

Organisation name	Heathfield Summer School, Ascot
Inspection date	26–27 July 2016

Section standard	Met	Not met
Management: The management of the provision will operate to the benefit of its students, in accordance with its publicity and in accordance with the <i>Declaration of legal and regulatory compliance</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources and environment: The learning resources and environment will support and enhance the studies of students enrolled with the provider, and will offer an appropriate professional environment for staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching and learning: Teachers will have appropriate qualifications and will be given sufficient support to ensure that their teaching meets the needs of their students. Programmes of learning will be managed for the benefit of students. The teaching observed will meet the requirements of the Scheme.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welfare and student services: The needs of students for security, pastoral care, information and leisure activities will be met; any accommodation provided will be suitable; the management of the accommodation systems will work to the benefit of students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Care of under 18s section	N/a	Met	Not met
There will be appropriate provision for the safeguarding of students under the age of 18 within the organisation and in any leisure activities or accommodation provided.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Recommendation

We recommend continued accreditation.

Summary statement

The British Council inspected and accredited Heathfield Summer School in July 2016. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and care of under 18s and accredits organisations which meet the overall standard in each area inspected (see www.britishcouncil.org/education/accreditation for details).

This private boarding school offers residential vacation courses in general English for under 18s and for closed groups of under 18s.

Strengths were noted in the areas of staff management, student administration, quality assurance, premises and facilities, learning resources, academic management, course design, teaching, care of students, accommodation, leisure opportunities, and care of under 18s.

The inspection report stated that the organisation met the standards of the Scheme.

Organisation profile

Inspection history	Dates/details
First inspection	1987
Last full inspection	2012
Subsequent spot check (if applicable)	N/a
Subsequent supplementary check (if applicable)	N/a
Subsequent interim visit (if applicable)	N/a
Current accreditation status	Accredited
Other related non-accredited activities (in brief) at this centre	Activities Summer Camp for UK girls and fluent English speakers living overseas
Other related accredited schools/centres/affiliates	Heathfield is part of the BABSSCO group of schools
Other related non-accredited schools/centres/affiliates	N/a

Private sector

Date of foundation	1977 (Summer School)
Ownership	Registered charity; the course is run as part of Heathfield School
Other accreditation/inspection	N/a

Premises profile

Address of main site	Heathfield School, London Rd, Ascot, Berkshire SL5 8BQ
Details of any additional sites in use at the time of the inspection	N/a
Details of any additional sites not in use at the time of the inspection	N/a
Profile of sites visited	The school operates on one self-contained campus. The classrooms, offices and accommodation are all in close proximity. The school's extensive site includes a performing arts centre; large heated indoor swimming pool; fully-equipped sports hall with squash, badminton and basketball courts; fitness suite; dance studio; cookery suite; art, photography and textile studios; tennis courts and sports fields.

Student profile

	At inspection	In peak week: July (organisation's estimate)
Of all international students, approximate percentage on ELT/ESOL courses	100%	100%
ELT/ESOL students (eligible courses)	At inspection	In peak week
Full-time ELT (15+ hours per week) 18 years and over	N/a	N/a
Full-time ELT (15+ hours per week) aged 16–17 years	10	10
Full-time ELT (15+ hours per week) aged under 16	117	117
Part-time ELT aged 18 years and over	N/a	N/a
Part-time ELT aged 16–17 years	N/a	N/a
Part-time ELT aged under 16 years	N/a	N/a
Overall total ELT/ESOL students shown above	127	127
Minimum age	8+	8+
Typical age range	8–17	8–17
Typical length of stay	2 weeks	2 weeks
Predominant nationalities	Chinese/Hong Kong, Spanish, Saudi.	Chinese/Hong Kong, Spanish, Saudi.
Number on PBS Tier 4 General student visas	N/a	N/a
Number on PBS Tier 4 child visas	0	0
Number on short-term student (child)	30	30

Staff profile	At inspection	In peak week 25 July (organisation's estimate)
Total number of teachers on eligible ELT courses	11	11
Number teaching ELT under 10 hours/week	1	
Number teaching ELT 10–19 hours/week	10	
Number teaching ELT 20 hours and over/week	0	
Total number of administrative/ancillary staff	37	

Academic staff qualifications to teach ELT/ESOL

Profile in week of inspection	
Professional qualifications	Total number of teachers
Diploma-level ELT/TESOL qualification (TEFLQ)	3
Certificate-level ELT/TESOL qualification (TEFLI)	7
Holding specialist qualifications only (specify)	0
YL initiated	1
Qualified teacher status only (QTS)	0
Rationale(s) required for teachers without appropriate ELT/TESOL qualifications	0
Total	11

These figures include the academic manager(s)

Comments

The DoS and ADoS are TEFLQ. The Dos is not included in the profile. The senior teacher is TEFLI. The ADoS and senior teacher were teaching at the inspection and are included in the profile.

Course profile

Eligible activities	Year round		Vacation		Other - N/a	
	Run	Seen	Run	Seen	Run	Seen
General ELT for adults	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General ELT for juniors (under 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English for academic purposes (excludes IELTS preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English for specific purposes (includes English for Executives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher development (excludes award-bearing courses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESOL skills for life/for citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Heathfield Summer School is an all-girls school for 8–17 year-olds. On Mondays and Saturdays classes run from 09.00–12.40, with a 40-minute break. On Tuesdays, Wednesdays and Fridays the main group lesson finishes at 11.30. Teachers swap groups for project classes which run from 11.30–12.40. There is a full-day trip on Thursdays. At the inspection there was one closed group of Japanese students which returns each year with a group leader. The students from this group with a higher level of English were integrated with the main student body and one closed group class for students at a lower level was running.

A one-week English with Style course is run in the last week of the programme for students aged 14–17. In addition to lessons, the course includes British culture and etiquette, fashion, style, life skills and well-being.

Accommodation profile

Number of students in each at the time of inspection (all students on eligible courses)		
Types of accommodation	Adults	Under 18s
Arranged by provider/agency		
Homestay	0	0
Private home	0	0
Home tuition	0	0
Residential	0	126
Hotel/guesthouse	0	0
Independent self-catering e.g. flats, bedsits, student houses	0	0
Arranged by student/family/guardian		
Staying with own family	0	1
Staying in privately rented rooms/flats	0	0
Overall totals adults/under 18s		
	0	127
Overall total adults + under 18s	127	

Introduction

Heathfield School was founded in 1899 and remains one of the few all-girls boarding schools in the UK. The school has been running its own summer courses for overseas students since 1976. The director of the summer school operation has a long history with the school as she was on the Heathfield staff for 9 years. She has been employed by the school to run the summer programme for 23 years. A high proportion of the summer school staff return each year.

Heathfield School also runs a summer camp for mainly British girls with a few overseas participants. The camp has its own programme but management and administrative staff are shared and there are opportunities for shared activities with the summer school students. Some of the summer camp helpers are involved with the pastoral care of the younger summer school girls.

The summer school is run for four weeks and students generally come either for the first or the last two weeks, but almost a third come for three or four weeks. The course is residential and offered to girls aged between eight and seventeen. The inspection took place in the third week of the programme.

The inspection lasted two days. During this time the inspectors met the following members of staff, with names used in the report referenced in brackets:

Headmistress of Heathfield School
Director Heathfield Summer School
Deputy Director
Assistant Director/Trips Director (Trips director)
Director of Studies (DoS)
Assistant Director of Studies (ADoS)
Senior Teacher
Registrar
Bursar
Deputy Bursar
Activities Director
Activity leaders
Senior Housemother
Wyatt Housemother
One group leader
Catering Manager
Two summer camp helpers

There were also meetings with the teachers and a group of students. All the teachers were observed. One inspector

visited the on-site residential accommodation.

Management

Legal and statutory regulations

Criteria	See comments
M1 Declaration of compliance	<input checked="" type="checkbox"/>

Comments

M1 Sampling identified the following issue: some digital and photocopied materials did not include source details; the school should seek further advice from the relevant statutory/regulatory body.

Staff management

Criteria	Not met	Met	Strength	See comments	N/a
M2 Management structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M3 Duties specified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	
M4 Communication channels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M5 Human resources policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M6 Qualifications verified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>
M7 Induction procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M8 Monitoring staff performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M9 Professional development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments

M2 There is a clear structure of management and the summer school benefits from a very experienced director, who is closely involved with all aspects of the day-to-day running of the summer programme. She is supported by a deputy director and trips director. Some of the support staff, such as the registrar, bursar and matron, work for Heathfield School year round.

M4 Channels of communication are clear and effective. All the key summer school staff work as a close-knit team in the summer school office. It is well located near all the areas of the school in use during the summer programme. There is a comprehensive system of daily meetings and regular briefings for all staff. Minutes of formal meetings generate action points which are systematically followed through.

M5 The summer school benefits from a high number of returners and they are required to go through the same rigorous recruitment procedures as new staff. Personnel files are well maintained and up to date.

M7 There are thorough induction procedures in place for new and returning staff. An informal support system among the teaching staff means that any new teachers receive additional assistance from experienced colleagues.

M8 Staff performance is monitored via mid-course appraisals for all non-teaching staff. Teachers' performance is managed through observations, with feedback from the DoS. Exit appraisals are carried out for all staff.

M9 Management, administrative and activity staff have received appropriate training. See T10 for further comments on professional development for teachers.

Student administration

Criteria	Not met	Met	Strength	See comments	N/a
M10 Administrative staff and resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M11 Information on course choice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M12 Enrolment procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M13 Contact details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M14 Student attendance policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M15 Students asked to leave course	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

M10 The registrar, bursar and deputy bursar work at the school all year and handle the demands of the summer courses very efficiently using a bespoke database.

M11 Pre-course information is detailed, appropriate and well presented. Students receive sufficient information and advice about their course during their stay.

M12 Enrolment procedures are carried out very efficiently and students and staff benefit from a personalised service.

M13 All relevant student contact details are held on the school's database which is live throughout the year and accessible to the emergency phone holder.

M14 There is a clear policy on student attendance and punctuality, and effective procedures are in place for ensuring they are implemented. One individually-enrolled student who was staying with her family was required to check in each day at reception.

Quality assurance

Criteria	Not met	Met	Strength	See comments	N/a
M16 Action plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M17 Continuing improvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M18 Student feedback and action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M19 Staff feedback and action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M20 Complaints and action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

M16 The points to be addressed from the last inspection have been addressed apart from one point relating to publicity. See M26.

M17 There is a clear commitment to continuing improvement based on detailed analysis of staff and student feedback. Examples of changes made since the last inspection include the decision to have students eat lunch in class groups rather than with their friends from other classes who speak the same language. Another is the requirement for monitors to sit near the junior students at breakfast and dinner.

M18 First-week and end-of-course questionnaires are administered. Feedback is collated and the director writes a short summary with any action points needed, which is disseminated to all staff. However, although students are given opportunities to give their opinion on accommodation through informal channels, the questionnaires do not elicit students' satisfaction with their accommodation. An appropriate question was added to the questionnaires during the inspection.

M19 Staff feedback is obtained through informal channels, regular meetings, the weekly chat room and exit appraisals. There was clear evidence of action having been taken on the basis of staff suggestions.

Publicity

Criteria	Not met	Met	Strength	See comments	N/a
M21 Accessible accurate language	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M22 Realistic expectations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
M23 Course descriptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M24 Course information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	
M25 Costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
M26 Accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M27 Leisure programme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M28 Staff qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>
M29 Accreditation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>

Comments

The summer school publicity comprises a website and brochure in pdf format, as well as videos on social media.

M22 Publicity offers accurate information about the premises, location, and the extent and availability of the services and resources.

M26 The accommodation provided is accurately described in terms of type but the description 'high standard' in the pdf brochure is over generous. This description was removed during the inspection.

Management summary

The provision meets the section standard and exceeds it in some respects. Sampling of documentation revealed an issue in relation to Declaration of legal and regulatory compliance which the provider has been asked to follow up. The management operates to the benefit of both students and staff and in accordance with its publicity. There is good communication throughout the school. Recruitment and induction procedures are thorough. Student administration procedures are efficient. Quality assurance procedures are thorough and effective. *Staff management, student administration and quality assurance* are areas of strength.

Resources and environment

Premises and facilities

Criteria	Not met	Met	Strength	See comments	N/a
R1 Adequate space	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
R2 Condition of premises	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
R3 Classrooms and learning areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
R4 Student relaxation areas and food	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
R5 Signage and display	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
R6 Staffroom(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

R1 The school is set in private tree-lined grounds with extensive leisure facilities. The main school building offers a very comfortable environment for students and staff.

R2 The premises are in a very good state of repair, cleanliness and decoration.

R3 The school has use of eight classrooms on the ground floor and three in the new state-of-the-art Science, Technology, Engineering and Mathematics building (STEM) on the first floor. All the classrooms are well furnished and free from extraneous noise. The STEM building has an automated air control system. A computer room and library are available for lessons.

R4 There are comfortable common rooms in each residential house where students may relax. The school canteen serves food of outstanding quality as evidenced in student and staff feedback, and confirmed by the inspectors.

R5 Noticeboards in classrooms and corridors are well maintained. Students are given individual maps showing the location of classrooms.

R6 There is a very large staff room, which provides ample space for lesson preparation and relaxation. Teachers have access to three computers and two photocopiers as well as use of the computer room and library to prepare lessons.

Learning resources

Criteria	Not met	Met	Strength	See comments	N/a
R7 Learning materials for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R8 Resources for teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
R9 Educational technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
R10 Self-access facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
R11 Library/self-access guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
R12 Review and development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments

R8 Teaching resources are readily available in the staff room. Teachers have access to a shared resources folder on the main school computer server to which they may add resources which they and the DoS have created.

R9 The school's educational technology is well maintained by the IT department. The service was praised by teachers at the focus group meeting. All the coursebook listening materials have been uploaded to the summer school's intranet. They can be accessed in the classroom through the interactive whiteboards (IWBs) in each classroom.

R10 Students may access the school library, which is furnished with tables and chairs for study. See also R11.

R11 The library has an extensive collection of reference books, fiction, magazines and periodicals which are

available to all students. See also T15.

R12 The DoS seeks feedback from teachers at the end of the summer on the coursebooks and resources used. There is very good budgeted provision for the purchase of new resources.

Resources and environment summary

The provision meets the section standard and exceeds it in some respects. The school premises provide a clean, comfortable and professional environment for both students and staff with good facilities for relaxation. The school's learning resources and teaching facilities support the studies of the students. *Premises and facilities* and *Learning resources* are areas of strength.

Teaching and learning

Academic staff profile

Criteria	Not met	Met	Strength	See comments	N/a
T1 General education (and rationales)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	
T2 ELT/TESOL teacher qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T3 Rationales for teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T4 Profile of academic manager(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T5 Rationale for academic manager(s)	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments

T1 One teacher did not have a level 6 qualification. A rationale for her employment was accepted at the last inspection and is accepted in the context of this inspection.

T4 The DoS and ADoS are TEFLQ and both have substantial relevant experience. They are supported by a senior teacher who is TEFLI and who has worked at the school as a teacher for six successive summers.

Academic management

Criteria	Not met	Met	Strength	See comments	N/a
T6 Deployment of teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T7 Timetabling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T8 Cover for absent teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T9 Continuous enrolment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T10 Formalised support for teachers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T11 Observation and monitoring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

T6 Teachers are assigned to courses according to their preferences, their areas of expertise and feedback from students.

T7 The DoS is responsible for timetabling. The school benefits from a high rate of returning teachers each year. Teachers are paired, with one teacher allocated the main general English and trips/diary classes and the other to the project class at a different level.

T8 The ADoS, as first cover, was teaching the classes of a teacher who had withdrawn at the start of the summer course. The DoS and two teachers provide additional cover as needed.

T9 New students are paired with longer-stay students on their first day and are given time to look at and discuss the course diaries which students had written. This provides an opportunity for them to catch up on some of the work already covered.

T10 The DoS, ADoS and senior teacher provide a very good level of support and guidance which teachers appreciate. In-service training sessions take place every Friday afternoon and teachers commented that they had been useful and relevant.

T11 All teachers are observed in the first or second week of the programme. This is usually followed by a second observation. Observation records were sampled and found to be constructive. Teachers described the feedback they are given as helpful and motivating. Two teachers had carried out peer observations at the suggestion of the DoS and found the process very beneficial.

Course design and implementation

Criteria	Not met	Met	Strength	See comments	N/a
T12 Principled course structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T13 Review of course design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T14 Course outlines and outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T15 Study and learning strategies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T16 Linguistic benefit from UK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments

T12 The course structure is based on weekly, stand-alone schemes of work which are based on content and themes which are designed to carry over to the following weeks. Lesson outlines at three Common European Framework (CEF) levels are drawn up by the academic team for the first lesson. Teachers may choose materials from coursebooks and from in-house materials which have been saved in shared folders. The trip/diary lessons at three CEF levels help students prepare for the educational trips each week and they write short diary entries. Project lessons are thematic and lesson outlines at three levels for these are provided by the DoS, ADoS and senior teacher. The theme in the week of the inspection was the Olympics, with some work devoted to women in sport and to planning a sport event.

T13 Courses and materials are reviewed by the DoS at the end of the summer and teachers' feedback is used to inform future planning.

T15 During some afternoons teachers hold an English Club for any students who want help with their work. Students may also sign up for the Library Club where they may ask a teacher to help them choose books or they may join a reading group. Students receive suggestions for further study when they leave the school.

T16 Authentic materials are available in the library and on the school intranet. The trip/diary lessons include links to the weekly educational trips. Students benefit from opportunities to interact with summer camp students who occasionally join lessons, as was the case in one lesson observed during the inspection.

Learner management

Criteria	Not met	Met	Strength	See comments	N/a
T17 Placement for level and age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
T18 Monitoring students' progress	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T19 Examination guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T20 Assessment criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T21 Academic reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T22 Information on UK education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

T17 The DoS obtains students' predicted levels from their parents and on arrival placement procedures include a multiple-choice test, a writing task and an interview. Students aged 8–11 take an external young learners' test.

T18 Student progress is monitored by the DoS, who keeps a student monitoring record. The English Club, Library Club and Chat Room also give students the opportunity to see teachers in smaller groups.

T21 All students receive very detailed progress reports at the end of their course.

T22 Guidance in relation to this criterion is available from the principal as needed.

Classroom observation record

Number of teachers seen	11
Number of observations	11
Parts of programme(s) observed	All

Comments

The ADoS and senior teacher are included in these figures. Classes were observed at each level and included general English lessons and one trip/diary lesson. Project lessons could not be observed as the timetable had been changed at short notice and the lessons which were due to run during the inspection had been moved to Saturday. The Japanese closed group was observed.

Classroom observation

Criteria	Not met	Met	Strength	See comments	N/a
T23 Models and awareness of English in use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T24 Appropriate content	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T25 Learning outcomes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T26 Teaching techniques	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T27 Classroom management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T28 Feedback to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
T29 Evaluating student learning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
T30 Student engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Comments

T23 Teachers were able to help students understand meaning and form by precise questioning. Accurate written and oral models were provided. Clear explanations of new vocabulary were provided and there was good use of contextualised examples in many lessons. A lack of annotation of new lexis, for example for pronunciation or parts of speech, was noted in most lessons.

T24 Teachers were able to adapt their language to the level of the class. Topics were engaging and some differentiation of tasks was noted. The content of many lessons was linked to the educational trips. Lesson plans were provided for all classes but they did not include student profiles.

T25 There was a clear link between activities and aims in most lessons. Coherence was demonstrated through recapping and recycling of material. Learning outcomes were given and were made explicit, with one exception.

T26 Lessons were clearly staged and many examples of elicitation and instruction checking were noted. Good use was made of visual prompts and IWB timers. There were frequent changes of pairs and groups in most lessons and students were encouraged to speak. In one or two lessons students were insufficiently engaged and some students dominated.

T27 There was very good use of resources in all lessons. IWBs were used creatively and in some lessons students were encouraged to use them, which they clearly enjoyed. Whiteboards, handouts and picture prompts were all used effectively. Groups were sometimes rearranged and mingling activities were successfully managed.

T28 Teachers' feedback included use of gesture to indicate errors. Techniques included self and peer correction.

T29 Teachers set up a wide range of activities, many of which included pair and group work. Good use was made of concept checking for understanding. Teachers monitored learning effectively.

T30 Teachers graded their language well and all lessons included a communicative focus at some stage. Lessons were well paced and included competitive elements which appealed to the more active students. Topics were appropriate and engaging. Teachers gave individual attention as needed. Students in the focus group appreciated the teaching.

Classroom observation summary

The teaching observed met the requirements of the Scheme. Lessons were either good or very good. Teachers had a good knowledge of linguistic systems. Lessons were mostly well planned and took account of the needs of students. Resources were well managed and teachers had a wide range of teaching, monitoring and correction techniques. Rapport was good in all classes.

Teaching and learning summary

The provision meets the section standard and exceeds it in some respects. Teachers are very well supported and monitored by the academic team and efficient academic procedures are in place. Programmes of learning are managed for the benefit of students, with a good linking of the classroom to the excursion programme. The teaching observed met the requirements of the Scheme. *Academic management, Course design and Teaching* are areas of strength.

Welfare and student services

Care of students

Criteria	Not met	Met	Strength	See comments	N/a
W1 Safety and security onsite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
W2 Pastoral care	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
W3 Personal problems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
W4 Dealing with abusive behaviour	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W5 Emergency contact number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>
W6 Transport and transfers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W7 Advice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
W8 Medical and dental treatment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	

Comments

W1 There is very good provision for the safety and security of students on the premises. Entry to all buildings is via a key pad, and monitors patrol the grounds to supervise students and welcome visitors. Outside areas are controlled by CCTV. Risk assessments are regularly updated and all significant risks are fully addressed. An emergency evacuation procedure is in place and there is evidence of regular fire drills and evacuation practice for students. Senior staff are trained fire marshalls and a critical incident procedure is in place.

W2 All staff take responsibility for the pastoral care of the students and procedures are in place for dealing with specific pastoral issues. Information about who to speak to is available in the student handbook and staff also carry out role plays during the students' induction to clarify how to deal with common issues such as homesickness and the school rules. Two mentors, who speak seven languages between them, assist with pastoral care and are available in the residence's 'home room' in the evenings.

W3 Lines of reporting are very clear to all staff and students and problems are referred to the relevant staff in accordance with set procedures.

W4 The school takes a positive approach to dealing with abusive behaviour by promoting a culture of kindness and support and giving credit to students who are observed to have shown compassion to their peers.

W6 Parents who accompany their children to the school are given detailed information about transfers from airports. Unaccompanied students are collected from the airport by a member of staff and brought to the school by taxi or by minibus for larger groups.

W7 The handbook gives sensible and age-appropriate advice on facilities, rules, personal safety and the care of valuables.

W8 Two nurses are resident in the school and work on a 24-hour rota system. Students with more serious illnesses can be taken to the local GP or urgent care centre.

Accommodation profile

Comments on the accommodation seen by the inspectors

All students, except one who lives locally with a relative, are housed in boarding houses on the school campus. The boarding houses comprise five blocks of single and double rooms and dormitories with three, six or eight beds which are occupied by students aged 8–10 years. All rooms have a desk, storage space and a washbasin and there are shared shower and bathrooms in each block. One separate bedroom block in the main building was not inspected because it is undergoing refurbishment. This meant that fewer double bedrooms were available during this summer course.

Accommodation: all types

Criteria	Not met	Met	Strength	See comments	N/a
W9 Services and facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W10 Accommodation inspected first	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W11 Accommodation re-inspected	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W12 Accommodation registers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W13 Information in advance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

W14 Student feedback	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W15 Meals in homestay/residences	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

W9 Students are provided with a comfortable living environment and although some of the single rooms are small, they are furnished to provide adequate storage and study space. There is an efficient laundry service on request for clothing and a weekly change of bed-linen and towels. Bath and shower rooms are sufficient in number but some of the bathroom facilities are in need of renovation.

W10 In addition to the regular checks made by estates staff before the start of each course, the housekeeper checks every room after it is cleaned. A member of summer school staff checks every room daily.

W11 Regular safety checks are made by the host's estates staff and routine checks for safety are made daily by the housekeeper.

W13 Parents and guardians are given detailed information about the accommodation and travel arrangements in individual correspondence and all queries are answered personally.

W14 Students speak to their housemother if they have a problem with their bedroom. A question about accommodation was added to the initial feedback form during the inspection. See also M18.

W15 Meals are catered by an external company and are of an exceptionally high standard with a wide choice of nutritious and well-prepared food. International themed meals are provided regularly and the company is responsive to dietary requirements, suggestions and feedback from students.

Accommodation: homestay

Criteria	Not met	Met	Strength	See comments	N/a
W16 No more than four students	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W17 Rules, terms and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W18 Shared bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W19 Students' first language	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W20 Language of communication	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W21 Adult to welcome	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments

No homestay accommodation is provided.

Accommodation: residential

Criteria	Not met	Met	Strength	See comments	N/a
W22 Cleaning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W23 Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

W22 Rooms are cleaned daily and checked throughout the day by the housekeeper.

W23 There are two nurses sharing a 24-hour duty rota and the school has a relationship with a local GP. There is an urgent care centre nearby in case of more serious health emergencies.

Accommodation: other

Criteria	Not met	Met	Strength	See comments	N/a
W24 Information and support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
W25 Other accommodation	<input type="checkbox"/>	<input type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Comments

W25 No other accommodation is used by students except for one, who was living with a family member.

Leisure opportunities

Criteria	Not met	Met	Strength	See comments	N/a
W26 Information and access	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
W27 Leisure programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W28 Health and safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
W29 Responsible person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

W26 Students are sent a sample leisure programme when they book and a noticeboard displays daily information and sign-up sheets. Further promotional information is provided on television screens positioned in corridors and many of the events are linked to lesson activities. Teachers have an opportunity to share information about the leisure programme in the daily trip/diary lessons.

W27 The leisure programme is staffed by an experienced, skilled and enthusiastic team, many of whom return each year to the summer school. There is a wide variety of sporting and creative activities available each day, as well as a weekly excursion planned on a Thursday to avoid busy weekends. There are sufficient indoor facilities available to allow changes of activity in poor weather. The programme is reviewed at the end of each course and adjustments are made for the following year in response to feedback from staff and students.

W28 Risk assessments are drawn up for each activity and staff sign to say they have been read during their induction. Copies of each risk assessment are carried by the lead member of staff on each activity. The school nurse gives basic first aid training to all new members of the activity team and the lifeguards and activity manager are trained in first aid. First aid packs are carried on excursions and accompanying staff are made aware of local first aid posts at the location. Activity leaders carry photographs of the students as well as separate contact details on excursions.

W29 The activity manager is a trained lifeguard with eleven years' experience at the summer school. The activity team is made up of less and more experienced staff, some of whom are lifeguards and sports coaches. They are teamed up on a rota according to their skills and experience. Horse riding is provided by qualified staff at an external organisation.

Welfare and student services summary

The provision meets the section standard and exceeds it in some respects. There are clear and detailed procedures in place to ensure the safety and security of the students, and staff are given thorough training in their implementation. Students' pastoral needs are well met by the team acting as a whole to ensure students feel comfortable and supported. Residential accommodation is efficiently managed. There is a full programme of leisure activities and excursions, well managed and organised by a skilled and enthusiastic team. *Care of students, Accommodation and Leisure opportunities* are areas of strength.

Care of under 18s

Criteria	Not met	Met	Strength	See comments	N/a
C1 Safeguarding policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C2 Guidance and training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C3 Publicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C4 Recruitment procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input type="checkbox"/>	<input type="checkbox"/>
C5 Safety and supervision during scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C6 Safety and supervision outside scheduled lessons and activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C7 Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C8 Contact arrangements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments

All of the students enrolled on the summer school programme are under 18.

C1 There is a comprehensive and routinely-reviewed safeguarding policy in place, which is implemented through and supported by relevant documents and practice throughout the school. The policy includes safe recruitment procedure, safe use of IT with rigorous internet filtering systems and appropriate training for staff.

C2 All staff receive basic safeguarding training at induction and staff responsible for implementing the policy receive advanced training and specialist training. Staff clearly understand their duties relating to safeguarding and this knowledge informs their practices.

C3 The website gives a clear description of the level of supervision, including the supervision ratio, according to the age of the students and the parental permission given.

C5 A full seven-day leisure programme and a supervision ratio of 1:6 outside class time ensures that students are more than adequately supervised during lessons and activities.

C6 The students are supervised at all times of the day and night and are never allowed to leave the school premises unsupervised. Rules are clearly stated in simple terms in the student handbook and during the induction, some of the rules are reinforced through role-plays performed by the staff.

C7 All accommodation is on site in residences supervised by the house mothers and mentors, who live in rooms alongside the students. There is a nurse on duty 24 hours a day. All meals are catered in the school dining room by an external company.

C8 Contact details for the parents and legal guardians are stored on a database and available 24 hours a day.

Care of under 18s summary

The provision meets the section standard and exceeds it in some respects. Robust systems are in place to ensure appropriate provision for the safeguarding of the students within the organisation. The leisure activities are varied, well-organised and appropriately staffed so that all students are given opportunities to be active outside lesson times. The accommodation is well-managed and staffed by a caring team. *Care of under 18s* is an area of strength.
