**Informal Observation**

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| **School** | **Pupil** | **Year** | **Observer** |
| **Date** | **Time/Duration** | **Setting** | **Context** |

**Informal Observation Notes**

* Establish the nature and content of the lesson and the teacher’s objective for the lesson
* Establish any relevant context
* Reactivity can arise if pupil is aware they are being observed
* Prepare class if necessary ‘ A visitor is observing the class’
* Find a position where you can see and hear the pupil, moving if necessary
* Be unobtrusive. Do not engage unduly in conversation
* Observable and specific observations ‘X pushed Y against the table causing Y to cry out’ rather than ‘physically aggressive’
* Objective and evidenced observations ‘X presented as tired with dark circles under eyes and resting head on desk’ rather than ‘X was tired’
* Avoid inference-going beyond what is strictly observed
* Give a sense of time when relevant ‘During this observation X sat on the carpet throughout the 10 minute whole class input’
* Observe classroom environment
* Observe relationships
* Observe teaching and learning
* Observe behaviour management
* Observe pupil
* Observe different settings as relevant to the identified difficulties
* Observe over a period of time and at different times of day/week for validity