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15 May 2013

Mr Neil Lewin  
Headteacher  
The Marist Catholic Primary School  
Old Woking Road  
West Byfleet  
KT14 6HS

Dear Mr Lewin

### **Monitoring inspection visit under section 8 of the Education Act 2005 to a school requiring improvement**

Following my visit to your school on 15 May 2013, I write on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills to report on the findings of my visit. Thank you for the help you gave me and for the time you made available to discuss the actions you are taking to improve the school.

The visit was the first monitoring inspection since the school was judged to require improvement following the section 5 inspection in January 2013.

#### **Evidence**

During the visit, I met with you and we went for a tour of the school. We visited classes in every year group. I met the leadership partner and several members of the governing body, including the Chair of Governors. I evaluated the action plan.

#### **Context**

Since the inspection one teacher has left the school.

#### **Main findings**

The action plan focuses precisely on what needs to be done to improve the school, with clear targets for pupil achievement, improving the quality of teaching, strengthening leadership and improving teachers' use of assessment. You also provided me with a very helpful document evaluating the impact of everything that has been done to improve the school since the inspection.

Your first priority following the inspection was to ensure that a strong group of senior leaders was in place. Before your appointment in September 2011, there had been a period when the school did not have a permanent headteacher. During the first months of your headship there was a period of significant change, including the departure of some staff and the recruitment of teachers to replace those planning to retire or leave the school. Since the inspection you have made new appointments to the senior team in order to achieve a good balance of expertise and experience. You are now in a better position to drive up standards of teaching.

Work has begun on an improved system to check and analyse pupils' progress that all teachers and school leaders can use. Teachers will now be taking responsibility for measuring and recording the progress of pupils in their classes and will be able to identify those who need to catch up. Pupil progress meetings have already started and will be continuing on a half-termly basis. Information about pupils' progress will also be sent home to parents every half-term. Pupils have targets related to levels in their English and mathematics books. It is too soon to evaluate the impact of this change.

Governors are highly experienced, visit the school frequently and have a clear idea of what the school needs to do to become good. They helped to sharpen up the action plan by ensuring that it clearly indicates who is responsible for each area of improvement. Since the inspection, their roles and responsibilities have been amended in order to focus on the key areas for improvement.

Senior leaders and governors are beginning to take effective action to improve the school. You have rightly concentrated on deploying the right calibre of staff in the right positions and ensuring that teachers are led as a team.

Following my visit to the school, I recommend that further action is taken to:

- ensure that the action plan is shared with all staff and that they know exactly what their responsibilities are
- establish the cycle of lesson observations and reviews of pupils' work
- improve the range of topics and materials to interest and inspire pupils
- establish an effective marking and assessment policy
- check and follow up that new approaches are having a positive impact and that pupils are making more progress

I will continue to monitor the school until its next section 5 inspection.

At my next visit in the autumn term, I will include a review of the impact of the pupil progress tracking and meetings and an evaluation of the progress of the marking and assessment policy.

## **External support**

At the time of your appointment you were assigned a leadership partner who is a headteacher at a local secondary teaching school. She provides valuable coaching and mentoring advice about leadership. Plans are in place for specialist advisors from the partner school to provide individual support for teachers and specific help in mathematics and English. I recommend that this support is further enhanced by partnership work with a primary school leader, particularly in the area of improving the teaching and the curriculum as the school becomes a two-form entry school.

I am copying this letter to the Chair of the Governing Body and the Director of Children's Services for Surrey and as below. This letter will be published on the Ofsted website.

Yours sincerely

Janet Pearce

**Her Majesty's Inspector**

The letter will be copied to the following:

- Appropriate authority - Chair of the Governing Body/Interim Executive Board
- Director of Children's Services for Surrey
- Catholic Diocese of Arundel and Brighton