

Sinclair House School

Independent school progress monitoring inspection report

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Reporting inspector	Nasim Butt

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Purpose and scope of the inspection

This inspection was carried out by Ofsted under Section 162A of the Education Act 2002, as amended by schedule 8 of the Education Act 2005.

The inspection was conducted at the request of the Registration Authority for independent schools in order to monitor the progress the school has made in implementing its action plan following the previous inspection.

Information about the school

Sinclair House School is an independent co-educational day school for pupils aged between two and eight years of age. It was registered in 1989 as a Roman Catholic school and although it keeps this affiliation, it welcomes pupils of every faith or none. It is situated in Fulham in west London. Admission is non-selective. No pupil has a statement of special educational needs. There are 91 pupils on roll. The school reflects the educational philosophy of Maria Montessori. The school's aim is 'to establish a firm academic foundation and to nurture each child's progress and individuality'.

Context of the inspection

The school was inspected in November 2007 and there were a small number of regulations that it did not meet. It submitted an action plan and this was evaluated as satisfactory in July 2009. The school then applied to the Department for Children, Schools and Families (DCSF) for a material change visit to increase the pupil roll. This took place in September 2009, and the inspector made a recommendation that the school roll be allowed to be increased to a maximum of 100 pupils. At the time of the visit, there were two regulations that the school did not meet. The school submitted two further action plans, the latest in July 2010. Although this was evaluated as satisfactory, the two regulations remained unmet.

The Department for Education (DfE) requested a check on the school's progress following the material change visit and subsequent action plans. The regulations not met were the safeguarding policy and implementation of all elements of the fire risk assessment.

Summary of the progress made in implementing the action plan

In the advice note to the DCSF (dated 5 July 2010) following evaluation of the school's action plan, the inspector noted that the school was non-compliant in several elements of the safeguarding policy. The inspector concluded by saying that 'The action plans are satisfactory and the time scales are satisfactory. However, the regulation remains **unmet** because there are remaining omissions in the school's

safeguarding policy and the required training for the designated persons has yet to be completed. The school's safeguarding policy needs to be further revised and should be inspected on the next visit.'

The monitoring visit of 14 October 2010 found that the school has re-evaluated its management structure in the light of the recommendations made in the material change visit of September 2009. Both sites now have a designated person for safeguarding who has undertaken the requisite training delivered by the Local Safeguarding Children's Board. An Early Years practitioner now takes lead responsibility on safeguarding within the Early Years setting. Earlier this month, all staff undertook basic training on roles and responsibilities in relation to safeguarding and child protection. The safeguarding policy has been revised and now incorporates all the elements previously omitted, for example the timeframe for updating training for designated persons and others regularly involved with pupils, how the school will deal with allegations against staff, including the headteacher, stipulation of maximum time limits for informing Ofsted and the local safeguarding board about actual abuse or allegations of abuse, and the reporting to the Independent Safeguarding Authority (ISA) of persons deemed unsuitable to work with pupils.

The school has successfully addressed all the actions pertaining to safeguarding identified in the action plan dated 4 July 2010, making satisfactory progress. It now meets the regulation.

The advice note of 5 July 2010 also confirmed that the school had submitted a Certificate of Fire Risk Assessment dated 17 February 2010 (including a substantial list of high, medium and low risks). Revised plans were submitted to show how the school intended to implement the findings of the fire risk assessment. The school's latest submission, dated 1 July 2010, was judged as satisfactory. However, the inspector stated that 'the requirements remain **unmet as the electrical testing still has to be undertaken**. Compliance should be checked on the next visit to the school after 1 September 2010.'

The monitoring visit of 14 October 2010 found that the school had made satisfactory progress in further annotating the list of high, medium and low risks to indicate where action had already been taken. Two trained fire marshals have been appointed for each site, and all staff have received basic fire training. Emergency lighting and fire alarms have been very recently installed in both buildings, including CCTV in 196 Munster Road. The proprietor commissioned a registered contractor to carry out electrical testing on all electrical installations in both buildings on 3 October 2010.

For one building, that at 196 Munster Road, the school now meets the requirements of this regulation because the overall assessment of the installation is 'satisfactory', and the contractor's summary document states that the condition of the electrical installation is 'good and reasonable'. However, the school fails to meet the regulation in the second building, that at 159 Munster Road, because the overall assessment is

'unsatisfactory' and the summary document says: 'Very old installation; a full rewiring is recommended'. Hence, the school needs to undertake urgent remedial work in this building to ensure that the 'very old installation' poses no fire risk.

Because the school commissioned full electrical testing of all installations in both buildings, it is judged to have made satisfactory progress against its action plan of 4 July 2010. The regulation however, remains unmet because the building at 159 Munster Road does not currently meet the minimum standards for safe electrical installation.

Compliance with regulatory requirements

As a result of this inspection, the school must take action to meet The Education (Independent School Standards) (England) Regulations 2010¹ ('the Regulations'), as follows:

- comply with the Regulatory Reform (Fire Safety) Order 2005 (paragraph 3(5), now 13).

¹ www.legislation.gov.uk/uksi/2010/1997/contents/made

School details

School status	Independent		
Type of school	Montessori		
Date school opened	1989		
Age range of pupils	2–8		
Gender of pupils	Mixed		
Number on roll (full-time pupils)	Boys: 23	Girls: 18	Total: 41
Number on roll (part-time pupils)	Boys: 19	Girls: 31	Total: 50
Number of pupils with a statement of special educational needs	Boys: 0	Girls: 0	Total: 0
Number of pupils who are looked after	Boys: 0	Girls: 0	Total: 0
Annual fees (day pupils)	£3,420-£9,120		
Address of school	159 Munster Road, Fulham, London, SW6 6DA		
Telephone number	020 7736 9182		
Email address	Carlotta@sinclairhouseschool.co.uk		
Headteacher	Mrs Carlotta O'Sullivan		
Proprietor	Mrs Carlotta O'Sullivan		