

# Advice note for a pre-registration inspection of a free school

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School name	Etz Chaim Jewish Primary School
DfE registration number	999/1110
Unique reference number (URN)	1110
Inspection number	385269
Inspection dates	11 August 2011
Reporting inspector	Christopher Parker

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## Context of the school

Etz Chaim Jewish Primary School is located in Mill Hill, London. As a new free school, opening on 5 September 2011, it wishes to admit pupils aged 3 to 11 years. It is expected that the school will open with 46 boys and girls in the Nursery and Reception Years. One year group of approximately 28 pupils will be added each year until 2017 when the school hopes it will reach its planned target of 222 pupils.

Two headteachers have been appointed who will jointly share the leadership of the school. A programme to refurbish the temporary accommodation is underway. This will provide two classrooms for the Nursery and Reception Years for the academic year 2011/12. Refurbishment, remodelling and rebuilding of premises currently used as a garden centre will take place over the next year to provide permanent accommodation for the school in 2012.

The number of children identified with special educational needs and/or disabilities is broadly average. The proportion of pupils who speak a first language other than English and those from minority ethnic groups is very low.

The school's vision is for a modern Orthodox Jewish school which will provide an inclusive education for those of the Jewish faith, of other faiths and those of no faith. It seeks to provide each pupil, whatever their ability, beliefs or background with a rich educational experience.

## Compliance with the regulations

### Spiritual, moral, social and cultural development of pupils

All regulations are likely to be met, although implementation could not be seen. The school's ethos will be to foster moral, spiritual and physical growth through nurture. Everyone in the school community will be encouraged to act in a manner consistent with righteous Jewish behaviour. The school has plans to teach its pupils about the beliefs, values and customs of other major world religions; and to develop within its pupils an understanding, tolerance, respect and empathy for others. The school views diversity as fundamental and enriching to human society. It also plans to develop in pupils a sense of positive responsibility for their own actions and an active concern for those in the immediate community and the wider world. The school has plans, and has ordered resources, to teach children in the Early Years Foundation Stage about people in the community who help them to give them an insight into British society.

### Welfare, health and safety of pupils

Most, but not all, of the regulations are likely to be met. Implementation could not be seen as the school is not yet operating. The safeguarding and child protection policies contain the required information, including requirements to ensure that staff

are properly trained. The school has satisfactory arrangements for the safe recruitment of staff, with systems in place to collect information about employment history and references for new staff. There is a clear policy setting out expectations of pupils' behaviour and outlining the sanctions for those who do not follow the school's clear expectations. The anti-bullying policy sets out clear guidance for both staff and pupils and the steps that will be taken should bullying occur. Appropriate arrangements for maintaining admission and attendance registers are in place.

The school has clear systems and procedures for health and safety, notably for assessing the risk to pupils on educational visits. Recent comprehensive checks on fire safety have been carried out. However, these have raised a number of points the school must attend to before it opens. The first aid policy does not meet requirements because it does not contain clear guidance on what levels of injury are to be treated on site and what levels automatically trigger an emergency call or visit to the hospital. It also omits guidance on hygiene procedures in case of spillage of blood or body fluid. There are currently sufficient members of staff trained in paediatric first aid.

The school does not have a three-year plan for improving access in order to meet the requirements of the Equality Act 2010.

In summary:

- the actions required in the recent fire safety report should be completed before the school opens on 5 September 2011 (paragraph 13)
- the first aid policy should contain guidance on the level of injury at which an ambulance is called and the procedures to follow in the case of spillage of blood or body fluid (paragraph 14)
- develop a three-year access plan to meet the requirements of the Equality Act 2010.

## **Suitability of staff, supply staff, and proprietors**

All regulations are likely to be met. Checks on the identity, qualifications and right to work in the United Kingdom of members of staff are in place. There are clear arrangements for ensuring that the required checks have been made on staff provided by an employment agency. As required, the Chair of the Governing Body has had all of his checks undertaken through the Department for Education. The other members of the governing body have received their Criminal Records Bureau (CRB) enhanced checks. The format of the single central register meets requirements.

## **Premises and accommodation of schools**

All regulations are likely to be met except two. The building is currently being refurbished and redecorated and is likely to provide adequate temporary

accommodation for the Nursery and Reception classes. Comprehensive security arrangements are planned to ensure the site is safe. The classrooms are of adequate size but the access from the Nursery to the outdoor play area is not suitable for small children or those with special needs and/or disabilities. There is likely to be appropriate outdoor provision for the children's recreation when it has been cleaned and made secure in line with the plans. Temporary washroom facilities have been added to the site but there are not sufficient toilets for the number of children expected in September to comply with the Education (School Premises) Regulations 1999. Modifications to the building are likely to provide appropriate facilities for pupils who fall ill.

In summary:

- the school should ensure there is suitable and easy access from the Nursery to the outdoor play area (paragraph 23(h))
- the school ensure the temporary washroom arrangements comply with the Education (School Premises) Regulations 1999 (paragraph 23(j)).

## Provision of information

The provision is likely to meet all the regulations.

## Manner in which complaints are to be handled

The school must meet the regulations identified in the check sheet.

In summary:

- the school's complaints procedure should include the provision for the establishment of a hearing before a panel of at least three people with one member of the panel being independent of the management of the school (paragraphs 25(f) and 25(g))
- the complaints procedures should stipulate how findings and recommendations are made available to all concerned and how written records will be maintained in a manner that ensures confidentiality (paragraphs 25(i) and 25(k)).

## Recommendation to the Department for Education

### Registration

Is registration recommended? **YES**

**For number of day pupils: 46** (in temporary accommodation)

**For number of boarders: N/A**

**For age range: 3–5 years**

**For gender of pupils: Mixed**

**YES, the school can be registered for the above and allowed to open on receipt of evidence of improvement of:**

- the Regulatory Reform (Fire Safety) Order 2005: ensure that the actions required in the recent fire safety report are completed before the school opens (paragraph 13)
- the first aid policy: so that it contains guidance on the level of injury at which an ambulance is called and the procedures to follow in the case of spillage of blood or body fluid (paragraph 14)
- a three-year access plan to meet the requirements of the Equality Act 2010
- the accommodation: providing suitable access from the Nursery to the outdoor play area (paragraph 23(h)) and temporary washrooms that comply with the Education (School Premises) Regulations 1999 (paragraph 23(j))
- the manner in which complaints are to be handled:
  - the school's complaints procedure should include the provision for the establishment of a hearing before a panel of at least three people with one member of the panel being independent of the management of the school (paragraphs 25(f) and 25(g))
  - the complaints procedures should stipulate how findings and recommendations are made available to all concerned and how written records will be maintained in a manner that ensures confidentiality (paragraphs 25(i) and 25(k)).

**Note to the Department**

The school is opening in temporary accommodation which is sufficient for the first intake of 46 children. The Department is advised to arrange for the permanent accommodation to be inspected once the refurbishment of the new premises has been completed to assess its suitability for the number of pupils sought (222).