

# Advice note for pre-registration inspections of all types of academies and free schools/studio schools/university technical colleges (UTC)

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School name	The Saxmundham Free School
DfE registration number	999/1294
Unique reference number (URN)	1294
Inspection number	404014
Inspection dates	11 June 2012
Reporting inspector	David Young

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## **Context of the school**

The proposed Free School is to be located in the premises of a previous local authority middle school in Saxmundham in Suffolk. The school is overseen by the Seckford Foundation Free Schools Trust and is due to open on 3 September 2012. The school has applied to be registered to admit up to 540 boys and girls in the age range 11 to 16 years. It will admit students in Years 7 to 9, aged 11 to 14 years, in its first year. The school will be non-selective and will admit students with special educational needs. This inspection visit, including scrutiny of documentation and discussions with the management of the schools, was conducted at the headquarters of the Seckford Foundation in Woodbridge in Suffolk. The inspection took place at the same time as the inspection of the Foundation's proposed Free School in Beccles.

## **Compliance with the regulations**

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

Documentary evidence indicates that all regulations are likely to be met but implementation could not be seen. The school's behaviour and anti-bullying policies set out a framework within which students will be encouraged to develop an understanding of right and wrong and the rewards and consequences of personal decisions. The school's policy for the spiritual, moral, social and cultural development of students sets out a vision for students to be equipped to take their place in society as valued, economically viable and responsible citizens. It places an emphasis on the development of independence, co-operation, innovation and motivation. The policy defines each of the four elements of personal development and the strategies designed to implement these. Planned provision includes: encouraging students to respect diversity of beliefs and opinions; developing the ability to distinguish between right and wrong; developing respect for the needs, interests and feelings of others and providing links with the world of work and the wider community. Planned themes within the programme for personal, social and health education provide students with an understanding of citizenship and the roles of individuals within the wider community. The planned religious education curriculum explores a variety of issues and questions from a multi-faith perspective; it is designed to enable students to understand and respect diversity of viewpoints and cultures.

### **Welfare, health and safety of pupils**

Documentary evidence indicates that the majority of regulations are likely to be met. All the required policy documents have been produced, including comprehensive policies for safeguarding, safer recruitment, behaviour management, anti-bullying and first aid. Dates have been identified for the training of staff in child protection but a designated person for child protection has not yet been trained to the required level. Staff have not yet been identified and trained to take responsibility for first aid. Suitable policies have been prepared for all required aspects of health and safety and

for fire safety but premises and fire safety risk assessments have not yet been completed. Admission and attendance registers will be maintained electronically and meet requirements. The school's 'Equalities Plan' makes a commitment to providing equality of access to all aspects of school life for disabled students but a three-year plan to increase accessibility has not yet been completed.

In order to meet the regulatory requirements in full, the school must:

- ensure that all staff are trained in child protection and that the designated person for child protection is trained to the required level (paragraph 7)
- produce a risk assessment for the premises (paragraph 11)
- produce a fire risk assessment (paragraph 13)
- ensure that an appropriate number of staff are trained in first aid (paragraph 14)
- produce a three-year plan to increase accessibility as required under the Equality Act 2010.

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

The school's planning for the completion of all required checks on the suitability of staff and implementation to date indicate that all regulations are likely to be met. All required checks have been completed for the proprietors and for staff appointed to date. These are recorded on a suitable single central register. Checks are completed, and entries on the register updated as new staff are appointed. The school does not employ supply staff but is aware of its responsibilities should supply staff be appointed in the future.

### **Premises of and accommodation at the school**

The school is likely to meet all the regulations. The school is to be located in the premises of a former local authority middle school in Saxmundham. The school is currently occupied and will be handed over in August 2012. Access to the premises was not possible during the inspection. Full plans for the premises and accommodation were scrutinised and a discussion held with the foundation's representative responsible for the premises. The Education Funding Agency, the Department's delivery agent, is managing the preparation and refurbishment process on behalf of the foundation. The Department will wish to continue to monitor progress with the premises directly with the Agency.

Initially, students in the age range 11 to 14 years will be admitted into Key Stage 3. The premises are suitable for the Key Stage 3 curriculum in September 2012 and will then be remodelled during the school year 2012-13 to provide for Key Stage 4 GCSE courses, including additional science laboratories and design technology

accommodation. Classrooms are of adequate size and sufficient in number for the planned intake in September 2012. There will be some decoration of the areas to be used in the first year, to be completed in August 2012. Some new furniture, suitable for the proposed age range, is on order ready for the opening of the school in September. There are sufficient washrooms, suitable arrangements for any student who may be ill, and appropriate facilities for the preparation and serving of food. There is sufficient outside space for play and recreation, including playing fields; the buildings and access to the grounds are fully secure.

### **Provision of information**

The provision meets all regulations.

### **Manner in which complaints are to be handled**

The provision meets all regulations.

## **Recommendation to the Department for Education**

### **Registration**

Is registration recommended?

**YES. The school can be registered and allowed to open on receipt by DfE of evidence of improvement in relation to the following matters:**

- ensure that all staff are trained in child protection and that the designated person for child protection is trained to the required level (paragraph 7)
- produce a risk assessment for the premises (paragraph 11)
- produce a fire risk assessment (paragraph 13)
- ensure that an appropriate number of staff are trained in first aid (paragraph 14)
- produce a three-year plan to increase accessibility as required under the Equality Act 2010.

Recommended number of day pupils: 540

Recommended age range: 11–16 years

Recommended gender of pupils: Mixed

Recommended type of special educational needs: not applicable.