

# The Write Time

14 Willis Road, London CR0 2XX

**Inspection dates**

12 March 2018

**Overall outcome**

**The school is likely to meet the relevant independent school standards if the material change is implemented**

## Main inspection findings

### Part 3. Welfare, health and safety of pupils

*Paragraph 7, 7(a), 7(b), 11, 12, 14, 16, 16(a) and 16(b)*

- The safeguarding policy is published on the school's website, as are all the other required policies. It reflects the Secretary of State's latest guidance, published by the Department for Education: 'Keeping children safe in education' (September 2016), and 'Working together to safeguard children' (revised February 2018).
- Staff take safeguarding pupils very seriously. Pupils' progress is discussed regularly and any concerns raised are quickly shared with external agencies and parents and carers, as appropriate. Staff training at the correct level, including training for designated safeguarding leads, has taken place. Staff show the impact of training on their practice, for example when they make sure pupils who may be in need of additional support get early help. As a result, the small number of vulnerable pupils on the school's roll are well cared for.
- Leaders have ensured that the school's written health and safety policy is effectively implemented. The building and facilities, which include classrooms, offices, a medical room and social areas, are clean, safe and well maintained. Visits to all areas of the school show that pupils are more than adequately supervised.
- Policies and written risk assessments have been completed, are of good quality and meet all the required aspects of health and safety in reducing identified risks. A visit from an external fire safety consultant took place on 9 November 2017 to check compliance with the Regulatory Reform (Fire Safety) Order 2005 for the school site, including the new classrooms. This visit found that the school met the requirements for fire safety. Fire exits are clearly signposted, so that pupils are able to leave the building quickly and safely.
- The school is likely to meet the requirements relevant to the material change for this part.

#### Part 4. Suitability of staff, supply staff, and proprietors

*Paragraph 17, 18(1), 18(2), 18(2)(a), 18(2)(b), 18(2)(c), 18(2)(c)(i), 18(2)(c)(ii), 18(2)(c)(iii), 18(2)(c)(iv), 18(2)(d), 18(2)(e), 18(3), 19(1), 19(2), 19(2)(a), 19(2)(a)(i), 19(2)(a)(i)(aa), 19(2)(a)(i)(bb), 19(2)(a)(i)(cc), 19(2)(a)(ii), 19(2)(b), 19(2)(c), 19(2)(d), 19(2)(d)(i), 19(2)(d)(ii), 19(2)(e), 19(3), 20(6), 20(6)(a), 20(6)(a)(i), 20(6)(a)(ii), 20(6)(b), 20(6)(b)(i), 20(6)(b)(ii), 20(6)(b)(iii), 20(6)(c), 21(1), 21(2), 21(3), 21(3)(a), 21(3)(a)(i), 21(3)(a)(ii), 21(3)(a)(iii), 21(3)(a)(iv), 21(3)(a)(v), 21(3)(a)(vi), 21(3)(a)(vii), 21(3)(a)(viii), 21(3)(b), 21(4), 21(5), 21(5)(a), 21(5)(a)(i), 21(5)(a)(ii), 21(5)(b), 21(5)(c), 21(6), 21(7), 21(7)(a), 21(7)(b), 21(8)*

- The school's single central record of recruitment checks meets requirements. The school does not intend to appoint agency staff, but, should it become necessary, it has appropriate procedures in place to ensure that all the required checks are conducted.
- The school is likely to meet the requirements relevant to the material change for this part.

#### Part 5. Premises of and accommodation at schools

*Paragraph 22, 23(1), 23(1)(a), 23(1)(b), 23(1)(c), 24(1), 24(1)(a), 24(1)(b), 25, 26, 27, 27(a), 27(b), 28(1), 28(1)(a), 28(1)(b), 28(1)(c), 28(1)(d), 29(1), 29(1)(a), 29(1)(b)*

- The school is located on the ground floor and is accessible via two entrances, both of which are accessible to wheelchair users. Leaders have devised an accessibility plan to fulfil its duties under the Equality Act 2010.
- The school's proposed expansion consists of four classrooms, a social area, large kitchen and a medical room. A suitable outside space has been identified for recreation and sport. Permission for pupils to use the changing and showering facilities at the local sports centre have already been obtained.
- Suitable toilet and washing facilities are available for the sole use of pupils. Staff have their own separate toilets, located on the ground floor.
- The premises are safe, secure and well maintained. The health, safety and welfare of pupils are ensured through effective implementation of the school's health and safety procedures.
- A suitable medical room is provided which pupils may use if they become unwell. A toilet is located nearby, and the room is fitted with a hand basin, with hot and cold running water clearly labelled.
- The acoustic features and sound insulation, together with internal and external lighting, are suitable throughout the building.
- Water supplies, including regulated hot water and labelled drinking water, are likely to meet requirements.
- The school is likely to meet the requirements relevant to the material change for this part.

## Part 8. Quality of leadership in and management of schools

*Paragraph 34(1), 34(1)(a), 34(1)(b), 34(1)(c)*

- The proprietor, director of quality and the headteacher have a good knowledge and understanding of their roles and responsibilities. They have ensured that all the relevant independent school standards are consistently met and that pupils' safety and welfare are safeguarded.
- The school is likely to meet the requirements relevant to the material change for this part.

## **Compliance with regulatory requirements**

The school is likely to meet the requirements of the schedule to the Education (Independent School Standards) Regulations 2014 ('the independent school standards') and associated requirements that are relevant to the material change.

## School details

Unique reference number	142621
DfE registration number	306/6016
Inspection number	10048848

This inspection was carried out under section 162(4) of the Education Act 2002, the purpose of which is to advise the Secretary of State for Education about the school's likely compliance with the independent school standards relevant to the material change that the school has applied to make.

Type of school	Independent alternative provision
School status	Independent school
Proprietor	Chris Murray
Headteacher	Alton McDonald
Annual fees (day pupils)	£24,000
Telephone number	020 8689 7676
Website	<a href="http://www.the-write-time.org">www.the-write-time.org</a>
Email address	<a href="mailto:office@the-write-time.org">office@the-write-time.org</a>
Date of previous standard inspection	7–9 November 2017

## Pupils

	School's current position	School's proposal	Inspector's recommendation
Age range of pupils	12 to 16	12 to 16	12 to 16
Number of pupils on the school roll	13	32	32

## Pupils

	School's current position	School's proposal
Gender of pupils	Mixed	Mixed
Number of full-time pupils of compulsory school age	13	32
Number of part-time pupils	3	10
Number of pupils with special educational needs and/or disabilities	13	32
Of which, number of pupils with a statement of special educational needs or an education, health and care plan	11	25
Of which, number of pupils paid for by a local authority with a statement of special educational needs or an education, health and care plan	11	25

## Staff

	School's current position	School's proposal
Number of full-time equivalent teaching staff	3	5
Number of part-time teaching staff	1	1
Number of staff in the welfare provision	1	2

## Information about this school

- The Write Time is a small independent day school in the London borough of Croydon.
- It provides alternative provision for pupils who are typically excluded from school or referred from pupil referral units in local authorities in the vicinity.
- Most pupils are on short-term placements and are dual-registered.

- All pupils experience social, emotional and mental health difficulties.
- Many pupils have an education, health and care plan.
- The school does not use any alternative provision.
- In November 2017, the school received its first full inspection, when it was judged to require improvement.

## Information about this inspection

- This inspection was conducted by Ofsted at the request of the registration authority for independent schools.
- The inspection was commissioned by the Department for Education to consider the school's application for a material change to increase the number of pupils on roll from 13 to 32.
- The Department for Education requested that the inspector consider whether, because of the proposed changes of premises, the independent school standards contained within Parts 3, 4, 5 and 8 are met.
- The inspector met with the headteacher, the proprietor and head of quality. He toured the school site, visiting all classrooms and the medical room, offices and toilets. He also reviewed key documents and policies, including those related to safeguarding, health and fire safety, and scrutinised a range of risk assessments.
- There were too few responses to the Ofsted online survey (Parent View) to generate analysis.

## Inspection team

David Scott, lead inspector

Ofsted Inspector



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