

# Checklist to support preparations for the Review and Response process

Prior to conducting a Review and Response meeting, it would be beneficial for the staff to have engaged with the introductory materials on the Review and Response process.

Preparing	
1. Identify student/s, based on data, who will be the focus of Review and Response.	<input type="checkbox"/>
2. Schedule a time for the Review and Response meeting (15-20mins) and invite all participants. Note: The meeting is chaired by the Principal/Principal’s delegate, so ensure the meeting time is supportive of their attendance.	<input type="checkbox"/>
3. Organise a location for the Review and Response meetings that is free from distractions.	<input type="checkbox"/>
4. Classroom teacher organises and makes multiple copies of student work sample/s to bring to the meeting.	<input type="checkbox"/>
5. The Literacy leader ensures that one copy of the meeting protocols, the Review and Response process steps and the Review and Response recording sheet are ready for the meeting.	<input type="checkbox"/>