



**EDUCATIONAL OVERSIGHT INSPECTION OF PRIVATE FURTHER
EDUCATION AND ENGLISH LANGUAGE COLLEGES**

A2Z SCHOOL OF ENGLISH

FOLLOW-UP INSPECTION

6 FEBRUARY 2013

PRIVATE FURTHER EDUCATION

FOLLOW-UP REPORT ON A2Z SCHOOL OF ENGLISH

Background and overall findings

A follow-up visit for A2Z School of English took place on 6 February 2013 to assess the progress made in implementing the recommendations of the inspection dated 14 to 16 August 2012.

During the visit to the school, inspectors gathered evidence from meetings with staff and students, examination of school documentation, scrutiny of the management information system and operating systems within the school in addition to formal meetings with senior staff.

The school was found by inspectors to be **meeting expectations**. The findings from the visit are detailed below.

1. Demonstrate that it has proper regard for, and legal compliance with fire, first aid, health and safety and risk assessment for on and off-site activities.

good progress made

Since the last inspection the school has made good progress. Health and safety policy and procedures have been reviewed, with the support of external specialist advisers, in order to ensure legal compliance. The policy and procedures are comprehensive and have proper regard for health and safety issues. This demonstrates a commitment to ensuring that the school provides a safe environment for students and staff. Staff and students are aware of their responsibilities for health and safety. Regular checks are made in the two centres to ensure that the school meets legal requirements. Appropriate risk assessments are carried out for fire and general health and safety, and a thorough approach is taken to the risk assessment of off-site student activities. All safety checks are recorded clearly in the centres. However, the system for monitoring these checks by the school's head office is still developing and central records are not yet complete.

2. Ensure that the school maintains an accurate attendance register.

good progress made

The school's attendance recording and monitoring procedures are now robust. The weekly manual registers are completed by all teachers and returned promptly for inputting electronically on the student database the same day. The information system provides an accurate register and enables effective monitoring of student attendance and lateness. Attendance rates are satisfactory and most students inform the college in advance if they have problems in attending or arriving to a class punctually.

3. Complete enhanced CRB checks and training in safeguarding for all staff working with students aged under 18.
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good progress made

The school has made very good progress in ensuring that staff complete Criminal Records Bureau (CRB) checks and safeguarding training. Enhanced CRB checks have been made for all staff and the school maintains a clear central record of these. Procedures are established for initiating a CRB check when a new member of staff is appointed. Child protection officers have been appointed at each of the two school centres, and they have received specialist training. All staff have undertaken training to raise their awareness of safeguarding issues. The safeguarding policy has recently been reviewed and strengthened. The impact of this change has been explained to staff in centre meetings. In the policy the school makes a clear commitment to updating CRB checks and safeguarding training for staff in the future.

4. Improve the formal induction process to ensure all students understand key health and safety and safeguarding policies and procedures.
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good progress made

Student induction has been reviewed and strengthened. As a consequence, students are well informed about the key health and safety and safeguarding issues and procedures on their arrival. It covers the school's commitment to equality and diversity and informs students about how to respond to incidents of bullying or harassment. As there is continuous enrolment, an initial induction meeting is offered on a number of occasions each week. All new students receive induction and if they fail to attend the session they are invited to they are expected to attend an alternative session. Students know where to go in the case of fire or an emergency and who to approach with welfare or personal issues. The school has a small number of students who are aged under 18 and induction is effective in covering some key issues for such students. The student handbook supports induction and contains information on most of the areas covered by the induction programme. However, it does not cover issues relevant to students aged under 18.

Inspectors

Mr Neil Haynes	Lead Inspector
Miss Jane Beeson	Team Inspector