

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

School name	St Luke's Church of England School
DfE registration number	202/1097
Unique reference number (URN)	1097
Inspection number	384549
Inspection dates	19 August 2011
Reporting inspector	Nasim Butt

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Context of the school

St Luke's Church of England School plans to open as a mixed half-form entry primary school academy with provision for a 15-place Reception class. It is sited in a residential area of West Hampstead and will provide for pupils from the local community. The school occupies the lower ground floor of St Luke's Church and the adjacent play space behind the church. Part of the historic church building is being redeveloped to accommodate the school. The school plans to open early in September with one Reception class of 15 children. Its future intake is phased to match the further development of the site over the next few years. The age range of the pupils will be four to 11 years, and the number on roll 105 when the school operates at full capacity by 2017. The headteacher, two part-time teachers and a full-time teaching assistant have already been appointed to start in September.

The school is sponsored by St Luke's Church and the London Diocesan Board for Schools (LDBS). Although a Church of England school, there are no faith requirements for admission. The school will have a strong emphasis on the arts through its intended curriculum. Its stated aim is 'to serve the local community by providing an excellent school of Christian character'.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

The requirements of this standard are likely to be met, subject to satisfactory implementation, through the planned curriculum. The Christian ethos of the school emphasises the pupils' personal development, particularly through a strong emphasis on personal morality and ethics. Clear links between the school's code of conduct and what these behaviours look like in practice are likely to promote pupils' self-esteem and encourage pupils to take responsibility for their actions. Curriculum plans show that children will be meeting a variety of people from the local community to develop their awareness and understanding at an age-appropriate level of public institutions and services in England. The annual cycle of celebrations across faith groups is built into the calendar for the new school year so that children can grow in their awareness of, and respect for, traditions and cultures other than their own.

The school is likely to meet all the regulations. The implementation of policies and procedures could not be seen as the school is not operating.

Welfare, health and safety of pupils

The requirements of this standard are likely to be met, subject to satisfactory implementation. All essential policies and procedures have been prepared and comply with current guidance, including those on safe recruitment, behaviour and anti-bullying. The safeguarding policy meets requirements and provides clear guidance to staff. The headteacher is designated as the school's child protection officer and has already acquired the enhanced training. An induction week is planned

in early September when it is intended that all staff will receive training in child protection and fire safety. One member of the newly-appointed staff team is a qualified paediatric first aider.

The health and safety policy has been well thought through and provides clear guidance to staff. This is supplemented by a comprehensive behaviour policy which includes clear codes of conduct and an appropriate set of sanctions and rewards. An appropriate fire policy is in place, with clear arrangements for regular monitoring and recording of fire safety checks. Evacuation procedures in the case of fire have been carefully considered. An externally-commissioned comprehensive fire risk assessment is planned for 5 September; hence the regulation is likely to be met. Currently, the admission and attendance registers are blank but are likely to meet requirements. The premises have been adapted to fully meet the requirements of the Equality Act 2010.

The school is likely to meet all the regulations. The implementation of policies and procedures could not be seen as the school is not operating.

Suitability of staff, supply staff, and proprietors

The school's policies and procedures are likely to meet all requirements. Recruitment procedures are thorough and meet the current guidance. There is a single central record that contains all the required checks on the headteacher and staff. Members of the governing body already have the necessary checks, or these have been applied for. The school intends to take on the services of a supply teacher; this teacher has been properly vetted. Appropriate checks have also been made on members of staff not directly employed by the school. All checks are recorded on a single central register as required.

Premises of and accommodation at the school

Building work is at an advanced stage and the site visit confirms that the premises are on track to meet the regulations in time for the proposed school opening. The section of the building needed for September is likely to meet the regulations for heating, lighting, ventilation, decoration and floor covering. The classrooms are of a good size as are the hall and other shared areas. Washrooms are likely to meet the requirements for children, staff and pupils. A medical room has been constructed and is likely to be fitted out appropriately in time for the school opening. Play areas have been well designed, with clear plans to have soft surfaces, well matched to the needs of young children. Appropriate furniture and fittings are on order. Careful thought has been given in the plans to ensure that the building is fully accessible to those with a physical disability.

Provision of information

The school has a comprehensive website that provides parents and carers with the required information. This is supplemented by a prospectus which makes reference

to all the key policies and ensures that prospective parents and carers are well informed.

The provision is likely to meet all the regulations.

Manner in which complaints are to be handled

The school's complaints policy meets the regulations. However, as the school has not yet opened, there have been no formal complaints.

Recommendation to the Department for Education

Registration

Is registration recommended?

YES. This school is likely to meet all regulations and is recommended for registration.

For number of day pupils: 105

For age range: 4–11

For gender of pupils: Mixed.