

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

School name	Kajans Hospitality and Catering Studio College
DfE registration number	300/4007
Unique reference number (URN)	139783
Inspection number	422334
Inspection dates	16 July 2013
Reporting inspector	Susan Aldridge

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Piccadilly Gate
Store Street
Manchester
M1 2WD

T: 0300 123 1231
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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 2008.¹

Context of the school

Kajans Hospitality and Catering Studio College (KHCS) is sponsored by Kajans Women's Enterprise and is to be a studio school for students aged 14-19. It is situated in the Aston area of Birmingham. It plans to open in September 2013 with up to 90 students in temporary premises in Albert Hall, Witton Road. The school will ultimately provide for up to 300 students and will be accommodated in buildings nearby that were vacated some time ago by a local authority mainstream secondary school. These premises are on a long-term lease from Birmingham and are to be refurbished by Christmas 2013. A link with nearby King Edward VI boys' school has been established and KHCS students are to use the new sports facilities belonging to this school as well as their science accommodation. Several links with employers such as Marks and Spencer and Sainsbury's have been established to secure work experience, including paid work experience for students over 16. The school has no religious affiliation; it will admit students of all faiths and none and may admit those with special educational needs.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

It is likely that the school will meet all the regulations although implementation of plans and policies could not be seen on this visit. The school's curriculum is to include personal, social and health education, citizenship education and religious education for students up to 16. Arrangements for encouraging students to develop self-awareness include learning coaches and business mentors. Citizenship studies are designed to enable students to develop an understanding of right and wrong, the legal system and public institutions and services in England. The school has invested in 'The Day', an electronic tool for planning that enables teachers to draw on current topics, highlight ethical issues and encourage debate and activities around topical stories. The assembly rota for the first term shows a range of topics, starting with induction, and including exploration of topics such as 'being grateful' as well as celebration of multi-cultural events such as Diwali. The content draws on the lives of leaders such as Guru Nanak, and celebration of Afro-Caribbean culture is evident in wall-plaques showing sayings from famous names such as Marcus Garvey, Martin Luther King and Desmond Tutu. There are plans to provide cultural opportunities through music, drama, sports, music and dance. There are plans to involve students in sports leadership and community ventures such as an intergenerational allotment,

¹ www.legislation.gov.uk/ukpga/2008/25/section/99

which will grow produce to be used in the catering kitchen. The staff appointed are from a range of backgrounds and religions and cultures and the school is aware of the need to be vigilant in ensuring that students are not exposed to extreme views but given a balanced picture of political issues at all times including during extra-curricular activities.

Welfare, health and safety of pupils

The school is likely to meet all but one of the regulations although implementation could not be seen at this visit. The school has all the policies required and these cover most of what is needed to secure students' welfare, health and safety. All the required checks are being carried out on staff prior to their appointments to ensure that all are suitable to work with children. The trustees and governors are being similarly checked. Between them, the child protection and staff training policy and the safeguarding and student welfare policy provide all the required guidance. The designated person, the headteacher, has had training in the last year and staff are to be trained in child protection, the school's policies and fire safety as part of induction before students are admitted. Training is also planned for students so that by the time they go out on work experience they will have food hygiene certificates, training in fire safety and health and safety at work. The behaviour policy and the anti-bullying policy between them set out clear expectations, and arrangements for rewards and sanctions. A general risk assessment on the premises has been carried out. A fire risk assessment for the current premises was carried out on 12 July this year and there is a clear action plan that is being implemented. A similar risk assessment is planned on completion of building work at what will be the school's permanent site. The first aid policy covers all that it should including roles and responsibilities, training and record keeping. The school's draft disability statement includes an access improvement plan. An electronic facility allows the school to record admissions, attendance and sanctions as required. There is a fairly comprehensive health and safety policy that sets out arrangements for most aspects of this. However, despite satisfactory risk assessment having been carried out, the policy has no guidance on carrying out risk assessments and reducing risks to an acceptable level.

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

- include in its policy the arrangements for assessing risks and reducing these to an acceptable level (paragraph 11).

Suitability of staff, supply staff, and proprietors

The school's policy in respect of the recruitment of full-time and part-time staff is being correctly implemented. Personnel files show that all the expected checks are carried out including, where appropriate, whether individuals have the right to work in the United Kingdom. These checks and similar checks carried out on governors and trustees are correctly recorded in a single, central record. The policy is clear about expectations of recruitment agencies in respect of supply staff and the school knows that these staff need to show identification when reporting to the school for

work, and that the details of checks carried out by agencies must be entered on the single central record.

Premises of and accommodation at the school

It is clear from plans and discussion with the managers that the accommodation meets all but one of the regulations. The school acknowledges that the temporary accommodation is not sufficient for the number of students applied for and it plans to increase numbers from 90 in the first year to 300 in the third year of operation. The temporary accommodation is in a good state of repair, with suitable lighting, flooring, heating and ventilation; there is sufficient space for 90 students. Some minor internal remodelling has yet to be done before the school opens in September but there are to be five classrooms, some smaller areas for individual or small group discussions, a small information technology area, a medical room with sink and close to washrooms, a catering kitchen, a cafe, toilets for students and staff and office accommodation. There is sufficient outdoor lighting but no outdoor play space; an adjacent park is to be used under supervision by students who wish to be outside. Suitable accommodation for science teaching and sports and physical education is to be provided through a link with a local secondary school with the required facilities. There is a suitable communal area that will be used for lunchtimes and assemblies. A catering firm has been approached to provide lunchtime food.

The refurbishment planned for the permanent site is such that all regulations are likely to be met and the timescale for completion is realistic. In addition to what is to be available at the temporary site there is to be ample outside play space, a science laboratory, a learning resource centre, assembly hall, meeting room, a design and technology workshop, information and communication technology workshop, sufficient toilets for the number applied for, a gymnasium, changing rooms with showers and a staff room.

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

- mark clearly the sources of drinking water in the building (paragraph 23(F)(1)(c).

Provision of information

The provision is likely to meet all the regulations.

Manner in which complaints are to be handled

The school must meet the regulations identified in the check sheet and detailed below.

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:**
- include in its health and safety policy the arrangements for assessing risks and reducing these to an acceptable level (paragraph 11)
- mark clearly the sources of drinking water in the building (paragraph 23F(1)(c))
- ensure that the complaints policy states that all statements and records of complaints are to be kept confidential (paragraph 25(k)).

Recommended number of day pupils: 90 in September 2013 rising to 300 on completion of the refurbishment at the permanent site

Recommended age range: 14-19

Recommended gender of pupils: Mixed

Recommended type of special educational needs: N/A.

Note: The Department should obtain confirmation from the school before it opens that the planned building works have been completed.