

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

---

School name	Aldborough E-ACT Free School
DfE registration number	Not yet known
Unique reference number (URN)	118775
Inspection number	384317
Inspection dates	4 August 2011
Reporting inspector	Ken Bush

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory Support Service (Cafcass), schools, colleges, initial teacher training, work-based learning and skills training, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for looked after children, safeguarding and child protection.

If you would like a copy of this document in a different format, such as large print or Braille, please telephone 0300 123 1231, or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

You may copy all or parts of this document for non-commercial educational purposes, as long as you give details of the source and date of publication and do not alter the information in any way.

To receive regular email alerts about new publications, including survey reports and school inspection reports, please visit our website and go to 'Subscribe'.

Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

T: 0300 123 1231  
Textphone: 0161 618 8524  
E: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
W: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

No. 090080

© Crown copyright 2011



## **Context of the school**

Aldborough E-ACT Free School is a proposed mixed two-form entry primary day school in Redbridge. In its initial phase beginning in September 2011, the proposed school will be located principally on the first floor of an existing community centre which, although originally built as a school, has not been used for this purpose for the past 25 years. Until Easter 2012, the ground floor will remain for community use but, beyond that time, the space is planned to become part of the extended school in its second phase. At the time of this inspection, an extensive programme of building work and refurbishment was in progress.

The proposed school is intended to admit up to 420 pupils aged from 4 to 11. From September 2011 when the school plans to open, however, a maximum of 60 Reception age children and 60 Year 1 pupils will be admitted. Details of the number, special educational needs and ethnicity of the children and pupils expected to enrol for September were not known at the time of this inspection. The school has no religious affiliation. The principal and four teachers, together with four teaching assistants, have now been appointed, along with five administrative/support staff. The proposed school is sponsored by E-ACT Free Schools Trust.

The proposed school's mission statement states that it 'will be founded on the principle of children are at the heart of everything we do. This will be demonstrated in the school's aims, values and practices. The guiding principle is to want and provide the best for children. This means that pupils' well-being and learning will come first and that planning, teaching, the learning environment, staffing and systems will all be geared to the needs of each child'.

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

The requirements of this standard are likely to be met adequately, subject to satisfactory implementation, through the planned curriculum, notably that for personal, social and health education and for citizenship. The school's plans set out to promote pupils' self-confidence and self-awareness. Pupils will learn about religious and cultural diversity both globally and in the United Kingdom through the taught curriculum and through assemblies and through celebrations of various world religions. There are well-conceived plans to develop pupils' understanding of public institutions and services in England. The school's detailed plans to emphasise high standards of behaviour for all highlight the need for pupils to take responsibility for their conduct both in school and in the local community and be aware of the implications of their actions for others.

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

Although implementation could not be checked, all requirements are likely to be met. Arrangements for ensuring that pupils are adequately safeguarded are clearly in place and compliant with all current requirements. The principal is the designated person responsible for safeguarding and has already received the requisite child-

protection training. Child-protection training has been booked and will be provided for all the newly-appointed staff in late August, prior to the planned opening of the school. The principal has been appropriately vetted by the trustees. All appointments of new staff have been made in accordance with the protocols of safer recruitment best practice and the trustees have identified as a key priority ensuring the new principal has this training also.

Owing to the new building and refurbishment currently taking place on the proposed school site, clearance from the fire safety authorities has not yet been received but an inspection is booked for a date prior to the official 'handover' by the building contractors. The school has confirmed that any recommendations will be acted upon immediately. Detailed arrangements for emergency site evacuation will be confirmed at that point, acting upon advice received, although outline plans are already in place. For example, separate mustering points are planned for school and community users on discrete tarmac areas. The trustees have given site security for the proposed new school a high priority and comprehensive plans are in place to ensure that community users (based on the ground floor only) do not come into any contact with pupils. The new and refurbished accommodation is presently at first floor level only, but ramping is in place to ensure access for all pupils and site users to the ground floor reception area and to the lift. No pupils requiring special access arrangements are expected in September. Nevertheless, the premises are being adapted to meet the requirements of the Equality Act 2010 and a three-year plan to improve access is in preparation. Policies to address 'anti-bullying', health and safety, first aid and offsite educational activities have been prepared, checked and found to be appropriate. There are three designated first aiders on the appointed school staff. The school plans to use an appropriate and well-established management information system to record pupils' admissions and attendance.

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

All requirements are likely to be met. A single central record is in place which covers all the required checks for all staff and trustees/proprietary body. At the time of this inspection, clearances for one member of the teaching staff and two teaching assistants were still awaited, but school managers were able to demonstrate a clear awareness of the procedures required should clearance not be received prior to the school's planned opening. School managers are also aware of the checking procedures needed for the future use of supply staff if necessary.

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

All requirements are likely to be met. The school premises on the first floor will consist of: general teaching accommodation for up to six classes, two more than will be needed when the school first opens; a hall/dining area; student washrooms; staff washrooms and office/recreational space for staff. The minimum requirements for washrooms are met. The ground floor accommodation for the school comprises a small reception area, a dedicated medical room, a staff resource area and some limited storage space. A tarmac area, although not ideal to support outdoor learning in the Early Years Foundation Stage, will provide adequate safe hard-surface play

space for pupils in the school's initial phase. An adjacent small garden is being prepared as an additional play area and resource to support aspects of the curriculum. A former pond (no longer containing water) will be decked over before the school's planned opening. There are no plans at present to prepare any hot or cold food on site as this will be provided in partnership with the local authority. The buildings are likely to meet the regulations for heating, lighting, ventilation, decoration and floor coverings. Scrutiny of plans, together with discussion with school managers and the building site manager, indicates that all building and/or refurbishment requirements are likely to be met on time, including the provision of good quality age-appropriate furniture and fittings. The trustees have also prepared contingency plans so that if there are any minor delays on the building and/or refurbishment work, the school could function safely on the planned opening date with minimal disruption to the curriculum.

### **Provision of information**

The school has constructed a website which provides parents and carers with access to all the information required. Hard copies of all documents will be provided for parents as required. The school's complaints procedure will be provided in hard copy as part of the prospectus and induction pack for all parents and carers. Consequently, the provision is likely to meet all the regulations.

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

The provision is likely to meet all the regulations.

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

### **Registration**

Is registration recommended?

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

**For number of day pupils:** 420  
**For age range:** 4–11 years  
**For gender of pupils:** Mixed.