

Education, Learning & Skills Standards & School Improvement

ACTIONS FOLLOWING THE NOTIFICATION OF A SCHOOL FALLING INTO AN OFSTED CATEGORY *(or where there is a high risk of failing at next inspection)*

1. Immediate Action

- Kent Challenge Lead Adviser to arrange a meeting with Head of Standards and School Improvement, Headteacher and Chair of Governors / Management Committee (or nominee). This meeting will decide immediate action in relation to the leadership of the school. The Kent Challenge Lead Adviser will have a discussion with the Area Education Officer prior to the meeting.
- Head of Standards and School Improvement will update ELS DMT on the progress of schools in category.
- The Head of Standards and School Improvement, with the Kent Challenge Lead Adviser, will decide who the key people are that need to feature in the plan, liaising with the Director for Specialist Children's Services with regards to wider agency involvement within the first week of a school going into category.
- The Kent Challenge Lead Adviser will chair a meeting of the key leaders to commence the statement of action, which will address key priorities for improvement. This plan will be completed in line with Ofsted requirements. The Kent Challenge Lead Adviser will also work with the school to produce the Statement of Action.

2. Following the publication of the report

- The Head of Standards and School Improvement will write to the Chair of Governors / Management Committee confirming the seriousness of the category. The Kent Challenge Lead Adviser will explain to the full Governing Body the implications, actions and expectations of being placed in an Ofsted category. The Governing Body / Management Committee supported by the Kent Challenge Lead Adviser will arrange a parents meeting to discuss the report.
- Governors / Management Committee will establish a monitoring group comprising 3 – 4 members whose role it will be to monitor and report upon the progress and impact of the action plan.

- Should the situation be such that an Interim Board of Governors is required, the Kent Challenge Lead Adviser will work with the Area Education Officer (AEO) to explain the process to the Governing Body and work with the Head of Standards and School Improvement to identify the members.
- The Head of School Improvement and Standards will send the statement of action to the Director of School Standards & Planning for final sign off before it is forwarded to Ofsted. Director of School Standards & Planning will sign off the completed action plan prior to it being forwarded to Ofsted. The plan reflects the involvement of the wider Children's Services in a Team Around the School approach.

3. Monitoring Progress and Impact

- The Kent Challenge Lead Adviser will make contact with the school weekly to monitor progress, evaluate the impact of the planned activity and identify areas where further action is required. The Head of School Improvement and Standards will chair a termly meeting with all key leaders and services involved with the school to review the expected progress and impact against the Statement of Action. Support will decrease as the school makes progress against the key issues.
- Key leaders who are engaged in the school will complete a weekly Note of Visit. This will be forwarded to the Kent Challenge Lead Adviser. The Kent Challenge Lead Adviser will quality assure the Note of Visit to gauge the impact of action.
- Following each progress meeting the Head of Standards and School Improvement will inform the Director of School Standards & Planning of the progress made and the likely outcome of an Ofsted inspection or HMI monitoring visit.