

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

School name	St Mary's Church of England Primary School
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Reporting inspector	Jane Chesterfield

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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

St Mary's Church of England Primary School is a free school which is due to open on 8 September 2014 in temporary accommodation in Norwood Green, West London. It will provide 30 places initially for Reception-aged children, catering for boys and girls of all abilities, including those with special educational needs. New, purpose-built premises are to be constructed on a site nearby belonging to the church, and these are due to open in September 2015. The number on roll is intended to increase by 30 each year, until the school reaches a maximum of 210 places in September 2020.

The school is sponsored by the London Diocesan Board for Schools and has an Anglican foundation. It aims to deliver high academic standards with a strong emphasis on spoken and written English, to develop children's characters and life skills, to provide a relevant curriculum drawing on the locality and to promote engaged citizenship and healthy living through a particular focus on environmental issues. The temporary premises are located behind St Mary's Church Hall and have previously been used as a scout hut. Conversion work is to take place during July and August 2014.

Compliance with the regulations

Spiritual, moral, social and cultural development of pupils

Although the implementation of this standard could not be seen, provision is likely to meet requirements, based on the school's curriculum policy and its curriculum maps from Reception to Year 6. Throughout the school, provision is made for the teaching of religious education, healthy lifestyles, cultural identity and diversity, and global and environmental issues. The school intends to work towards Unicef's Rights Respecting Schools status, and to teach personal, social and health education (PSHE) following the programme from the PSHE Association. Older pupils will be expected to carry out charity work and have the chance to go on residential trips to develop their personal skills. During their time at the school, pupils will learn about, and from, a range of world religions, including Christianity, Judaism, Islam, Hinduism and Sikhism, all of which are followed in the local community.

Planning indicates that pupils will be taught to develop tolerance for the cultures and beliefs of others. Festivals and events highlighting different communities will be

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

celebrated, including Black History Month, Diwali and Chinese New Year, alongside the festivals of the Anglican church. Knowledge of public institutions and community roles will be promoted throughout the school, from the topic in Reception on 'people who help us', to work on human rights, work and responsibility, and child poverty in Key Stage 2. It is intended that the London Transport Be Safe team will visit to promote road and travel safety. Sex and relationships education will be undertaken appropriately. The school's behaviour policy sets out clear guidance for pupils and parents on expectations for right and wrong, and for ensuring that the school community is orderly and harmonious. Pupils will be taught about how societies and the law operate, and will have the opportunity to be part of the school and class councils. The school is committed to ensuring that politics will be presented in a balanced way, with no partisan views dominant.

Welfare, health and safety of pupils

Implementation of this standard could not be seen, but the school is likely to meet most of the regulations. The school has drawn up appropriate policies, including safe recruitment, which are likely to meet requirements. All required checks on staff employed to date have been carried out. The school's policy for child protection was prepared before the publication of the recent guidance, *Keeping Children Safe in Education*, and so does not have regard to this. The headteacher and administrator and a number of governors have already undertaken training for child protection and safe recruitment. Training for new staff in child protection has been booked for the beginning of September, before pupils are admitted to the school, so this requirement is likely to be met. The school's behaviour policy sets out suitable rewards and sanctions, and gives appropriate guidance on dealing with bullying.

The school has drawn up a suitable health and safety policy, which it intends to amend, as required, when building work on the temporary premises is complete. Conversion work on the premises has not yet begun, but a fire risk assessment by an independent consultant has been booked to take place in July, and the fire inspection by the fire and rescue services has been arranged for the end of August. The first-aid policy gives effective guidance to staff. First-aid training is ongoing, but when this is completed at the end of July there will be an adequate number of qualified first aiders, including those with paediatric training. Appropriate admission and attendance registers have been purchased, but have not yet been set up and made available to view. The school has a three-year accessibility improvement plan and is likely to meet the requirements of the Equality Act 2010.

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

- review its child protection policy to reflect the guidance in *Keeping Children Safe in Education* (paragraph 7)
- set up the admission and attendance registers (paragraph 17).

Suitability of staff, supply staff, and proprietors

The school is likely to meet most of the requirements. The single central register (SCR) covers all those already employed or associated with the school who may have unsupervised access to children. All the required checks on staff and governors are carried out, but there is currently no column in the SCR to indicate that their identities have been checked. Additionally, there is no column to indicate whether or not governors have the right to work in the United Kingdom. The school has systems in place ready to check any supply staff employed in the future.

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

- ensure that dates for identity checks are included for all those entered on the single central register, and that dates for checks of the right to work in the UK are included for governors (paragraphs 22(3) and 22(6)).

Premises of and accommodation at the school

Plans for the proposed conversion works to the temporary accommodation indicate that the requirements for the premises are likely to be met. Classroom space will be suitable for the numbers intended. Proposed washroom facilities are adequate for the numbers of pupils likely to be admitted in the school's first year. Suitable accommodation is shown on the plans for the treatment of pupils who may be ill or injured. This room includes a washbasin and is adjacent to the washroom for those who are disabled. The plans take account of the need for suitable acoustic conditions and appropriate internal and external lighting in the converted premises. A drinking fountain is to be provided in the playground, and the school is aware of the need to label sources of drinking water, and to ensure that the temperature of hot and cold water supplies is appropriate. The outdoor space available is sufficient to promote pupils' physical development in the Early Years Foundation Stage curriculum, and to allow children room to play outside with appropriate security.

Plans for the new school have not yet been drawn up.

Provision of information

The school must meet the regulations identified in the check sheet.

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:**
- review its child protection policy to reflect the guidance in 'Keeping Children Safe in Education 2014' (paragraph 7)
- set up the admission and attendance registers (paragraph 17)
- ensure that dates for identity checks are included for all those entered on the SCR, and that dates for checks of the right to work in the UK are included for governors (paragraph 22(3) and 22(6))
- make available to parents policies for English as an additional language and for health and safety (paragraph 24(1)(b))
- produce templates for annual reports to parents on their children's attainment and progress (paragraph 24(1)(f))
- provide access to the school's admission and attendance registers (paragraph 24(1)(g)).

Recommended number of day pupils: 30 on this site

Recommended number of boarders: 0

Recommended age range: 4 to 11 years

Recommended gender of pupils: Mixed

Recommended type of special educational needs: N/A.

The school is aware that it will need to inform the Department of the material change when the new premises are ready for occupation.