

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

School name	Ark Conway Primary Academy
DfE registration number	Not yet assigned
Unique reference number (URN)	Not yet assigned
Inspection number	384316
Inspection dates	2 August 2011
Reporting inspector	Sheila Nolan

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Context of the school

Conway Primary Academy plans to open as a mixed, non-denominational one-form entry primary school with provision for a 30-place Reception class. It is sited in a residential area of West London and will provide for pupils from the Old Oak, Wormholt and White City areas. The historic Wormholt Library building is being restored and redeveloped to accommodate the school. The school plans to open early in September with one Reception class of 30 pupils. Its future intake is phased to match the further development of the site over two years. The headteacher, two full-time teachers and two teaching assistants have already been appointed to start in September.

The school will be run in the spirit of the Ark family of academies, striving for high achievement and good behaviour. There will be a special focus on mathematics and the performing arts. It is intended that every pupil will play an instrument and sing confidently. Reception pupils will follow the Early Years Foundation Stage curriculum.

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 intended ethos of the school emphasises the pupils' personal development, particularly through the enriched curriculum and the activities to be included in the extended school day. The planned provision clearly emphasises the development of the pupils' confidence, self-knowledge and their understanding of taking responsibility for their behaviour and actions. The annual cycle of celebrations across faith groups is built into the calendar for the new school year so that pupils can grow in their awareness of, and respect for, traditions and cultures other than their own. Visitors and groups appropriate to the age range are also planned so that pupils can develop an understanding of public institutions and services in England.

Welfare, health and safety of pupils

All essential policies and procedures have been prepared and comply with current guidance, including that on behaviour and anti-bullying. The safeguarding policy meets requirements and provides clear guidance to staff. A member of staff, already trained, is designated as the school's child protection officer and training for all staff is part of the induction process prior to the school opening date. The newly appointed staff team includes a qualified first aider with other staff members already signed up for courses leading to qualifications.

The school has devised detailed and suitable procedures to assess and manage safety risks around the school site. There are written policies to promote pupils' good behaviour with clear codes of conduct and an appropriate set of sanctions and

rewards. The health and safety policy is in line with requirements and has been drawn up with the welfare of the pupils at its heart. Currently, the admission and attendance registers are blank but are likely to meet requirements. The premises are being adapted to meet the requirements of the Equality Act 2010. Arrangements are in hand for the necessary fire safety checks when the building is deemed ready for the school. Evacuation procedures in the case of fire have been carefully considered. 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 meet the current guidance. All appointed staff are appropriately vetted and there is a single central register that contains all the required checks on the headteacher and staff. Members of the directorial board already have the necessary checks or these have been applied for. The school will not employ supply staff. The systems are in place for volunteers and other groups, such as caterers, to be checked in time for the opening of the school and the outcomes recorded on the single central register.

Premises of and accommodation at the school

Building work is still underway on the site but the architect's plans and models, as well as the site visit, confirm 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 classroom is of a good size as are the hall and other shared areas. Washrooms are planned to meet requirements. Play areas have been carefully considered and surfaces matched to the needs of young children both for free and guided play. Appropriate furniture and fittings are on order. Access is already in place for those with disabilities. A medical room is included in the plans and is intended to be fitted out appropriately.

Provision of information

The school website and prospectus provide the required information. All policies are readily available to prospective parents on the website. Termly reports to parents on the achievement of pupils are already part of the planned school year.

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.

The provision is likely to meet all the regulations.

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: 210

For age range: 4–11

For gender of pupils: Mixed