

## Report for an Additional Inspection

<b>School name</b>	Stratford Preparatory School
<b>DfE number</b>	937/6094
<b>Address</b>	Stratford Preparatory School Church House Old Town Stratford-upon-Avon CV37 6BG
<b>Headmaster</b>	Mr Neil Musk
<b>Proprietor</b>	Mrs Catherine Quinn
<b>Date of visit</b>	10 December 2018

## 1. Introduction

### Characteristics of the school

Stratford Preparatory School is a co-educational school for pupils aged two to eleven years. It was founded in 1989 by the current proprietor, who is also the principal. The school is situated in the Old Town district of Stratford-upon-Avon in a former rectory, with later additions to the site providing further accommodation and the use of a nearby field for games. At the time of the visit, there were 93 pupils on roll (50 girls and 43 boys). The school has 17 pupils who require support for special educational needs and/or disabilities (SEND). Three pupils speak English as an additional language (EAL). The school's previous inspection was a focused compliance and educational quality inspection in September 2017.

### Purpose of the visit

- 1.1 This was an unannounced additional visit at the request of the Department for Education (DfE) which focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs) and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the visit	Team judgements
Part 1 paragraph 2(2)(f) (curriculum)	Met
Part 3, paragraph 7(a) and (b) (safeguarding)	Not met
Part 3, paragraph 14 (supervision)	Met
Part 5, paragraph 25 (premises and accommodation)	Met
Part 6, paragraph 32 (provision of information)	Met
Part 7, paragraph 33 (complaints)	Not met
Part 8, paragraph 34 (leadership and management)	Not met

## 2. Inspection findings

### Quality of education provided – curriculum [ISSR Part 1, paragraph 2(2)(f); EYFS 1.6]

- 2.1 The school meets the standards and the requirements.
- 2.2 Documentary evidence, including EYFS curriculum planning, schemes of work, and achievement and personal development records demonstrate a suitable approach to implementing the EYFS curriculum. Outcomes for almost all pupils are at least in line with national expectations. Appropriate provision is made for children who progress at a lesser rate due to learning difficulties, indicating that curriculum implementation is effective.

### Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7; EYFS 3.4, 3.5, 3.14]

#### Safeguarding policy

- 2.3 The school does not meet the requirements.
- 2.4 The school's policy for safeguarding does not provide suitable arrangements to safeguard and promote the welfare of pupils at the school. Guidance for reporting any concerns which might arise regarding the school's senior leadership is inconsistent. The policy does not make it sufficiently clear that staff may make a direct referral to the local authority designated officer in these and other circumstances.

#### Safeguarding implementation

- 2.5 The school does not meet the standard and requirements.
- 2.6 The school has not ensured that all staff holding responsibility as designated safeguarding leads are suitably trained and accredited for the role. It has also failed to report a safeguarding concern to the local authority designated officer. Not all staff understand their responsibility to refer a concern directly to the local authority should it become necessary to do so, nor do all staff have the confidence to take this action individually.

### Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14; EYFS 3.28 – 3.36]

- 2.7 The school meets the standard and requirements.
- 2.8 Supervision of pupils and children in the EYFS is appropriate and meets the requirements. Children in the EYFS are supervised by suitably experienced and qualified staff at all times and usually within sight and always within hearing of the staff who care for them. Staff to pupil ratios in the EYFS are appropriate, are monitored effectively by the school's leadership, and deployment arrangements ensure that there is always a sufficiency of supervisory staff. Supervision of pupils generally across the school is satisfactory, and staff act in a conscientious and kind manner in their care for pupils.

### Premises and accommodation - maintenance [ISSR Part 5, paragraph 25; EYFS 3.48, 3.54]

- 2.9 The school meets the standard and requirements.
- 2.10 The premises are maintained to a standard such that, as far as practicable, the health, welfare and safety of pupils are ensured. Food hygiene certificates displayed in the kitchen and dining area used by EYFS children, are current and confirm suitable standards. Food preparation and dining areas are clean and commensurate with health and safety requirements.

**Provision of information [ISSR Part 6, paragraph 32]**

- 2.11 The school meets the requirements.
- 2.12 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

**Manner in which complaints are handled [ISSR Part 7, paragraph 33; EYFS 3.74, 3.75]**

- 2.13 The school does not meet the standard and the requirements.
- 2.14 The school does not fulfil the requirements of its complaints procedure because the complaints log is not maintained as required, and the school does not follow its published procedures to provide a panel hearing in cases where complainants are not satisfied with the response to their initial complaint.

**Quality of leadership and management [ISSR Part 8, paragraph 34]**

- 2.14 The school does not meet the standard.
- 2.16 Those holding leadership and management responsibilities in the school do not demonstrate good skills and knowledge or fulfil their responsibilities effectively so that the independent school standards are met consistently and actively promote the well-being of pupils. The content of the safeguarding policy is inconsistent and not implemented in line with current statutory guidance. The school does not handle complaints in line with its published procedures or maintain appropriate records of complaints.

### 3 Regulatory action points

3.1 The school does not meet all of the requirements of the Education (Independent School Standards) Regulations 2014 and requirements of the Early Years Statutory Framework and should take immediate action to remedy deficiencies as detailed below.

#### **ISSR Part 3, Welfare, health and safety, paragraph 7**

- Ensure that the safeguarding policy makes it sufficiently clear that staff may make a direct referral to the local authority [paragraph 7(a) and (b)]
- Ensure that all those holding responsibility as designated safeguarding leads are suitably trained and accredited for the role [paragraph 7(a) and (b)]
- Ensure that any potentially serious safeguarding issue is discussed with the local authority designated officer and that any advice received is acted on [paragraph 7(a) and (b)]

#### **ISSR Part 7, Handling of complaints, paragraph 33**

- Ensure that the complaints procedure is correctly implemented through the provision of a panel hearing, if required [paragraph 33(f)]
- Ensure a written record is kept of all complaints and whether they are resolved following a formal procedure, or proceed to a panel hearing and any action taken by the school as a result of those complaints [paragraph 33(j)]

#### **ISSR Part 8, Leadership and management, paragraph 34**

- Ensure that those holding leadership and management responsibilities in the school demonstrate good skills and knowledge and fulfil their responsibilities effectively so that the independent school standards are met consistently and actively promote the well-being of pupils [paragraph 34 (1)(a), (b) and (c)]

## 4 Summary of evidence

### Written materials

- safeguarding policy
- the code of conduct for staff
- CME policy
- governors' minutes with regard to the annual review of the safeguarding/child protection policy and procedures
- complaints procedure
- staff qualifications;
- staff to pupil ratios in EYFS;
- food hygiene certificate
- records and correspondence relating to safeguarding
- records of children's' achievement and personal development in EYFS
- EYFS curriculum documentation
- EYFS supervision arrangements, including rotas
- evidence of referrals/consultations [Children's Services, local authority designated officer (LADO), Disclosure and Barring Service (DBS) and Teaching Regulation Agency (TRA)]
- evidence of allegations reported to you as Head or to the Proprietor
- record of safeguarding training for Head and all staff
- governors' minutes with regard to the annual review of the child protection policy and procedures;
- log of complaints, stage of resolution, parental communications and school replies
- Health and Safety records

### Meetings with school personnel

- Introductory meeting with head
- Meeting with the DSL – to discuss implementation of safeguarding policy, training and induction of new staff
- Meeting with DDSL ,responsible for EYFS – to discuss implementation of safeguarding policy with reference to EYFS
- Meeting with proprietor
- Meeting with group of staff selected by RI
- Feedback to head and proprietor

### **Activities on site**

- Further scrutiny and evaluation of implementation of policies and documentation (as detailed above)
- Visit to EYFS department
- Visit to kitchen and dining area for EYFS
- Meeting of inspectors