



**ISI** Independent  
Schools  
Inspectorate

**Material Change Inspection Report**

**Manor Lodge School**

**October 2022**

## School's details

<b>School name</b>	Manor Lodge School			
<b>DfE number</b>	919/6232			
<b>Registered charity number</b>	1048874			
<b>Address</b>	Manor Lodge School Rectory Lane Ridge Hill Shenley Hertfordshire WD7 9BG			
<b>Telephone number</b>	01707 642424			
<b>Email address</b>	enquiries@manorlodeschool.com			
<b>Headteacher</b>	Mrs Alyson Lobo			
<b>Chair of governors</b>	Mr David Arnold MBE			
<b>Age Range</b>	3 to 11			
<b>Number of pupils on roll</b>	456			
	<b>Nursery</b>	25	<b>Reception</b>	73
	<b>Years 1 and 2</b>	123	<b>Years 3 to 6</b>	235
<b>Date of inspection</b>	10 October 2022			

## 1. Introduction

### Characteristics of the school

- 1.1 Manor Lodge School is a co-educational day school. It is located in a rural location near Shenley in Hertfordshire. Founded in 1991, it is run as a charitable trust administered by a board of governors. The school has a self-contained nursery on site for siblings of pupils. This is situated alongside the preparatory school for pupils aged four to eleven. The school has 36 pupils who require support for special educational needs and/or disabilities. No pupils have an education, health and care plan. Manor Lodge has 58 pupils who speak English as an additional language. The school's previous inspection was a regulatory compliance inspection in June 2018.

### 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 capacity from 437 to 457 pupils. The inspection 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 inspection	Team judgements
Part 3, paragraph 7 (safeguarding)	<b>Met</b>
Part 3, paragraph 11 (health and safety)	<b>Met</b>
Part 3, paragraph 12 (fire safety)	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils)	<b>Met</b>
Part 3, paragraph 16 (risk assessment)	<b>Met</b>
Part 4, paragraph 18 to 21 (suitability of staff, supply staff and proprietor)	<b>Met</b>
Part 5, paragraph 23 to 29 (premises and accommodation)	<b>Met</b>
Part 6, paragraph 32(1)(c) (provision of information)	<b>Met</b>
Part 7, paragraph 33 (complaints procedure)	<b>Met</b>
Part 8, paragraph 34 (leadership and management)	<b>Met</b>

## 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 Arrangements to safeguard and promote the welfare of pupils, including children in the EYFS, are implemented effectively. The school ensures a culture of listening to pupils. Pupils confirm that they have a variety of people to whom they can turn to for support. They understand how to keep themselves and others safe, including when online. Pupils receive a response when they express concerns, and appropriate action is taken where necessary. This was confirmed during interviews with pupils and staff and by records of safeguarding. Staff understand the different types of child-on-child abuse and that some pupils, including the youngest children, may not know how to tell someone of a concern.
- 2.5 Safeguarding is effectively managed. Senior leaders communicate concerns to relevant outside agencies effectively. They take prompt action where concerns are raised, or incidents occur. The safeguarding policy contains suitable guidance about reporting low-level concerns about adults working with pupils and this is understood by staff. There is an appropriate staff code of conduct and suitable arrangements for whistleblowing. Interviews with staff confirmed effective understanding of these and willingness to act appropriately should the need arise. All staff, including those in positions of responsibility for safeguarding, are suitably trained in line with locally agreed procedures. Interviews with staff and leaders confirm they fully understand their role in safeguarding. In particular, they understand the need to identify, report and investigate potential abuse, including child-on-child abuse, sexual harassment and concerns expressed at a low level. Records show that staff report any safeguarding concerns to the appropriate person in a timely fashion. Suitable arrangements exist to handle any allegations against adults working with pupils.
- 2.6 Governors maintain appropriate oversight of safeguarding procedures, completing sufficiently regular reviews of safeguarding policy and practice effectively. They have received suitable safeguarding training. The safeguarding team are sufficient in number and expertise to support effective safeguarding for the increase in pupil numbers.

### Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11]

- 2.7 The school meets the standard.
- 2.8 The proprietor ensures that the written health and safety policy is implemented effectively to ensure compliance with the relevant health and safety laws. This includes the newly refurbished premises. The policy and related materials provide staff with suitable guidance on health and safety matters. Appropriate records are kept of relevant health and safety checks, including those completed for the newly refurbished Reception classrooms. Matters of health and safety are regularly reviewed and reported to the governors for further review.

**Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12]**

- 2.9 The school meets the standard.
- 2.10 The proprietor ensures compliance with the Regulatory Reform (Fire Safety) Order 2005. A suitably qualified person has drawn up an appropriate fire risk assessment. Senior leaders have implemented the required actions suitably and keep the assessment under review. There are appropriately trained competent persons on site and a suitable number of staff are trained effectively to support fire evacuation procedures. Records show fire evacuations take place regularly, including for the youngest pupils. Pupils confirm they understand the correct procedures. Records show appropriate installation and maintenance of fire detection and firefighting equipment, including in the newly refurbished part of the school.

**Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14]**

- 2.11 The school meets the standard.
- 2.12 Discussions with pupils and staff, together with observations around school and within the EYFS setting, confirm that appropriate numbers of staff are suitably deployed to ensure adequate supervision of pupils. Children in the EYFS are always in sight and sound of staff and appropriate supervision ratios are maintained.

**Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16]**

- 2.13 The school meets the standard.
- 2.14 Governors ensure that the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy. Senior leaders and staff demonstrate a suitable understanding of risk assessment. Assessments of risk have been completed for all areas of the school premises, including the EYFS setting. Risk assessments are made for school activities, including trips and for the EYFS activities. A suitable assessment of risk was made for the introduction of more pupils into the Reception age classes and for this year group's continued progression through the school.

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

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

**Premises and accommodation – [ISSR Part 5, paragraphs 23–29]**

- 2.17 The school meets the standards.
- 2.18 The school premises, including those areas recently refurbished in the EYFS, provide suitable toilet and washing facilities for the sole use of pupils. There is appropriate accommodation for the medical examination and treatment of pupils and for the short-term care of sick pupils. Senior leaders ensure that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils is ensured. In discussions, staff and pupils confirmed that, in their experience, all matters of maintenance are dealt with satisfactorily and swiftly. The acoustic conditions of the school facilities and the internal and external lighting are suitable. Suitable drinking water facilities, clearly marked as

such, are provided. The school provides suitable outdoor space for pupils' physical education and for pupils to play outside. Plans, and discussion with senior leaders and governors show that all aspects of the school premises and accommodation are likely to remain suitable as the current Reception age pupils progress through the school.

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

2.19 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]**

2.20 The school meets the standard.

2.21 The proprietor ensures that a suitable complaints procedure is drawn up and effectively implemented which deals with the handling of complaints from parents of pupils. Timescales are adhered to and arrangements for any panel hearing are appropriate.

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

2.22 The school meets the standard.

2.23 Senior leaders and managers demonstrate good skills and knowledge, and fulfil their responsibilities effectively, so that all the other standards are consistently met, and they actively promote the educational well-being of the pupils. Suitable planning for the introduction of an extra class for Reception-age pupils has been executed effectively. This makes it likely that the standards will continue to be met.

### **3. Recommendation with regard to material change inspection**

#### **Recommendation**

- 3.1 It is recommended that the school's request to increase its capacity from 437 to 457 is granted. The increase in capacity is due to the introduction of an extra class of Reception-age pupils. Governors have made suitable arrangements to ensure that suitable health and safety, fire safety and risk assessment procedures have been implemented for areas of the school used by Reception-age pupils, including those recently refurbished. The premises, accommodation and staffing are suitably resourced and maintained to meet the needs of the number and ages of pupils, including the needs of children in the Reception classes. Plans envisage that this cohort of pupils will progress through the school over the next few years. This progression is likely to be accommodated and staffed effectively.

## **4. Summary of evidence**

- 4.1 The inspector held discussions with the head, senior leaders and other members of staff and met with a group of governors. She visited different areas of the school and talked with groups of pupils. She scrutinised a range of documentation, records and policies.

### **Inspectors**

Mrs Vivien Sergeant

Reporting inspector