

## Writing Recommendations Guidelines for Effective Recommendations

- **Recommendations only identify what the issue is that needs to be addressed.** Potential solutions may be offered as suggestions to support recommendations.
- Recommendations need to be specifically aligned to an Indicator of Effective Practice. (See samples on page 2)
- All recommendations should be preceded by clear context that outlines what was read in the Internal Evaluation Report and/or observed on-site (evidence) that lead to the issuing of the recommendation.
- Avoid recommendations that will have financial implications, such as adding a program, adding space or equipment etc., unless requested or approved by the Head of School.
- Additional staff may be recommended only in the most serious of circumstances and always in line with the school's fiscal ability.
- If the recommendation is one that the school has identified and included in the Internal Evaluation Report, acknowledge that in the recommendation by including "*...as indicated in the Internal Report...*" or "*...follow its own recommendation...*"
- Avoid advocating positions that the school has not taken, remembering that the Visiting Committee's role is to determine if the school's stated mission is actually occurring.
- Use language that is direct and clear; avoid adjectives and modifiers that distract from the meaning and intent.
- Avoid the use of "should/must" and "consider"
- Generally fewer recommendations have greater impact.

**Reminder:** The host school must respond to all recommendations within the Visiting Committee Report.

## Sample Recommendations

**Original:** That the school hire a full time assistant to work in the advancement office.

**Revised:** That the school review the staffing model in the advancement office to ensure it effectively supports the department and its programs.

**Original:** That the timetable in the Junior School be revised to allow teachers to meet between first and second period every Tuesday to discuss personalized learning.

**Revised:** That the school establish structures for teachers to meet to review and discuss personalized learning.

**Original:** That the school use a newsletter to keep regular contact with alumni.

**Revised:** That the school explore ways to communicate effectively and regularly with alumni.

**Original:** That the school purchase locking, fireproof file cabinets to be placed in the Academic Director's office to store academic records.

**Revised:** That the school develop and implement a plan that will protect academic records from loss and limit the accessibility to authorized persons.

**Original:** That the school place recycling and compost bins in the dining hall and in the school café to increase awareness of environmental responsibilities.

**Revised:** That the school explore and implement initiatives that will advocate and demonstrate positive practices with respect to environmental issues.

**Original:** That the school consider changing its food services supplier due to the poor quality of the meals and snacks being served.

**Revised:** That, in line with its mission regarding a healthy body and healthy mind, the school review its food services program to ensure that food served for meals and snacks is nutritious and appealing.