



Getting started: ideas for building your evidence base

If you are like most school leaders, much of the evidence for Catholic Life and Religious Education already exists — it is simply located across different folders, shared drives, policy documents, meeting minutes and curriculum plans.

This guidance provides prompts to help you identify the documentation you already produce in the normal course of school life that demonstrates how your mission is lived out in practice.

You will not need everything suggested. Some elements will be more relevant to your setting than others. The purpose is to help you recognise the evidence you already have, gather it thoughtfully, and begin to see how it reflects your school's Catholic identity, strengths and areas for development.

Over time, this becomes less about preparing for inspection and more about articulating a clear, shared understanding of how your school fulfils its Catholic mission - through leadership, curriculum, prayer and liturgy, pastoral care and community engagement.

Start small. Gather what already exists and build gradually, ensuring that your evidence tells the authentic story of your school's faith, life and impact.

Suggested documents	Catholic Life and Mission	Collective Worship	Religious Education	Notes
General Documents				
Mission Statement	✓	✓	✓	School values and ethos
School Improvement Plan (SIP)	✓	✓	✓	Priorities for Catholic life, RE, and teaching
Self-Evaluation Form	✓	✓	✓	Summary of school strengths & areas for improvement
Governors Minutes	✓			Evidence of monitoring Catholic ethos and standards
Interview with Governors	✓			Monitoring and involvement in Catholic Life and Mission
Parish / Community Links Record	✓	✓		Demonstrates links with parish, charities, and local community
Policies				
Catholic Life and Mission Policy	✓			Expectations on school community and service to the church mission
SEN / Pupil Support Policies	✓			Shows inclusion and care consistent with Catholic ethos
Staff Handbook / Policies	✓			Expectations around mission, conduct, and school culture
Pupil Chaplaincy / GIFT Team Policy	✓	✓		Expectations around selection, training and impact
Prayer and Liturgy Policy		✓		Structure and progression for daily prayer and liturgy
RHSE Policy			✓	Evidence of teaching RE and embedding Catholic values

Suggested documents	Catholic Life and Mission	Collective Worship	Religious Education	Notes
Autumn Term				
Catholic Life Action Plan	✓			Practical steps to implement school mission and ethos
Collective Worship Planning		✓		Daily/weekly prayer, assemblies, and liturgical events aligned with the church calendar
Sacramental Preparation Records		✓		First Holy Communion, Confirmation etc
RE Curriculum Plan			✓	Demonstrate progression across year groups
Caritas In Action - Scripture Links			✓	RE Scripture Planning
Lesson / Medium Term Planning			✓	Evidence of teaching RE and embedding Catholic values

Suggested documents	Catholic Life and Mission	Collective Worship	Religious Education	Notes
Spring Term				
Pupil Voice - KS1 & KS2 - Questionnaires or reports	✓	✓	✓	Shows pupil engagement in Catholic life. Feedback on Religious Education.
Staff CPD	✓	✓		Staff training to support teaching and Catholic ethos
Charity Work Records	✓			Records of school and staff involvement in charity work e.g. Lent
RE Progress			✓	Track pupil progress in RE

Suggested documents	Catholic Life and Mission	Collective Worship	Religious Education	Notes
Summer Term				
Celebration Planning (Pentecost, end-of-year Mass)	✓	✓		
Charity activities	✓			Demonstrates "Caritas in Action" projects
RE Assessment records			✓	Track pupil understanding and progress in RE