



Material Change Inspection Report

Kingston Grammar School

June 2024

School's details

School College	Kingston Grammar School		
DfE number	314/ 6067		
Registered charity number	1078461		
Address	Kingston Grammar School London Road Kingston Upon Thames London KT2 6PY		
Telephone number	0208 546 5875		
Email address	head@kgs.org.uk		
Headteacher	Mr Stephen Lehec		
Chair of governors	Mr R O'Dowd		
Proprietor	Kingston Grammar School		
Age range	11 to 18		
Number of pupils on roll	874		
	Seniors	599	Sixth Form 275
Date of inspection	25 June 2024		

1. Introduction

Characteristics of the school

- 1.1 Kingston Grammar School is an independent co-educational day school. It is owned and governed by a board of trustees and is a registered charity. The school has identified 128 pupils who have special educational needs and/or disabilities (SEND). There are two pupils who have an education health and care (EHC) plan. No pupils require support for English as an additional language. The school's previous inspection was one of regulatory compliance which took place in December 2021.

Purpose of the inspection

- 1.2 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school's proposal to increase its capacity to 1100 pupils over a five-year period. The proposal includes the acquisition and refurbishment of an additional building located close to the school. The inspection focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs).

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 3 paragraphs 11 (health and safety) and 12 (fire safety)	Met
Part 3, paragraphs 14 (supervision) and 16 (risk assessment)	Met
Part 4, paragraphs 18 to 21 (suitability of staff, supply staff and proprietors)	Met
Part 5, paragraphs 23 to 29 (premises and accommodation)	Met
Part 6, paragraph 32(1)(c) (provision of information)	Met
Part 7, paragraph 33 (complaints)	Met
Part 8, paragraph 34 (leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [ISSR Part 3, paragraph 7]

Safeguarding policy

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

Safeguarding implementation

- 2.3 The school meets the standard.
- 2.4 The school implements its safeguarding policy effectively and provides appropriate support for its pupils.
- 2.5 Pupils understand that they may report any concerns they have. They appreciate the many ways in which they can do this, both face-to-face and online, where they can choose to do so anonymously. Pupils say that they do report any concerns they have about themselves or their peers and that they are confident that they will receive a prompt and effective response. Records of safeguarding incidents confirm that this happens in practice. These also show that the school takes appropriate action where needed in response to pupils' concerns. Pupils are well educated about how to stay safe online. The school implements effective systems to filter and monitor technology and manages pupils' personal devices appropriately. Pupils' mental health needs are supported effectively and the school assesses the risks around vulnerable pupils with suitable care.
- 2.6 Safeguarding leaders are appropriately trained at the advanced level. The safeguarding team manages staff training needs effectively and provides suitable induction training. They give regular and timely updates in response to new information or newly identified risks to pupils. Senior leaders make suitable arrangements to support any pupils with SEND and those with protected characteristics. Staff are suitably trained in the risks of extremism. Safeguarding leaders liaise effectively with external agencies including children's services, the police and the local authorities in which pupils live. Record keeping is systematic and accurate. Records of child-on-child abuse, any sexualised incidents and of any pupils of concern are kept appropriately; regular analysis of trends and patterns evident in records informs safeguarding practice.
- 2.7 Staff understand the school's code of conduct which emphasizes professional behaviour appropriately. They report any concerns they may have about colleagues, including those which do not meet the harm threshold. A suitable log of these low-level concerns is kept.
- 2.8 Governors provide effective oversight of safeguarding and are suitably trained. Governors with responsibility for safeguarding are regular visitors to the school where they discuss safeguarding with pupils and staff and attend safeguarding team meetings. Policy and procedures are reviewed annually and governors ask pertinent questions to inform their understanding so that they can fulfil their responsibilities effectively.
- 2.9 School leaders have considered the safeguarding implications of the proposed increase in numbers with suitable care. The systems currently being implemented are sufficient to cater for the proposed increase in numbers.

Welfare, health and safety of pupils – health and safety; fire safety [ISSR Part 3, paragraphs 11 and 12]

- 2.10 The school meets the standards.
- 2.11 There is a suitable health and safety policy which is effectively implemented. This outlines clear lines of responsibility across all areas of school life. Monitoring of all aspects of health and safety is carried out effectively. Documentation is thorough and shows that checks on all aspects of infrastructure and the safety of personnel are regularly carried out in a timely fashion. New staff receive induction in health and safety matters and all staff receive regular updates and training relevant to their roles.
- 2.12 Leaders have planned use of the newly acquired building appropriately. This is currently being refurbished for use as a sixth form centre. Building work is continuing and is being carried out with due care for the health and safety of those who will use it. Dates for the sign off for the building and compliance with building regulations are planned to enable the building to open in September 2024.
- 2.13 The school has considered appropriately the safety of sixth form pupils who will travel between the main school and the new building. The route takes them along a pavement with only a minor road to be crossed on the route. Systems are being installed to log pupils' entry and exit from each site and attendance registers will be checked in every lesson so that any absences can be quickly followed up.
- 2.14 Fire policies and procedures are effective in the main school; drills are held regularly, and pupils understand their evacuation routes and assembly locations. Plans are well advanced for fire safety in the new building, including obtaining an appropriate fire risk assessment. The building has suitable staircases at each end of the three upper floors. An extra lobby with fire doors is being added for each of these exits to further strengthen fire safety. Signage and extinguishers are planned for appropriately and a suitable fire alarm system is due to be installed.
- 2.15 Arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

Welfare, health and safety of pupils – supervision of pupils; risk assessment [ISSR Part 3, paragraphs 14 and 16]

- 2.16 The school meets the standards.
- 2.17 Pupils are effectively supervised during the school day through the effective implementation of age-appropriate staff rotas. These include cover of areas such as the public park used for recreation and the dining facilities. Suitable numbers of staff supervise breaks and lunchtimes. Sufficient staff offices are planned for the new building to enable a continuous staff presence in the sixth form centre.
- 2.18 Senior leaders have an effective approach to the identification and management of risk. There is a suitable risk assessment policy which is implemented effectively. The school assesses and mitigates risk across all aspects of school life, including through individual risk assessments for any vulnerable pupils. Leaders have prepared a detailed and suitable risk assessment for the increase in the school's capacity and for the integration of the new building into the school's accommodation.
- 2.19 Arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21]

- 2.20 The school meets the standards.
- 2.21 The school implements its suitable recruitment policy effectively so that all required checks on staff and governors are completed before their appointment. The checks are accurately recorded on the single central record of appointments. The school does not currently employ supply staff.

2.22 Systems currently being implemented provide effectively for the proposed increase in pupil numbers.

Premises and accommodation – toilets and changing accommodation; medical facilities; maintenance; acoustics; lighting; water supply and outdoor space [ISSR Part 5, paragraphs 23 – 29]

2.23 The school meets the standards.

2.24 The premises and accommodation currently provided are suitable and well maintained. Use of the newly refurbished four-floor building is effectively planned to provide further appropriate accommodation for the pupils who will use it. This includes dining facilities, office space for staff, classrooms of varying sizes and areas for private study.

2.25 There are suitable toilet and washing facilities in the main school and in the newly acquired building. There are appropriate changing facilities and a well-appointed medical centre on the main school site which is easily accessible for sixth form pupils. Lighting and acoustic conditions are suitable in the main school and plans provide for this to be the case in the newly acquired building.

2.26 Pupils have access to drinking water fountains and these are planned to be provided for in the new building.

2.27 The school has the use of various 'onsite outdoor space' in addition to the off-site sports facilities and the space for recreation adjacent to the school site.

2.28 Arrangements are likely to be sufficient to meet the needs of the envisaged increase in pupil numbers.

Provision of information [ISSR Part 6, paragraph 32(1)(c)]

2.29 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]

2.30 The school meets the standard.

2.31 School leaders and governors implement an effective complaints procedure which includes a three-stage process. They maintain an appropriate and detailed log of formal complaints which also records actions taken in response to complaints, whether they are upheld or not. Should a complaint proceed to a panel hearing the panel is correctly constituted. After any hearing, a letter describing the decision made and any recommendations is provided to the complainant.

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

2.32 The school meets the standard.

2.33 Senior leaders and governors provide effective oversight of policies and procedures across all aspects of school life. They monitor safeguarding and welfare arrangements appropriately. They have planned effectively for the acquisition and refurbishment of the newly acquired building. They demonstrate good skills and knowledge and fulfil their responsibilities effectively so that they actively promote the wellbeing of pupils.

2.34 The school has planned with suitable care for the proposed increase in pupil numbers and arrangements are likely to be sufficient to meet the needs of the envisaged increase in capacity.

3. Recommendation with regard to material change inspection

Recommendation

- 3.1 It is recommended that the school's request to increase its capacity from 900 to 1100 pupils be granted. It is likely that arrangements in place and planned for are sufficient to cater for the increased capacity.

4. Summary of evidence

- 4.1 The inspectors held discussions with the deputy head, senior leaders and other members of staff and met with the chair of governors. They visited different areas of the school, including the building being refurbished, and talked with groups of pupils. They scrutinised a range of documentation, records and policies.