

Advice note to DCSF following visit to monitor the progress of an independent school action plan

This form should be used for either a day or a residential school, including a visit by social care inspectors to monitor progress on welfare matters only

School: Valley House

DCSF number: 937/6105

URN: 135259

AI: Peter McKenzie

Date of visit: 25 November 2009

Age group: 14 - 16

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Information about the school

Valley House is a small residential provision in Warwickshire owned by Young Foundations Limited. It was registered in May 2007 as a school providing for up to six students in public care aged from 14 to 16 with behavioural, emotional and social difficulties. It has since admitted students with autistic spectrum disorder (ASD). There are currently six students on roll. In addition, two residents are educated at a local college. The school aims to re-engage students in education, enable them to develop cooperative and interpersonal skills and to acquire study skills necessary to realise their learning potential.

Context of the visit

The school was inspected in May 2009. This is the first monitoring visit.

Progress made against the action plan

Standard 1 – The quality of education

Para no.	Para text	School's intended action	Date in AP for completion	Inspector's evidence	Is progress satisfactory? Yes /No	Is regulation now met?
1(2)	adapt schemes of work so that they are appropriate for students of all abilities	Teachers from VH School to visit local special schools to see how schemes of work are planned. The development of suitable schemes of work to be included alongside the individual needs of students. This will be achieved by devising and implementing detailed personalised learning plans for all students which tie into statement objectives or defined audit results if not stated. Review existing schemes	9/09	Schemes of work not in place. Collection of individual lesson plans and short term project planning. Lacks long-term overview. It is not possible to identify how the themes/subjects being taught fit into National Curriculum requirements for individual subjects – the national curriculum is a requirement of students' statements.	No	No

		and purchase resources to support new lesson plans. Ensure any proposed scheme is relevant to the curriculum.				
1(2)(b)	ensure that subject matter is appropriate for students of all abilities including those with statements of special educational needs	Revise the current curriculum model for the school and establish a 3 phase plan: Phase 1 – students inducted and engaged in individual programmes of work. Phase 2: students engaged in longer term plans for accredited achievements. Phase 3: students to continue to pursue a varied and balanced education programme and a clear plan for successful transition.	9/09	Subject matter is appropriate and effectively meets a very wide range of ability from a student capable of higher GCSE grades to one working on P Scales. This is achieved by individualised programmes of study and a personal curriculum. However, the concern stated above applies equally to this regulation.	Yes	Yes
1(2)(h) and (i)	ensure that an appropriate curriculum is provided for students over the age of 16	Students above school age will be incorporated into Phase 3 provision. Phase 3 students will liaise consistently with Connexions advisers to create support platforms to ensure transition to further education or work experience placements which are supported by VH staff. These students will also engage with ASDAN programme,	9/09	There are no longer any students over 16. These students are now educated at the local college.	Yes	n/a
1(2)(i)	provide opportunities for all students to learn and make progress	All students to have a personalised learning plan which will be reflected in the curriculum. Details will be taken from individual statements or individual audit results.		All students have an individual education plan and a personal assessment file. Lessons are based on this plan and focused on the individual.	Yes	Yes
1(3)(a)	ensure that teaching enables students to acquire new knowledge, and make progress according to their ability so that they increase their understanding and develop their skills in the subjects taught	VH School will engage all staff in defining areas for learning with potential to meet student needs. Teaching staff will define accreditation offer for in house and external achievements. They will establish individual learning plans via new termly learning plans and daily logs. A review of current projects eg: creation of	9/09	Teaching is well-planned with individual targets based on P scales or NC levels and ensures that individuals make progress appropriate to their starting points. These targets are reviewed weekly.	Yes	Yes

		horticulture area and formalise learning opportunities to maximise the impact of learning on achievement of target students. Begin weekly meeting schedule to target completion of review and plans within the first term of 09/10				
1(3)(c)	plan lessons so that learning links to students' individual targets and learning outcomes are identified	VH school intends to ensure that all IEP's are in place and reviewed regularly. Implementation of the school day to be supported to provide time for one-to-one negotiation between student and teacher to set weekly targets and review daily learning, adjusting targets where necessary.	9/09	All planning includes individual targets and intended learning outcomes. Work is based on IEPs.	Yes	Yes
1(3)(d)	ensure that teachers have an good understanding of the aptitudes, needs and prior attainments of students and take these into account when planning lessons	An audit of student needs in full will be implemented by 1/9/09. All missing reports retrieved to establish a detailed profile of needs for all students. Teaching staff will arrange reviews of all statements within the first half term. Assessment will also be arranged for any student with clear undefined needs. Teaching staff will create an audit report for each student and incorporate risk assessments, handling policy and behaviour strategy plans. This will provide a coherent and comprehensive document issued to all workers.		Students' individual progress monitoring, individual tuition and assessment data are the basis for lesson planning.	Yes	Yes
1(3)(g)	provide a framework to assess students' work regularly and thoroughly and ensure that information is used effectively to plan the next steps in learning	The current assessment policy will be amended and implemented by 30/09/09 to reflect the strategies used by staff to provide evidence of progression for all students. A profile document will be established for all students based on the 'I Mater' format to contain evidence of all areas of learning targeted.		The assessment framework provides all students with an individual file, based on each student's starting points and on a scale appropriate to her/his prior attainment and potential. This information is central to planning the next steps in learning.	Yes	Yes

		Teaching staff will create one-to-one time to tie in with the learning plan and the new system of rewards will be linked to staff and student self-assessment.				
1(3)(h)	manage students effectively so that they behave responsibly and engage in the activities planned for each school day			Students' behaviour can be challenging but it is well-managed according to school policy and designed to make students responsible for their actions. Many have behavioural problems because of a lack of self-confidence and the school is successful in linking trust and expectations to secure improved behaviour.	Yes	Yes

Indicate in the table below the quality of any lessons seen.

EF no.	Year group	Subject	Teaching (grade)	Progress (grade)	Curriculum (grade)
	11	ICT	3	3	2

Standard 3 – The welfare, health and safety of the pupils

Para no.	Para text	School's intended action	Date in AP for	Inspector's evidence	Is progress satisfactor y?	Is regulation
3(2)(b)	prepare and implement policies to safeguard and promote the welfare of students at the school in compliance with DCSF guidance <i>Safeguarding children and safer recruitment in education</i> (2007)			Policy in place. All requirements fully implemented. The designated person for child protection, and all staff, have received current training to the appropriate level.	Yes	Yes

3(9)	maintain an admission register that meets requirements			Admission register fully in place. Does not contain contact details of parents' address etc because these young people are in the care of the local authority. But does include full contact details of the LA responsible person.	Yes	Yes
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Standard 4 – The suitability of the proprietor and staff

Para no.	Para text	School's intended action	Date in AP for completion	Inspector's evidence	Is progress satisfactory? Yes /No	Is regulation now met?
	Inspectors must state whether the school's procedures for checking the suitability of all proprietors and staff comply with the following regulations:					
	For a member of staff or volunteers (excluding staff not directly employed by the school)					
4(2)(a)	For all appointments from 1 September 2003, prior to the confirmation of the appointment of all staff (including volunteers), have appropriate checks been carried out and completed to confirm <ul style="list-style-type: none"> ■ their identity, ■ medical fitness, ■ previous employment history, ■ character references, ■ where appropriate, qualifications and professional references? 			All appropriate checks in place and appropriately recorded.	Yes	Yes

	For appointments from 1 May 2007, has the following additional check been carried out to confirm the right to work in the United Kingdom?					
4(2)(b)	For all appointments from 1 September 2003, has an enhanced criminal record check been made by the proprietor in respect of any member of staff appointed to a position at the school and was the enhanced criminal record certificate which is the subject of the application obtained before or as soon as was practicable after his/her appointment?			All appropriate checks in place and appropriately recorded.	Yes	Yes
4(2)(c)	For appointments from 1 May 2007 only, in the case of any person for whom, by reason of living or having lived outside the United Kingdom, obtaining such a certificate is not sufficient to establish his or her suitability to work in a school, have such further checks been made as the proprietor considers appropriate having regard to any guidance issued by the Secretary of State?			All appropriate checks in place and appropriately recorded.	Yes	Yes
4(2)(d)	Does any member of staff or volunteer carry out work, or intend to carry out work, at the school in contravention of any direction made under section 142 of the 2002 Act(a) or any disqualification, prohibition or restriction which takes effect as if contained in such a direction? (A List 99 check must have been completed where a person does not have a			No disqualifications or contraventions are in place.	Yes	Yes

	criminal records bureau (CRB) check; see 4(2) (b) above).					
4(2)(e)	For all appointments from 1 September 2003, in the case of staff who care for, train, supervise or are in charge of children for whom accommodation is provided, in addition to the requirements of paragraphs (a) to (d), has a check been made by the proprietor that Standard 38 of the national minimum standards for boarding schools, or where applicable, Standard 27 of the national minimum standards for residential special schools, complied with?			All appropriate checks in place and appropriately recorded.	Yes	Yes
4A The suitability of staff not directly employed by the school						
4A(3-5)	<p>No person supplied by an employment business (including an agency) to the school should begin work at the school unless the proprietor has received written confirmation from the employment business:</p> <ul style="list-style-type: none"> ■ Have checks been carried out in respect of the person's identity, right to work in the UK, and qualifications; have checks been made to confirm that there is no direction made under section 142 of the 2002 Act in respect of that person (reference to List 99) or disqualification prohibition or restriction having the same effect? ■ Has an enhanced CRB check been 			The school has almost eliminated the provision of workers from agencies and has created its own group of occasional employees, who undertake checks in the same manner as other employees. These people are included in the SCR. Professional services from the LA (Psychologists, etc) are certified by the LA as meeting the requirements.	Yes	Yes

	<p>made or an enhanced CRB certificate obtained in response to a check by that or another employment business? The CRB check must have been obtained no more than three months before the date on which the person is due to begin work at the school; or the person has already had an enhanced CRB check from working in a school or further education institution not more than three months previously.</p> <ul style="list-style-type: none"> ■ If an enhanced CRB certificate was obtained before the person was due to begin work and if it contained a disclosure, did the school obtain a copy of the certificate from the employment business? ■ In the case of any person for whom, by reason of living or having lived outside the United Kingdom, obtaining an enhanced CRB certificate is not sufficient to establish his or her suitability to work in a school, further checks must have been made as are considered appropriate having regard to any guidance issued by the Secretary of State. Has the proprietor received written confirmation of such checks and, where relevant a copy of the CRB certificate? 					
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4A(6)	Has the proprietor checked the identity of any staff not directly employed by the school before they begin work at the school irrespective of any check made by the employment business?		All appropriate checks in place and appropriately recorded.	Yes	Yes
4A(7)	Has the proprietor included in any contractual arrangements with an employment business, the requirements set out in paragraphs 4A(3), including a requirement to supply a copy of a CRB certificate that contains any information?		Yes. Regulations fully complied with.	Yes	Yes
4A(8)	In the case of supply staff who care for, train, supervise or are in charge of children for whom accommodation is provided, has a check been made by the proprietor that Standard 38 of the national minimum standards for boarding schools, or where applicable, Standard 27 of the national minimum standards for Residential Special Schools, are complied with? This is not required for a person who has had these checks from working in a school or FE institution not more than three months previously, (as stated in 4A(5)).		All appropriate checks in place and appropriately recorded.	Yes	Yes
<p>4B Proprietors, directors and the chair of trustees or governors</p> <p>DCSF will evaluate the suitability of individual proprietors, and in the case of governing bodies, directors or trustees which form the proprietorial body, DCSF will check the chairperson.</p>					

	additional checks to confirm suitability as the Chair considers appropriate having regard to guidance issued by the Secretary of State and confirmation that his/her work or intended work would not contravene a direction made under section 142 of the 2002 Act(a) (reference to list 99) or any disqualification, prohibition or restriction which would have the same effect?				Yes	Yes
4C The single central register						
4C(2) and (3)	<p>For each member of staff in post on or after 1 September 2003*, does the register show that the following checks were made:</p> <ul style="list-style-type: none"> ■ of his/her identity (and the date on which this check was made); ■ of their qualifications (where required) (and the date of the check); ■ whether an enhanced CRB certificate was obtained? ■ if so, the date on which the check was completed or certificate obtained? ■ whether she/he is subject to any direction under section 142 of the Education Act 2002 (reference to List 99) or any disqualification, prohibition or restriction which 			<p>SCR Complies fully. Held on database. Hard copy provided.</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>n/a</p>	Yes	Yes

	<p>employment business that it has carried out the checks referred to in 4C(2): identity, List 99, qualifications where appropriate, appropriate checks if the person lived outside the UK and right to work in the UK* where appropriate and that it or another employment business has carried out an enhanced CRB check and it has obtained an enhanced CRB certificate together with the date when the written notification that each check was completed or certificate obtained was received. Does the register show this information?</p> <p>Does the register show that a check has been made in relation to 4A(8) and the date the check was completed?</p> <p>* The check for the right to work on the UK does not need to be done for staff not directly employed by the school, appointed prior to 1 May 2007.</p>				Yes	Yes
4C(5)	<p>In relation to staff not directly employed by the school, where notification is received from an employment business that it has obtained an enhanced CRB certificate which contains disclosures, the register must also show whether the employment business supplied a copy of that certificate.</p> <p>Does the register record this information?</p>			n/a		

4C(6) and (7)	<p>In relation to each member of a body of persons named as the proprietor in post on or after 1 September 2003, the register must show whether a check was made of: his/her identity; and whether an enhanced CRB check was carried out and certificate obtained.</p> <p>In relation to each member of a body of persons named as the proprietor in post on or after 1 May 2007 the register must also show the checks made to confirm their right to work in the United Kingdom and, where someone had lived outside the UK, such additional enquiries which were made as were appropriate.</p> <p>Does the register contain this information, and does it also show the date on which any check was completed or certificate obtained?</p>		All appropriate checks in place and appropriately recorded.	Yes	Yes
4C(9)	<p>The register may be kept in electronic form, provided that the information so recorded is capable of being reproduced in legible form.</p> <p>Does the register meet this requirement?</p>		SCR Held on database. Hard copy provided.	Yes	Yes

Inspectors must check whether the correct procedure has been followed where safeguarding concerns have been raised about a member of staff.					
	Since the last inspection, has there been any member of staff who has been disciplined, dismissed, currently under	Yes		Investigation currently under way. Teacher suspended from duty. In the hands of the	

	investigation or left prior to the end of an investigation on a matter related to safeguarding of children?			proprietary body.
	If so, was a notification made by the school to the DCSF and from October 2009 to the Independent Safeguarding Authority?	No		Notified to Ofsted and to the Warwickshire Safeguarding Board.
	Is the school aware of its duty to refer a person who is deemed to be unsuitable for working with children, to the Independent Safeguarding Authority?	Yes		

Standard 6 – The provision of information

Para no.	Para text	School's intended action	Date in AP for completion	Inspector's evidence	Is progress satisfactory? Yes / No	Is regulation now met?
6(2)(a)	particulars of the school's address and telephone number and the name of the headteacher	Include in prospectus	9/09	School has no Headteacher as such. Name of Manager not recorded although contact details for the home/school are notified to parents/carers as available.	No	No
6(2)(b)	the full name of the proprietor, address for correspondence during both term time and holidays and a telephone number or numbers on which she may be contacted at all times	Include in prospectus	9/09	Proprietors details in brochure and known to parents/carers as available.	Yes	Yes
6(2)(d)	a statement of the school's ethos and aims	Include in prospectus	9/09	Clearly stated in brochure sent to all parents.	Yes	Yes
6(2)(e)	particulars of the school's policy on and arrangements for admissions, discipline and exclusions	Include in prospectus		Availability clearly stated in brochure sent to all parents	Yes	Yes

6(2)(f)	particulars of the educational and welfare provision for students with statements of special educational needs and for students who speak English as an additional language	Include in prospectus	9/09	The required information is not contained in current information for parents.	No	No
6(2)(g)	particulars of the curriculum offered by the school	Include in prospectus	9/09	Availability clearly stated in brochure sent to all parents	Yes	Yes
6(2)(h)	particulars of policies relating to bullying, child protection, health and safety, the promotion of good behaviour, and sanctions adopted in the event of pupils misbehaving	Include in prospectus	9/09	Availability clearly stated in brochure sent to all parents	Yes	Yes
6(2)(i)	particulars of academic performance during the preceding school year, including the results of any public examinations	Include in prospectus	9/09	School misinterpreted this as meaning external qualifications only. Will now provide anonymised progress details as requested.	No	No
6(2)(j)	details of the complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year	Include in prospectus	9/09	Availability clearly stated in brochure sent to all parents	Yes	Yes
6(2)(k)	the number of staff employed by the school, including temporary staff, and a summary of their qualifications	Include in prospectus	9/09	List does not include qualifications.	No	No

Recommendations to DCSF

- The school has made satisfactory progress overall in implementing its action plan. It now meets or is on course to meet most regulations and national minimum standards except for the following:
 - provide schemes of work appropriate for students of all abilities (paragraph 1(2))
 - provide particulars of the school's address and telephone number and the name of the manager (paragraph 6(2)a)
 - provide particulars of educational and welfare provision for students with statements of special educational need and for students for whom English is an additional language (paragraph 6(2)f)
 - provide particulars of academic performance during the preceding school year, including the results of any public examinations (paragraph 6(2)i)
 - provide a list of the staff employed by the school, including temporary staff, and a summary of their qualifications (paragraph 6(2)k)