

Advice note for a pre-registration inspection of an academy/free school/studio school/university technical college (UTC)

School name	The Elstree UTC
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Information about the inspection

This inspection was conducted by Ofsted at the request of the registration authority for independent schools. It was carried out under section 99 of the Education and Skills Act 2008

Context of the school

Elstree University Technical College (UTC) is located near Elstree Studios, Borehamwood. The college will specialise in film, media, arts and technology. It is to be located in two refurbished two office spaces, 'Silver Screens', and work is being undertaken currently on the conversion. The programmes that students will study have been designed in collaboration with local and national employers who will provide support and work experience for students.

The college will be supported by the University of Hertfordshire as partners and the UTC is part of the Meller Education Trust. The Trust has five academies and two UTCs.

The college will ultimately admit 600 boys and girls but it will start with Year 10 and Year 12 students only. It is planning to open on 1 September 2013 with 250 students and places are already being filled rapidly. The Principal has been in post for eight weeks. Staff are in the process of being appointed.

The college's mission is that through a blend of academic rigour, project-based learning and industry partnership, Elstree UTC will grow tomorrow's creative technologists.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

Not all regulations are likely to be met because the citizenship and personal, social, and health education schemes have not been fully constructed as yet. The planning for helping students understand the work of public institutions and to encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs is currently limited because of the lack of planning.

At the heart of the college aims and values are the development of response, resilience, resourcefulness, responsibility, and reflection. The college's clear policies on behaviour, anti-bullying and on spiritual, moral, social and cultural development will help students' understanding the college's moral code and also to develop an understanding of right and wrong. Restorative practices will support positive social relationships and help students to gain a sense of fairness and justice.

The colleges' programmes, cross-curricular arrangements and project-based learning will provide students with local, national and, occasionally, world opportunities to work in the community, gain a range of cultural experiences and also to plan financially. It will also help them develop a responsible role in the wider society. Support for students will be personal, provided via an industry and an academic mentor to help to nurture and develop their talents which in turn will aid their self-confidence, self-esteem and self-knowledge.

A student council is planned so that students can make their views known, which will aim to extend their understanding of their role as citizens. The Principal has taken steps to ensure that no partisan political views will be promoted and that there will be balanced debate during any political discussion with students.

In order to meet the regulations in full, the college should:

- support students to respect the civil and criminal law (paragraph 5(a)(ii))
- provide students with a broad general knowledge of public institutions and services in England (paragraph 5(a)(iv))
- assist students to acquire an appreciation of and respect for their own and other cultures, in a way that promotes tolerance and harmony between different cultural traditions (paragraph 5(a)(v))
- encourage students to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs (paragraph 5(a)(vi)).

Welfare, health and safety of pupils

The college is likely to meet nearly all regulations. Those that are not likely not to be met are non-compliant due to the college's stage of development.

A good range of detailed policies, such as for safeguarding, educational visits and health and safety, will help to keep students safe and free from harm. The Principal will act as the designated person for child protection and has recently had updated training. It is planned that staff appointed will have basic child protection training during the already arranged induction days, and delivered by the Principal. However, it could not be demonstrated at this stage that they have been trained, because staff have not completed arrangements for employment and have not had their induction.

Other policies seen are thorough and meet requirements, especially for behaviour, anti-bullying and first aid. There are no staff appointed as yet who are trained in first aid. Attendance and registration information and details of any sanction imposed on students will be recorded electronically through a commercial system.

The college building is still under construction and so no fire risk assessment or evacuation procedures have been produced. There is no fire policy identifying the

routine checks to be made, such as for alarm testing or emergency lighting, and there are no arrangements as yet for fire-safety equipment maintenance.

The college has an outline of its objective relating to the Equality Act. However, it does not have a plan for increasing accessibility to the curriculum, information and accommodation. It plans to produce this as part of its college development plan and the next few weeks.

In order to meet the regulations in full, the college should:

- ensure that all staff are trained in child protection, at least to a basic level (paragraph 7)
- ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 13)
- train sufficient staff in first aid (paragraph 14)
- produce a three year plan which increases access to the curriculum, information, and premises in line with the requirements of the Equality Act 2010.

Suitability of staff, supply staff, and proprietors

No regulations are likely to be met in this part. No checks have been made on staff; all these are planned to occur on the 17 July when staff have been asked to provide all the necessary documents. None, therefore, have been appointed at this stage. The Principal has stated that she has had the necessary checks and also the governors, although evidence could not be produced during the visit. A single central register has started to be constructed, based on the Trust's arrangements, although this is at a very early stage and has no one recorded, as yet.

In order to meet the regulations in full, the college should:

- ensure that all the checks required in part 4 have been made (paragraphs 19(2)(a) to 19(2)(d), paragraph 19(3), paragraphs 21(6)(a) to 21(6)(b), paragraphs 22(2) to 22(3), paragraph 22(6)).

Premises of and accommodation at the school

The college building is on track for the first phase of completion during the middle of August 2013, although there is much still to do. Even so, all regulations are likely to be met. This judgement is based on a visit to the site, an examination of the building plans and the construction timelines produced by the contractor. In addition, links

with Elstree Studios will mean that accommodation there can be used in addition to that of the college.

Suitable spaces at the college are well planned for teaching, practical work and projects. Physical education is to be provided offsite at another of the Trust's establishments, where there are changing facilities and showers. A medical room is planned near a toilet and which has a sink in the room. There is a large external recreation space.

Arrangements have been made to provide drinking water which is appropriately labelled and in spaces which are not in the toilet areas. Adequate outside lighting is planned.

Provision of information

The school must meet the regulation identified in the check sheet (see below).

Manner in which complaints are to be handled

The provision meets all regulations.

Recommendation to the Department for Education

Registration

- **YES. The school can be registered and allowed to open on receipt by DfE of evidence of improvement in relation to the following matters:**
- support students to respect the civil and criminal law (paragraph 5(a)(ii))
- provide students with a broad general knowledge of public institutions and services in England (paragraph 5(a)(iv))
- assist students to acquire an appreciation of and respect for their own and other cultures, in a way that promotes tolerance and harmony between different cultural traditions (paragraph 5(a)(v))
- encourage students to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs (paragraph 5(a)(vi)).
- ensure that all staff are trained in child protection, at least to a basic level (paragraph 7)
- ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 13)
- train sufficient staff in first aid (paragraph 14)
- produce a three year plan which increases access to the curriculum, information, and premises in line with the requirements of the Equality Act 2010.
- ensure that all the checks required in part 4 have been made (paragraphs 19(2)(a) to 19(2)(d), paragraph 19(3), paragraphs 21(6)(a) to 21(6)(b), paragraphs 22(2) to 22(3), paragraph 22(6))
- when staff are appointed, ensure that the college identifies in its information to parents the number of staff employed at the college, including temporary staff, and a summary of their qualifications (paragraph 24(1)(b)).

If registration is recommended, please state:

Recommended number of day pupils: 600
Recommended number of boarders: 0
Recommended age range: 14-19 years
Recommended gender of pupils: Mixed
Recommended type of special educational needs: N/A