



**Material Change Inspection Report**

**Kitebrook Preparatory School**

**July 2024**

## School's details

<b>School College</b>	Kitebrook Preparatory School		
<b>DfE number</b>	931/6118		
<b>Registered charity number</b>	309639		
<b>Address</b>	Kitebrook Preparatory School Kitebrook House Moreton-in-Marsh Gloucestershire GL56 0RP		
<b>Telephone number</b>	01608 674350		
<b>Email address</b>	enquiries@kitebrookpst.org		
<b>Headteacher</b>	Mr Bennjamyn Smith		
<b>Chair of proprietors / governors</b>	Mrs Emma McKendrick		
<b>Proprietor</b>	Prep Schools Trust		
<b>Age range</b>	3 to 13		
<b>Number of pupils on roll</b>	311		
	<b>Day pupils</b>	283	<b>Boarders</b> 28
	<b>Pre-school-Y2</b>	138	<b>Middles</b> 93
	<b>Seniors</b>	80	
<b>Date of inspection</b>	8 July 2024		

## 1. Introduction

### Characteristics of the school

- 1.1 Kitebrook Preparatory School is a co-educational independent day and boarding school. The school was founded in 1959 and is owned and governed by the Prep Schools Trust. The school has 33 pupils who require support for special educational needs and/or disabilities (SEND). One pupil has an education, health and care (EHC) plan. English is an additional language for one pupil. The school's previous inspection was a regulatory compliance and educational quality inspection in February 2023.

### Purpose of the inspection

- 1.2 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school's proposal to increase its overall total capacity from 311 to 375 pupils and to increase its boarding capacity from 28 to 65 boarders. The inspection focused on the school's compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), the National Minimum Standards for Boarding 2022 and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraph 7 (safeguarding) and 8 (safeguarding of boarders); NMS 5 (boarders' possessions), 6 (boarders' food and drinks) and 8	<b>Met</b>
Part 3, paragraph 10 (bullying); NMS 16	<b>Met</b>
Part 3, paragraph 11 (health and safety); NMS 7 (boarders' health and wellbeing) and 9	<b>Met</b>
Part 3, paragraph 12 (fire safety); NMS 10	<b>Met</b>
Part 3, paragraph 14 (supervision of pupils); NMS 20	<b>Met</b>
Part 3, paragraph 16 (risk assessment); NMS 9	<b>Met</b>
Part 4, paragraphs 18-21 (suitability of staff, supply staff and proprietors); NMS 19	<b>Met</b>
Part 5, paragraphs 23 to 30 (premises and accommodation); NMS 4	<b>Met</b>
Part 8, paragraph 34 (leadership and management); NMS 2	<b>Met</b>

## 2. Inspection findings

### **Welfare, health and safety of pupils – safeguarding and safeguarding of boarders; boarders' possessions and food and drinks [ISSR Part 3, paragraphs 7 and 8; NMS 5, 6 and 8]**

#### **Safeguarding policy**

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

#### **Safeguarding implementation**

- 2.3 The school meets the standards.
- 2.4 The safeguarding policy is implemented effectively, including in boarding and the early years. Leaders with responsibility for safeguarding are suitably trained and have appropriate status within the school to be able to fulfil their responsibilities effectively. They are sufficient in number to continue to be effective with the proposed increase in total pupil numbers. Trustees receive suitable safeguarding training and provide appropriate support and challenge to leaders. This includes an annual review of safeguarding arrangements. The trustee with responsibility for safeguarding meets regularly with safeguarding leaders in order to oversee the effectiveness with which policy is put into practice. Staff receive comprehensive safeguarding training as part of their induction to the school and at regular intervals thereafter. Information is shared effectively between safeguarding, pastoral, healthcare and boarding staff and support from external agencies is accessed appropriately. The needs of individual pupils, including those who have SEND, are considered when individual child protection support plans are formulated.
- 2.5 Staff understand the steps they should follow when dealing with a safeguarding issue. They are knowledgeable about recent changes to legislation in areas such as child-on-child abuse and the part they should play in keeping pupils safe online. They are confident about reporting low-level concerns and following the school's whistleblowing policy.
- 2.6 Pupils know who to talk to if they have a concern and trust that that the response they receive will be timely and address their needs. They are aware of the external agencies they can contact if they have a safeguarding concern. Boarders understand how to contact the school's independent listener and are clear about the procedures to follow if they have a concern. They confirmed that they have suitable provision to store their possessions and are provided with a suitably high quality of meals. Boarding accommodation includes suitable facilities for making snacks. Records confirm that issues that are raised by pupils are acted upon promptly and effectively. Pupils receive appropriate guidance about staying safe online and leaders and trustees ensure appropriate filtering and monitoring of the use of technology.
- 2.7 The arrangements currently in place are likely to meet the requirements of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Welfare, health and safety of pupils – bullying [ISSR Part 3, paragraph 10; NMS 16]**

- 2.8 The school meets the standards.
- 2.9 The school has an appropriate anti-bullying policy in place which is implemented consistently and effectively, including in boarding. Staff receive suitable training in dealing with bullying and the

strategies they employ address issues that arise. Pupils and parents are provided with appropriate guidance in how to identify and deal with bullying behaviour. Leaders and trustees regularly monitor incidents recorded in the school's bullying log. On the rare occasions when bullying behaviour occurs, it is addressed appropriately.

- 2.10 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Welfare, health and safety of pupils – health and safety, including of boarders; boarders' health and wellbeing [ISSR Part 3, paragraph 11; NMS 7 and 9]**

- 2.11 The school meets the standards.
- 2.12 The school has a suitable health and safety policy in place which is reviewed and updated annually. Staff and trustees' roles and responsibilities for health and safety are clearly delineated. Leaders and governors monitor the rigorous implementation of the policy. They scrutinise effectively maintenance logs and records of work carried out by school staff and external contractors. Staff with responsibility for health and safety receive appropriate training. Risks are identified and mitigated effectively. Appropriate storage arrangements are in place for hazardous substances.
- 2.13 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12; NMS 10]**

- 2.14 The school meets the standards.
- 2.15 The school has an appropriate fire risk policy which is reviewed annually. Suitable fire procedures are in place including for boarding. Staff, including those with responsibility for fire safety, receive appropriate and regular training. The school's fire risk assessment is undertaken by an appropriately qualified professional and any recommendations are promptly addressed.
- 2.16 Staff, visitors and pupils are provided with suitable fire safety information including procedures to follow when evacuating school buildings. Appropriate emergency exits, escape routes and signage are in place, including in boarding accommodation. Fire drills take place regularly and are scheduled both during the day and at nighttime. Detailed reviews take place after every practice which evaluate how effectively the site is evacuated in order to identify areas for improvement. Fire extinguishers and alarms are checked regularly by external professionals. Trustees' monitoring of the school's fire safety arrangements is suitably rigorous.
- 2.17 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14; NMS 20]**

- 2.18 The school meets the standards.
- 2.19 The school has a suitable policy in place for the supervision of pupils which is reviewed annually. Staff receive clear guidance about their responsibilities regarding the supervision of pupils, including during the induction of staff new to the school. Appropriate staff duty rotas are in place both for day pupils and for boarders. Boarders know how to contact an adult during the night if required. Suitable

consideration is given to the age, number, needs and location of pupils when organising their supervision. Leaders' monitoring of supervision arrangements is rigorous.

- 2.20 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16; NMS 9]**

- 2.21 The school meets the standards.
- 2.22 The school has a suitable risk assessment policy in place which is reviewed annually. Roles and responsibilities are clearly outlined in the policy. Leaders and trustees have effective oversight of the policy's implementation. The school's leadership team includes a review of the 'accidents and near miss register' as a standing agenda item in its weekly meetings. Risk assessments are regularly reviewed and adjusted as required. Leaders have undertaken an appropriate assessment of the risks associated with the proposed increase in pupil numbers. Suitable procedures have been put in place to mitigate risks that have been identified including the creation of additional classroom space and upgrades to the boarding accommodation.
- 2.23 The school has an educational and out of school visits policy which includes appropriate risk management guidance. Suitable risk assessments are prepared for off-site activities and these are carefully checked by the risk assessment coordinator. Appropriate guidance is provided to parents and procedures for responding to an emergency are included in risk assessments.
- 2.24 Staff receive suitable training in how to complete an effective risk assessment, including for education visits and residential trips.
- 2.25 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21; NMS 19]**

- 2.26 The school meets the standards.
- 2.27 The required recruitment checks are implemented in accordance with the standards and in line with the school's recruitment policy. This includes checks on the right to work in the UK. Checks undertaken on staff and persons engaged in regulated activity, including in boarding, are recorded appropriately on the single central register of appointments. Visits to boarding accommodation are suitably managed. Appropriate supervision arrangements are in place for contractors and visitors who are not in regulated activity.
- 2.28 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in the early years.

### **Premises and accommodation [ISSR Part 5, paragraphs 23 to 30; NMS 4]**

- 2.29 The school meets the standards.
- 2.30 The school provides suitable toilet and changing facilities which will be sufficient for the proposed increase in the number of pupils. Appropriate accommodation is provided to meet the medical needs of sick and injured pupils, including in boarding. The medical centre is equipped with suitable resources, including a bed, hand washing facilities and lockable spaces in which medication can be stored. Toilets are located within close proximity of the medical centre. The lighting and acoustics in the buildings are appropriate and there is sufficient drinking water available to meet the needs of the

proposed capacity. Pupils can access well-maintained and suitable outdoor spaces for physical education and recreation. Boarding accommodation is comfortable and appropriately maintained.

- 2.31 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and children in early years.

### **Quality of leadership and management [ISSR Part 8, paragraph 34; NMS 2]**

- 2.32 The school meets the standards.

- 2.33 Leaders and governors actively promote the pupils' wellbeing and fulfil their responsibilities effectively so that all the other standards, including for boarding and the early years, are consistently met. Measures that have either been planned or instigated to cater for the proposed increase in both day and boarding pupil numbers are likely to continue to promote pupils' wellbeing.

### **3. Recommendation with regard to material change inspection**

#### **Recommendation**

3.1 It is recommended that the request to increase capacity from 311 to 375 is granted.



## **4. Summary of evidence**

- 4.1 The inspectors held discussions with the head, senior leaders and other members of staff and met with the chair of trustees. They visited different areas of the school and talked with groups of pupils. They scrutinised a range of documentation, records and policies.