

**COLLINGWOOD SCHOOL**

**REGULATORY COMPLIANCE INSPECTION**

**06 TO 07 DECEMBER 2016**



# School's Details

<b>Full Name of School</b>	Collingwood School
<b>DfE Number</b>	319/6052
<b>Registered Charity</b>	1375182
<b>Address</b>	Collingwood School 3 Springfield Road Wallington Surrey SM6 0BD
<b>Telephone Number</b>	020 8647 4607
<b>Email address</b>	schooloffice@collingwoodschool.org.uk
<b>Acting headmistress</b>	Mrs Dee Heron
<b>Chair of governors</b>	Mrs Barbara Greatorex
<b>Age Range</b>	3 to 11
<b>Total Number of Pupils</b>	90
<b>Gender of Pupils</b>	Mixed
<b>Pupils' Ability</b>	Standardised tests indicate that the ability of the pupils is above the national average.
<b>Pupils' Needs</b>	The number of pupils requiring support for special educational needs and/or disabilities (SEND) is 10. They require support for dyslexia and specific learning difficulties. No pupils have a statement of special educational needs or an education, health and care (EHC) plan. Also, 5 pupils have English as an additional language (EAL) and receive support for this aspect of their learning.
<b>History of the School</b>	The school was founded in 1929 and educated boys only. It became co-educational in 1991.
<b>Ownership and Governing Structure</b>	The school is a registered charity, administered by a board of governors.
<b>School Structure</b>	The school is divided into two sections: the pre-prep which includes Nursery and Reception, and the prep school.
<b>Inspection Dates</b>	06 to 07 December 2016

# About the Inspection

The registration authority for independent schools is the Department for Education (DfE), which directs inspection according to a specified frequency or at any time where the DfE has particular concerns about a school. The Independent Schools Inspectorate (ISI) is the body approved by the Secretary of State for the purpose of inspecting schools which are, or whose heads are, in membership of the associations which form the Independent Schools Council (ISC) and reporting on the extent to which they meet the Independent School Standards (“the standards”) in the Schedule to the Education (Independent School Standards) Regulations 2014. Accordingly, inspection records whether the school meets each of these standards, which are arranged in eight Parts, each of which is divided into separate paragraphs. The inspection of schools that have early years settings not requiring registration similarly records whether the school complies with key provisions of the Early Years Foundation Stage statutory framework, and for registered settings the full range of the Early Years Foundation Stage provisions is considered. Additionally, the inspection reports on the school’s accessibility plan under Schedule 10 of the Equality Act 2010 and the ban on corporal punishment under section 548 of the Education Act 1996. It comments on the progress made by the school in meeting the compliance action points set out in the school’s most recent statutory inspection. All association independent schools will have an inspection within three years from April 2016, in accordance with the Framework. The inspection may be of COMPLIANCE ONLY or of EDUCATIONAL QUALITY AND COMPLIANCE depending on a number of factors, including findings from their most recent inspection. Schools judged not to meet the standards following their inspection may also be subject to a progress monitoring visit before their next routine inspection. The progress monitoring visit will judge whether the school has taken the necessary action to meet any unmet standards and any concerns about quality identified at their previous inspection.

**This is a COMPLIANCE ONLY inspection and, as such, reports only on the school’s compliance with the standards.** The standards represent minimum requirements and judgements are given either as **met** or as **not met**. All schools are required to meet all the standards applicable to them. Where the minimum requirements are not met, this is clearly indicated in the relevant section of the report and the school is required to take the actions specified.

The inspection does not include matters that are outside of the regulatory framework described above, such as:

- (i) the school’s aims;
- (ii) an exhaustive health and safety audit;
- (iii) compliance with data protection requirements;
- (iv) an in-depth examination of the structural condition of the school, its services or other physical features;
- (v) contractual arrangements with parents;
- (vi) an investigation of the financial viability of the school or its accounting procedures.

Where necessary, National Curriculum nomenclature is used to refer to year groups. Links to the full regulations and requirements can be found here: [The Independent School Standards Regulations](#), [Early Years Foundation Stage Statutory Framework](#).

## SUMMARY EVALUATION

**The school does not meet all of the required standards in the schedule to the Education (Independent School Standards) Regulations 2014, and relevant requirements of the statutory framework for the Early Years Foundation Stage, and should take immediate action to remedy deficiencies as detailed below.**

### PART 1

#### Quality of education provided

The school uses its own framework to determine attainment, instead of the national framework.

The curriculum is documented, supported by appropriate plans and schemes of work for the pupils and covers the required breadth of material. The teaching enables pupils to make good progress, encompasses effective behaviour management and is supported by suitable resources. A suitable framework for the assessment of pupil performance is in place.

**The standards relating to the quality of education [paragraphs 1 - 4] are met.**

### PART 2

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

Principles and values are actively promoted which facilitate the personal development of pupils as responsible, tolerant, law-abiding citizens.

**The standard relating to spiritual, moral, social and cultural development [paragraph 5] is met.**

### PART 3

#### Welfare, health and safety of pupils

Arrangements are made to safeguard and promote the welfare of pupils by means that pay due regard to current statutory guidance; good behaviour is promoted; health and safety requirements are met, including those relating to fire safety; provision is made for first aid. Pupils are properly supervised; admission and attendance registers are maintained, as required, and there is a strategic approach to risk assessment. A disability access plan is in place.

A few pupils who responded to the pre-inspection questionnaire felt that the school does not deal effectively with bullying. This view was also expressed by pupils through discussions during the inspection. Staff display a commitment to preventing bullying, but a scrutiny of bullying records showed no evidence to suggest that issues are dealt with according to the school's policy and of which sanctions are imposed. No evidence was found to demonstrate how systems have changed in response to incidents.

**The standards relating to welfare, health and safety in paragraphs 6 - 9 and 11 - 16, the requirement of Schedule 10 of the Equality Act 2010 (accessibility plan) and the ban on corporal punishment under section 548 of the Education Act 1996 are met, but that relating to paragraph 10 [prevention of bullying] is not met.**

**Action point 1**

- **the school must ensure that the impact of any bullying on individual pupils is monitored, suitable sanctions are imposed and steps are taken to prevent a recurrence. [paragraph 10]**

**PART 4****Suitability of staff, supply staff, and proprietors**

The school makes appropriate checks to ensure the suitability of staff, supply staff, and proprietors and a register is kept as required.

**The standards relating to the suitability of those in contact with pupils at the school [paragraphs 17 - 21] are met.**

**PART 5****Premises of and accommodation at schools**

Suitable toilet facilities for pupils and appropriate accommodation for their medical needs are provided. The premises are maintained to a standard commensurate with health and safety; acoustics and lighting are appropriate; water provision is adequate. Suitable outdoor space is provided for physical education and outdoor play.

**The standards relating to the premises and accommodation [paragraphs 22 - 31] are met.**

**PART 6****Provision of information**

A range of information is variously published, provided or made available to parents, inspectors and the Department for Education. These include details about the proprietor, the ethos of the school and the curriculum, and of the school's arrangements for admission, behaviour and exclusions, bullying, health and safety, first aid, details of the complaints procedure, and the number of complaints registered under the formal procedure during the preceding school year, and the provision for those with Education, Health and Care plans or English as an additional language. They also include particulars of the school's academic performance during the preceding school year, and its results in public examinations, inspection reports and (for parents only) a report at least annually of their own child's progress. The safeguarding policy is posted on the school's website.

**The standard relating to the provision of information [paragraph 32] is met.**

**PART 7****Manner in which complaints are handled**

Parental complaints, if any, are handled effectively through a three-stage process (informal, formal and a hearing before a panel of three, one of whom is independent of the school). Each stage has clear time scales, and at the third stage the panel can make findings and recommendations which are communicated to the complainant.

The school does not keep appropriate records showing any action taken in response to any complaints.

**The standards relating to the handling of complaints in sub-paragraphs 33 (a - i) and (k) are met but that relating to 33 (j) is not met.**

**Action point 2**

- **the school must ensure that a written record is kept of all complaints and any actions which are subsequently taken, whether or not a complaint is successful. [paragraph 33(j)]**

**PART 8**

**Quality of leadership in and management of schools**

The proprietors ensure that the leadership and management demonstrate good skills and knowledge, and fulfil their responsibilities effectively, so that the other standards are consistently met and they and actively promote the well-being of the pupils.

**The standard relating to leadership and management of the school [paragraph 34] is met.**

# About the inspection

The inspectors observed a small sample of lessons, conducted formal interviews with pupils and examined samples of pupils' work. They held discussions with teachers, senior members of staff and with the chairman of governors. They observed a sample of the extra-curricular activities that occurred during the inspection period, and attended registration sessions and assemblies. Inspectors visited the facilities for sick or injured pupils. The responses of parents and pupils to pre-inspection questionnaires were analysed, and the inspectors examined regulatory documentation made available by the school.

## **Inspectors**

Mr Andrew Farren      Reporting Inspector

Mrs Ruth Loveman      Compliance Team Inspector (Head of preparatory, IAPS school)