

# Include Schools Norfolk

27 Hurricane Way, Norwich NR6 6HE

**Inspection dates**

8–9 May 2018

**Overall outcome**

**The school does not meet all of the independent school standards that were checked during this inspection**

## Main inspection findings

### Part 1. Quality of education provided

#### *Paragraph 2(1), 2(1)(a), 2(1)(b), 2(1)(b)(i)*

- At the standard inspection in May 2017, inspectors found the provider had not ensured that a written curriculum policy was in place, supported by appropriate plans and schemes of work. Plans at that time did not take sufficient account of the ages, aptitudes and needs of all pupils, including those with an education, health and care plan. Inspectors also found that there were few opportunities for the most able pupils to take GCSE subjects.
- The school's action plan stated that a number of actions would be taken to meet the unmet standard. School leaders and staff aimed to review the school's curriculum and associated schemes of work, in particular to ensure continuity of planning and flexibility to meet the needs of all pupils. In addition, leaders committed to ensuring that teachers were clear about the work schemes they were following.
- Leaders agreed to put plans in place to secure a wider curriculum offer and to enrich pupils' learning through partnership links with the community, further education providers and employers.
- A revised curriculum policy, supported by suitable schemes of work, is now in place and is published on the school's website. Pupils have access this year to a wider range of accredited qualifications and a higher proportion of them will complete GCSE examinations in mathematics and English at the end of Year 11.
- Partnership working with local colleges and employers is enabling more pupils to access suitable part-time, work-related programmes to meet their needs.
- Plans are underway to develop closer links with secondary schools, with a view to extending further the range of GCSE options available, where pupils have the skills and aptitudes to succeed. These plans are suitably developed in the Norwich site but are at an earlier stage of implementation at the other sites.
- Leaders have ensured that this independent school standard is now met.

*Paragraph 3, 3(a), 3(b), 3(d), 3(g)*

- At the time of the standard inspection in May 2017, some staff did not fully understand the assessment systems used to track pupils' progress. Assessment information was not used effectively to plan learning matched to pupils' different abilities. Teachers' expectations of pupils' progress were not consistently high enough. Pupils' overall attendance was below average, with limited evidence of improvement.
- The school's action plan proposed a number of appropriate actions. These included further staff training linked to a revised programme of regular checks on pupils' progress, alongside closer monitoring of the quality of teaching, learning and assessment over time.
- As a result of the changes already implemented, teachers have a better understanding of pupils' needs through their own assessment records and through centrally held assessment information. Some staff training has taken place and there are appropriate plans for further training.
- Inspectors' observations and information from the school's now regular monitoring and review programme show that expectations of what pupils can achieve are generally higher. Overall, teaching is improving. Leaders are much clearer now about what is working well and the aspects of teaching that need to improve.
- Cross-centre meetings, attended by the headteacher, curriculum leaders of learning and the school's teaching, learning and assessment lead are more effectively supporting the sharing of good practice across sites.
- While pupils' attendance overall remains low there are some marked improvements for individual pupils, in particular in Year 11. Monitoring of attendance is rigorous. School staff leave no stone unturned in their follow-up when pupils do not attend school.
- Leaders have ensured that this independent school standard is now met.

Part 3. Welfare, health and safety of pupils

*Paragraph 7, 7(a), 7(b)*

- A suitable safeguarding policy is published on the school's new website.
- The headteacher, the safeguarding leaders and all staff have an appropriate understanding of the principles of safeguarding and child protection.
- Leaders have ensured that this independent school standard remains met.

Part 8. Quality of leadership in and management of schools

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

- At the time of the standard inspection in May 2017, senior leaders had not ensured that all of the independent school standards were met. There was no secure system in place to monitor the quality of teaching, learning and assessment. Senior leaders had an overgenerous view of the school's performance.

- Improvement planning is now focused on the right priorities. However, the success criteria are not yet consistently measurable, in terms of the progress that pupils are making. Nevertheless, the actions already taken demonstrate that the school is on the journey to further improvement.
- Suitable curriculum plans and associated schemes of work are in place. Teachers have a better understanding of pupils' starting points and improved access to information to help them plan to meet pupils' individual learning needs.
- The monitoring of teaching, learning and assessment is more regular. Leaders have a much clearer insight into where teaching is working well and what needs to improve.
- The issues raised at the standard inspection have been addressed but some actions are at a relatively early stage of implementation.
- Leaders know that they need to continue to improve the consistency of the quality of teaching and pupils' outcomes, while ensuring that all pupils attend school regularly.
- Although leaders have addressed the weaknesses that led to this independent school standard not met at the previous inspection, the standard remains not met. This is because standards are not met in relation to the material changes requested by the school to the Department for Education (DfE).
- This standard is not met in light of the material changes already implemented by the school in relation to the Great Yarmouth site, as explained below. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

### **The school's application to make a material change**

- The proprietor has applied to the DfE for material changes to cover the relocation of sites in Norwich and Great Yarmouth. The location of the King's Lynn site remains the same.
- The school is already operating fully in buildings on the new sites.

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

### *Paragraph 11*

- The proprietor has ensured that relevant health and safety laws are complied with. Associated policies are up to date. Appropriate checks are made, for example, on fire alarms, fire safety signs and notices, fire extinguishers and electrical appliances, in line with fire safety standards and the Regulatory Reform (Fire Safety) Order 2005.
- Additional health and safety audits are undertaken by the Catch 22 premises team. The standardised systems already in place have been transferred to the new sites.
- The completion of the central team's recommendations are underway.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 12*

- School leaders have ensured that suitable fire risk assessments of the premises were undertaken.
- Appropriate follow-up checks are commissioned by Catch 22 senior leaders. Some of this work, for example staff training, was still in progress during the inspection.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 14*

- Suitable arrangements are in place to ensure that pupils are supervised appropriately in lessons, at break and lunchtimes and when moving around the school sites.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 16, 16(a), 16(b)*

- The risk assessment policy sets out the school's approach to keeping pupils safe. Risk assessments are in place for activities on and off site.
- A sample of the school's risk assessments show that leaders have identified potential situations which might place pupils at risk and have strategies in place to minimise these risks. Some risk assessments are currently under review.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided to approve the implementation of the material changes.

Part 5. Premises of and accommodation at schools

*Paragraph 23(1), 23(1)(a), 23(1)(b), 23(1)(c)*

- Suitable, separate toilet facilities are provided for boys and girls at both of the school's relocation sites in Norwich and Great Yarmouth. There are additional separate toilets for staff and visitors.
- Showers are not available on the school sites. However, suitable arrangements are in place for pupils' supervised access to appropriate facilities when using the gymnasium in off-site leisure provision.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 24(1), 24(1)(a), 24(1)(b)*

- A medical room is available on each site for the care of pupils who are unwell. Each room has a lockable first aid cabinet, appropriate equipment for the treatment of minor injuries, washing facilities and a toilet close by.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the

implementation of the material changes.

*Paragraph 25*

- While the proprietor has ensured that the school premises, accommodation and facilities are maintained to an appropriate standard on the Norwich site, this is not the case in Great Yarmouth.
- The boiler for the heating at the Great Yarmouth premises has not functioned efficiently since September 2017. As a result, portable heating appliances were needed during the winter months to address deficiencies in the system.
- Although the provider made a clear commitment to ensuring swift completion of the boiler repairs, inspectors could not evaluate the impact of these actions before the end of the inspection.
- At the time of this material change inspection, negotiations with the landlord for the much-needed boiler repairs had not been concluded but the pace of discussions to bring about a resolution accelerated during inspectors' time on site.
- This independent school standard is not met. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 26*

- The provider has ensured suitable acoustic conditions and sound insulation in both premises.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 27, 27(a), 27(b)*

- The provider has ensured that suitable internal and external lighting is in place.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 28(1), 28(1)(a), 28(1)(b), 28(1)(c), 28(1)(d), 28(2), 28(2)(a), 28(2)(b)*

- Suitable toilets and washing facilities are in place, with appropriate supply of hot and cold water. Drinking water is supplied and labelled clearly.
- This independent school standard is met on both sites. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

*Paragraph 29(1), 29(1)(a), 29(1)(b)*

- Local leisure facilities are used to provide access to gymnasium equipment.
- The provider has ensured that the new premises at the Norwich site have a suitable outdoor area for pupils. This is not the case in Great Yarmouth.
- On the Great Yarmouth site, the outdoor space available is insufficient for the number of pupils on site.

- The concerns outlined above for the independent school standard for the health, safety and welfare of pupils (paragraph 25) has the potential to have wider detrimental implications on the appropriateness of the limited space currently available. This is because the broken boiler flue opens directly on to the currently designated outdoor area.
- This independent school standard is not met. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

#### Part 6. Provision of information

##### *Paragraph 32(1), 32(1)(a), 32(2)(a)*

- The standard relates to the provision of information by the school to parents and others.
- Appropriately, the website has been updated to take account of recent changes, in particular updates to contact details and the addresses of the new sites.
- Leaders have ensured that this independent school standard continues to be met.

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

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

- As reported above, although leaders have addressed the weaknesses that led to this independent school standard not being met at the previous inspection, the standard remains not met. This is because standards are not met in relation to the material changes requested by the school to the DfE.
- This standard is not met in light of the material changes already implemented by the school in relation to the Great Yarmouth site, as explained above. Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.

## **Compliance with regulatory requirements**

The school does not meet the requirements of the schedule to the Education (Independent School Standards) Regulations 2014 ('the independent school standards') and associated requirements that were checked during this inspection. This included the standards and requirements that the school was judged to not comply with at the previous inspection. Not all of the standards and associated requirements were checked during this inspection.

### **The school now meets the following independent school standards**

- The proprietor must ensure that a written policy on the curriculum, supported by appropriate plans and schemes of work, is drawn up and implemented effectively and takes into account the ages, aptitudes and needs of all pupils, including those with an education, health and care plan (paragraph 2(1), 2(1)(a), 2(1)(b), 2(1)(b)(i)).
- The proprietor must ensure that teaching at the school:
  - enables pupils to acquire new knowledge and make good progress according to their ability so that they increase their understanding and develop their skills in the subjects taught
  - fosters in pupils self-motivation, the application of intellectual, physical and creative effort, interest in their work and the ability to think and learn for themselves
  - shows a good understanding of the aptitudes, needs and prior attainments of the pupils and ensures that these are taken into account in the planning of lessons
  - demonstrates that a framework is in place to assess pupils' work regularly and thoroughly and use information from that assessment to plan learning so that pupils can progress

(paragraph 3, 3(a), 3(b), 3(d), 3(g)).

### **The school does not meet the following requirements relevant to the material changes, which are already implemented**

- The proprietor must ensure that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and welfare of pupils are assured (paragraph 25).
- The proprietor must ensure that suitable outdoor space is provided in order to enable pupils to play outside (paragraph 29(1), 29(1)(b)).
- The proprietor must ensure that persons with leadership and management responsibilities at the school
  - demonstrate good skills and knowledge appropriate to their role so that the independent school standards are met consistently
  - fulfil their responsibilities effectively, so the independent standards are met consistently; and
  - actively promote the well-being of pupils

(paragraph 34(1), 34(1)(a), 34(1)(b), 34(1)(c)).

## School details

Unique reference number	134440
DfE registration number	926/6150
Inspection number	10043987

This inspection was carried out under section 109(1) and (2) of the Education and Skills Act 2008, the purpose of which is to advise the Secretary of State for Education about the school's suitability for continued registration as an independent school.

The inspection of the school's provision in relation to the material change that the school has applied to make 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	Other independent school
School status	Independent school
Age range of pupils	14 to 16
Gender of pupils	Mixed
Number of pupils on the school roll	91
Proprietor	Catch 22
Chair	Chris Wright
Headteacher	Philip Hinchliffe
Annual fees (day pupils)	£19,076
Telephone number	01603 401515
Website	<a href="http://www.catch-22.org">www.catch-22.org</a>
Email address	<a href="mailto:Philip.Hinchliffe@catch-22.org.uk">Philip.Hinchliffe@catch-22.org.uk</a>
Date of previous standard inspection	9–11 May 2017

### Information about this school

- Include Schools Norfolk is owned by the Catch 22 organisation. It is an independent day school with three sites: one in Norwich, another in King's Lynn and the third centre is located in Great Yarmouth.
- The headteacher has oversight of the provision across the three sites. He reports directly

to the Catch 22 executive principal, who in turn is accountable to the board of trustees.

- Work is underway to establish a local advisory board and this new initiative is at an early stage of development.
- A curriculum leader of learning is based in each centre to support the day-to-day operation of the school. The curriculum leaders work together with advocates whose role is to champion the welfare needs of individual pupils.
- The school is registered to provide education for 117 boys and girls between the ages of 14 and 16 years. Pupils are referred by the local authority, typically because they have been excluded from mainstream schools, special schools or pupil referral units. A high proportion of pupils exhibit challenging behaviours. Most have had significant disruption to their education over time.
- Fourteen pupils have an education, health and care plan relating to social, emotional and mental health needs. Other pupils have additional learning difficulties, such as dyslexia, attention deficit hyperactivity disorder or autistic spectrum disorder.
- The school uses alternative providers who offer part-time, work-related education for 10 pupils at the following centres:
  - City College Norwich
  - St Edmund's Society
  - Action Community Enterprise.
- Since the standard inspection in May 2017, the Norwich provision has relocated from three separate sites to a single location on the outskirts of the city. The Great Yarmouth provision has relocated to different premises on the edge of the town.

## Information about this inspection

- This inspection was carried out at the request of the registration authority for independent schools. The purpose of the inspection was to monitor the progress the school has made in meeting the independent school standards and other requirements that it was judged to not comply with at its previous inspection.
- In May 2017, a standard inspection judged the provision to require improvement. The school submitted an action plan to address the recommendations and the independent school standards that the school did not meet. Ofsted’s review of this plan in September 2017 deemed it as not acceptable.
- The inspection was the school’s first progress monitoring inspection and was conducted without notice.
- The progress monitoring inspection focused on the school’s progress against the specific requirements within Parts 1 and 8 of the independent school standards.
- In addition to the progress monitoring, inspectors also considered the school’s two material change requests, to evaluate the suitability of relocation sites in Great Yarmouth and Norwich.
- Although the material changes are already fully implemented, the DfE has not yet decided whether to approve the implementation of the material changes.
- In the context of the material change requests, inspectors focused on evaluating Parts 3, 5, 6 and 8 to evaluate whether the relevant aspects of the standards were likely to be met.
- Inspectors undertook a tour of the sites and met with the headteacher, curriculum and learning leaders and other school staff.
- The lead inspector spoke with the Catch 22 executive principal and other senior leaders in a pre-arranged telephone call on the first day of the inspection. She also spoke with the leaders again in a conference call on day two.
- Inspectors looked at a range of documentation related to teaching, learning and assessment; the school’s self-evaluation; policies; child protection records; and the school’s single central record of pre-employment checks on staff.
- Meetings and informal discussions were held with pupils. Inspectors also observed pupils’ learning in lessons and looked at their work in books.

## Inspection team

Christine Dick, lead inspector

Her Majesty’s Inspector

Paul Copping

Ofsted Inspector

Jenny Carpenter

Ofsted Inspector

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