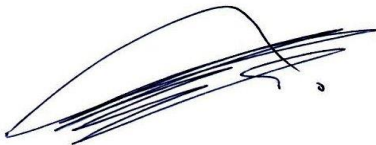
Last year, your survey response rate from parents was **47%**, from teachers it was **70%** and from students, it was **92%**. We hope that you will be successful in increasing the return rate this year. We would be grateful if you would make every effort to ensure that **as many participants as possible** complete our on-line survey.

What you should do now

Please inform the members of your staff, governing body and owners of the date of the inspection. Please distribute the School Inspection Guide to all staff, governors and owners, because it offers a broad range of inspection related information. It is particularly helpful to teachers as it provides a guide to the inspection process and gives useful information regarding lesson observations and feedback.

We are looking forward to working with you on this inspection to produce a report that you will find useful for developing the school in the future.

Yours sincerely,



Jameela Al Muhairi

Chief - Dubai Schools Inspection Bureau

Enclosed

School Inspection Guide 2014-2015

Spreadsheet for reporting on attendance 2014-2015

Form for recording details of teaching staff 2014-2015

School documents 2014-2015

Self-evaluation and Improvement Planning 2014-2105