



**Annual monitoring inspection report on
Greenfields School**

Date of inspection: November 2014

by

**Estyn, Her Majesty's Inspectorate for Education
and Training in Wales**

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Context

Greenfields is an independent special school for learners aged 11 to 18. All learners are looked-after children and most have a statement of educational needs. The school is located in a suburb of Newport. The learners live in homes away from the site and attend on a daily basis.

The school senior management team left at the end of the summer term. The proprietors appointed an acting headteacher, and the school has continued to offer a full curriculum for learners. The proprietors have recently appointed a new headteacher, who is to take up the post later in the autumn term. These changes have meant that much of the routine leadership work, such as updating policies, is waiting for the new headteacher. The school self-evaluation report (SER), quality development plan (QDP) and action plan are currently out of date.

Most of the classrooms have recently been refurbished and the school benefits from good quality resources.

Main findings

Strengths

- learners' work is consistently well presented and neat;
- the school has made considerable improvements to the classrooms. There are specific rooms dedicated to subjects such as design and technology and science. The school has developed a valuable learning 'hub' for literacy and numeracy support. All teaching rooms are well equipped with up-to-date resources;
- individual education plans (IEPs) have short targets for small steps of learning that allow learners and teachers to measure progress easily;
- the school has a well-planned timetable for staff development. These activities are relevant to improving learning, teaching and learner wellbeing; and
- care, support and guidance for all learners at the school are a high priority and learners benefit from work placements and learning experiences that are well planned.

Areas for development

- many of the school policies have not been reviewed and updated for the current year;
- the safeguarding policy does not link well enough to other policies such as the anti-bullying policy and PSE policy. There is no route to follow in the event of any allegation against the headteacher or designated child protection officer;
- the school has a useful log of the amount of time learners are out of class, their location and the person supervising them. However, records are not completed consistently and when records state that pupils have not returned to class there is no record of their whereabouts or whom they are with;
- the school has a well-planned timetable of lesson observations and teachers receive valuable written feedback. However, lesson observations do not focus well enough on learning, learner standards and learner outcomes;
- the level of learner attendance is very low with attendance data this year between 65% and 75%. The average monthly attendance since 2013 ranges from 32% to 77%; and
- a few doors in the school, including doors to the new 'hub' and the careers room, do not have viewing panels and could present a risk to staff and learners.

Recommendations

- R1 Ensure compliance with the Independent School Standards (Wales) Regulations 2003
- R2 Review all policies on an annual basis
- R3 Make sure that the safeguarding policy links to other relevant policies
- R4 Make sure that the safeguarding policy has details of actions to be taken if there is an allegation against the headteacher or the child protection officer
- R5 Make sure that there are accurate times recorded when learners leave and return to a classroom and clear records of the destination and supervisor when learners do not return to lessons
- R6 Improve lesson observations to focus on learning, learner progress and standards and learner outcomes
- R7 Improve learner attendance
- R8 Make sure that all relevant rooms have viewing panels

Progress in addressing recommendations from previous note of visit or inspection report

Recommendation 1: Improve the school's child protection policy to include guidance for the use of the time-out areas, and link the policy to other school policies, including behaviour, anti-bullying and internet safety

This recommendation has been largely addressed.

The school has removed all specifically designated time-out areas and the child protection policy has been amended to reflect this. However, links to other policies are not evident.

Recommendation 2: Introduce a system for recording the times and details when pupils work away from their class in order to remain calm

This recommendation has been largely addressed.

The school has introduced a useful on-line system for recording the times and details when pupils work away from their class in order to remain calm. Data is analysed frequently to make sure recurring patterns of behaviour can be addressed appropriately. However, there are no records for instances when pupils do not return to class and no record of who is supervising them at this time.

Recommendation 3: Develop a robust system to monitor, track and analyse pupil attendance at the school

This recommendation has been largely addressed.

The school has introduced a comprehensive system to monitor, track and analyse pupil attendance.

Recommendation 4: Improve the current staff development programme to include a measure of the quality of teaching and the impact of this on pupil outcomes

This recommendation has been largely addressed.

The school has a well-planned programme of staff development activities that are based on information from staff performance management data. Topics covered are relevant to the staff and pupils. However, there is no measure of the impact of these training events on pupil outcomes.

Recommendation 5: Fully implement the performance management process

This recommendation has been fully addressed.

The performance management process has been fully implemented.

Recommendation 6: Improve targets on individual education plans to make sure progress and achievement can be measured easily

This recommendation has been largely addressed.

Most targets on individual learning plans are short and measureable. However, the process for reviewing targets is underdeveloped.

Compliance with the standards for registration

Standard 1: The quality of education provided by the school

On the basis of this visit, there is no evidence to indicate that the school does not meet the regulatory requirements for this standard.

Standard 2: The spiritual, moral, social and cultural development of pupils

On the basis of this visit, there is no evidence to indicate that the school does not meet the regulatory requirements for this standard.

Standard 3: Welfare, health and safety of pupils

The school does not fully meet the regulatory requirements for this standard. In order to comply fully with the Independent School Standards (Wales) Regulations 2003, the school should:

- Make sure that the anti-bullying policy outlines the process for recording incidents of bullying [(3(2a))];
- Make sure that the safeguarding policy has details of actions to be taken if there is an allegation against the headteacher or the child protection officer [(3(2b))];
- Review the safeguarding policy on an annual basis[(3(2b))]; and
- Make sure that the first aid policy contains a reference to pupils who have specific medical conditions; what levels of injury can be treated on site and which automatically trigger an emergency call or visit to a hospital; and guidance on hygiene procedures in the case of spillage of blood or body fluids 3(6).

Standard 4: The suitability of proprietors and staff

On this visit, Estyn did not inspect Standard 4.

Standard 5: Premises of and boarding accommodation at schools

On this visit, Estyn did not inspect Standard 5.

Standard 6: The provision of information

On this visit, Estyn did not inspect Standard 6.

Standard 7: The manner in which complaints are to be handled

On this visit, Estyn did not inspect Standard 7.

Recommendation regarding registration

When considering this school's registration the National Assembly for Wales may wish to have regard to the following recommendation:

The school does not currently meet the requirements of the Independent School Standards (Wales) Regulations 2003. To comply fully with these requirements, the school should address the issues identified above for each standard.

Inspectors' judgements on this annual monitoring inspection should not prejudice the findings of a future full Section 163 inspection.

School information

School	Greenfields School
School number	680 6005
Purpose of visit	Annual monitoring inspection
Date of visit	03/11/2014
Proprietor	CareTech UK
Staff	Acting head, 5 full-time teachers (including one with responsibility for carers, one with a SENCO role and one NQT).
Number of pupils	6 school-based and 4 educated elsewhere.
Provision	Day only
Type of special educational need (SEN) catered for by the school	Social, emotional and behavioural difficulties
Last Section 163 inspection	11/05/2014
Last annual monitoring inspection	18/09/2014
Last CSSIW inspection	

Team information

Mrs Gill Sims	Reporting Inspector
Mrs Claire Yardley	Team Inspector