

Lewes New School

Talbot Terrace, Lewes, East Sussex BN7 2DS

Inspection dates

5 March 2013

Reason for inspection

This was an unannounced emergency inspection visit at the request of the Department for Education (DfE).

The purpose of this inspection visit was to examine the school's compliance with the Education (Independent School Standards (England)) Regulations 2010.

Conclusions

The school has a suitable child protection policy, but this is not implemented effectively. The designated child protection officer has attended the advanced child protection training, as is required. However, the school has not ensured that all members of staff have received the relevant child protection training and know what to do should a concern arise. All the required vetting checks on the suitability of staff have been completed and recorded in a single central register. The single central register also notes the checks made on the governors. However, the school has not verified that no member of the proprietorial body is barred from regulated activity relating to children. The school has not ensured that all the required checks are made on all members of the proprietorial body and that these checks are completed and recorded in the single central register.

The anti-bullying policy does not comply with the latest central guidance. It does not identify the different types of bullying, especially electronic and homophobic forms, and refers to guidance which is out of date. The recording of behavioural incidents is undertaken by class teachers. Recent documents show some improvement in the quality of this information but some records from earlier this school year are of poor quality. There is no consistent whole-school approach to the management of behaviour, either at a school level or by class teachers. There is no recording of the bullying incidents related to recent complaints. Although the school has a suitable behaviour policy, this is not implemented effectively to ensure that behavioural incidents are recorded and acted upon appropriately to improve practice. There is no evidence to indicate that the management of the school monitors behavioural and bullying issues to identify any potential trends or patterns. Pupils say that there is some bullying in school, but are confident to ask a member of staff for support whenever needed.

Policies and procedures for risk assessments on trips, the premises and for first aid are in place. Fire equipment and electrical appliances are checked regularly to ensure they are safely operational. Fire risk assessments on the premises and fire drills are undertaken. The attendance registers are maintained in accordance with the regulations. However, the admissions register does not record the pupils' next educational destinations. There is no accommodation for the medical examination of pupils or provision for pupils who are ill or injured.

There are omissions in the school's written complaints policy. The complaints procedure does not provide for a formal complaint to be made in writing if parents are not satisfied with the response to an informal complaint. It does not stipulate that, if the parents are not satisfied with the response to a written complaint, there is provision for the establishment of a hearing before a panel appointed by the proprietor of at least three people who have not been directly involved in the matters detailed in the complaint. It does not state that where there is a panel hearing of a complaint, there is provision that one person on the panel is independent of the management and running of the school. The procedure does not provide for the panel to make findings and recommendations or stipulate that a copy of the findings and recommendations is to be provided to the complainant and, where relevant, the person complained about, and made available for inspection on the school premises by the proprietor and the headteacher. The procedure does not provide for written records of all complaints to be kept confidential, indicating whether they were resolved at the preliminary stage or whether they proceeded to a panel hearing.

In addition to this, the procedures outlined in the school's complaints policy have not always been followed and not all complaints have been fully investigated.

The quality of teaching observed was satisfactory. The activities in lessons generally interest pupils and provide opportunities to share ideas and findings. Support staff and resources are adequately deployed to support learning. Marking is regular, but it does not provide sufficient guidance to pupils about what they could do to improve the quality of their work. Pupils are supervised at all times. Behaviour observed was satisfactory.

Compliance with regulatory requirements

The school requires improvement and must take action to meet The Education (Independent School Standards) (England) Regulations 2010 ('the Regulations').

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| ■ ensure that teaching utilises effective strategies for managing behaviour and encouraging pupils to act responsibly | paragraph 3(h) |
| ■ ensure that arrangements are made to safeguard and promote the welfare of pupils at the school and that these arrangements have regard to guidance issued by the Secretary of State | paragraph 7 |
| ■ ensure that the behaviour policy is implemented effectively | paragraph 9 |
| ■ ensure that there are effective procedures to prevent bullying which have regard to the DfE guidance | paragraph 10 |
| ■ ensure that there is a full record of the sanctions imposed upon pupils for serious misbehaviour that is always up to date and accessible | paragraph 16 |
| ■ ensure that the admissions register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006 | paragraph 17 |
| ■ ensure that no member of the proprietorial body is barred from | |

regulated activity relating to children

- ensure that all the required checks are made on all members of the proprietorial body Checks required include:

 - an enhanced criminal records check
 - the individual's identity and their right to work in the United Kingdom
 - in the case of any person for whom, by reason of living or having lived outside the United Kingdom, further checks in regard to any guidance issued by the Secretary of State

paragraph 21(6)(a)
- ensure that the register shows whether the checks referred to in 21(6)(b) were made, the date they were made and the date on which the resulting certificate was obtained

paragraph 22(6)
- ensure that there is accommodation for the medical examination and treatment of pupils

paragraph 23B(1)(a)
- ensure that there is accommodation for the short-term care of sick and injured pupils, which includes a washing facility and is near to a toilet

paragraph 23B(1)(b)
- ensure the complaints procedure provides for a formal complaint to be made in writing if parents are not satisfied with the response to an informal complaint

paragraph 25(e)
- ensure that if the parents are not satisfied with the response to a written complaint, there is provision for the establishment of a hearing before a panel appointed by the proprietor of at least three people who have not been directly involved in the matters detailed in the complaint

paragraph 25(f)
- ensure that where there is a panel hearing of a complaint, there is provision that one person on the panel is independent of the management and running of the school

paragraph 25(g)
- provide for the panel to make findings and recommendations and stipulate that a copy of the findings and recommendations is sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about and is available for inspection on the school premises by the proprietor and the headteacher

paragraph 25(i)
- provide for written records to be kept of all complaints, indicating whether they were resolved at the preliminary stage or whether they proceeded to a panel hearing

paragraph 25(j)
- provide that correspondence, statements and records of complaints are to be confidential.

paragraph 25(k)

Inspection team

Fatiha Maitland, Lead inspector

Additional inspector

Information about this school

- The Lewes New School, situated in Lewes, Sussex, is a charitable trust school providing co-educational day education for pupils aged from three to 11 years of age. It was founded in 2000 by a group of parents and teachers and does not promote any particular religious practice.
- Its aim is to provide a curriculum that is formed by responding to pupils' inquisitive questions rather than predetermined subjects.
- The school was registered as an independent school in 2002. At present, the school has 57 full-time pupils and 21 part-time children in the Early Years Foundation Stage. There are currently 16 children in the Nursery class, who receive nursery funding. There are no pupils with a statement of special educational needs.
- The school was last inspected by Ofsted in October 2010, when the education provided was judged to be good and all the requirements were met.

School details

Unique reference number	132729
Inspection number	361391
DfE registration number	845/6047
This inspection was conducted at the request of the registration authority for independent schools. It was carried out under section 162A of the Education Act 2002, as amended by schedule 8 of the Education Act 2005.	
Type of school	Primary
School status	Independent day school
Age range of pupils	3–11 years
Gender of pupils	Mixed
Number of pupils on the school roll	57 (full time)
Number of part time pupils	21
Proprietor	Lewes New School
Chair	Anton Simanowitz
Headteacher	Linda Morris
Date of previous school inspection	5–6 October 2010
Annual fees (day pupils)	£6,525
Telephone number	01273 477074
Email address	office@lewesnewschool.co.uk

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