

School open day checklist



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Use this form to take notes when you visit each school.

Name of school

Date of visit

/ /

Whom did I speak to?

Name

Role/job title

Things to look out for (✓)

School grounds

- Are gates and doors secure to prevent children leaving the site?
- Is there parking for families close to the gate or inside the perimeter?
- Are the building and play areas accessible? Is there a lift or ramps?
- Are different areas clearly identified to help children's independence in finding their own way around?

Communal areas

- Are the toilets close to the classrooms and play areas?
- Are there private changing facilities for children who are not yet toilet trained?
- Is there plenty of room to prevent children knocking into each other in the cloakrooms?
- Are cloakrooms tidy and next to the classroom? This is important for independence.
- Is the school hall used for lunch as well as for PE and assemblies? Has the school accounted for possible sensory issues relating to smell if the hall is used for meals?



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Classroom

- Do several classes come together in a big open-plan learning space? If so, how do staff ensure that children are meaningfully engaged during play-based learning sessions?
- Is the classroom mainly lit by artificial light? Are there possible sensory issues relating to lights?
- Is the classroom tidy and distraction free? Are there possible sensory issues relating to overload?
- Does the classroom have soft furnishings to absorb some of the sound, i.e. to minimise possible sensory issues relating to noise?
- Is there evidence of visual support for learning and independence, such as a visual timetable, clearly defined learning areas, or sand timers?
- Does the class have access to areas for individual or small group sessions?
- Is there a sensory room or a quiet room?

Additional notes

Outdoor areas and play times

- Do the children have regular access to a secure outside play area?
- Do younger children have their own play area or outdoor play time?
- How many staff are in the playground at break and lunch times?
- Do adults support children's play at lunch times, for example by organising playground games or special interest clubs?

Food

- Can children bring their own snack rather than having one provided by the school? Are there rules as to what is allowed?
- Can children bring their own lunch? Are there rules as to what is allowed in lunch boxes?



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Learning

Is there a balance between 'taught' sessions and learning through play?

Notes

Are children taught to be independent in their learning, through visual prompts, clear instructions, and clearly labelled learning areas?

Notes

Do the children learn basic life skills, such as finding their own coat and getting changed for PE?

Notes

Are there social skills groups for learning to share and take turns?

Notes

Are children helped to make friends?

Notes



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Can homework be done at school?

Notes

Are reward systems used and can they be adapted for individual children?

Notes

What is the school's behaviour policy and what strategies and sanctions are used?

Notes

Other

Are there breakfast and after-school clubs that anyone can join?

Notes

School community: what events are organised for parents and families?

Notes

Is there a uniform?

Notes