Area of Improvement / Objective	Independent School Standard REF:	Action to be taken Person responsible (where appropriate) Costs and resources (where appropriate)	Evidence / Success criteria	Time Scale (to be completed by)	Review
Effectiveness of Leadership and Management		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
Leadership and management are inadequate. Leaders have not ensured that all of the independent school standards are met.	34(1) 34(1)(a) 34(1)(b) 34(1)(c)	• List all standards which have not been met. Head teacher. (HT) • Address how each standard will be met with evidence which is to be presented to the SDL for review. (HT) **Cost:** All cost detailed where applicable in action plan in relation to particular standards.	Action plan V3 Action plan V3	Complete Complete	Governing body meetings: 13th Sep 2018 4th Oct 2018 8th Nov 2018 10th Dec 2018
Leaders are operating outside of their registration agreement with the Department for Education without permission. For example, they have changed their premises, exceeded their maximum capacity and increased their age range from 5-11 to 0-16.	34(1)(b)	• Contact Department for Education (DFE) in regard to the outcome of the Material change inspection which took place on 30th October 2018 and make enquires of the next steps. (HT) • Inform SDL of the next steps. (HT) **Cost**: Closure of ley street branch – Approx. £12,000	Advised to email when report has been published or one week after sending back draft. 23rd November Immediately on reply from DFE	On publication of the monitoring inspection. TBC	No review No review
Provision for secondary pupils should include appropriate changing facilities and showers.	23(1) 23(1)(c)	▪ Shower provisions and changing room to be fitted in the Waverly building (HT) **Persons Responsible** Biba Construction LTD.	Works complete Complete functional shower unit and changing room facilities installed	Complete	No review

		Cost: £2300			
Priorities for improvement are not clear and staff do not know what they are. There is a lack of capacity to make the necessary improvements due to the head teacher being proprietor and having sole responsibility for governance.	34(1) 34(1)(a) 34(1)(b) 34(1)(c)	▪ The school will elect a governing body. (HT, Deputy Head (DH))	Governing body minutes	Sep 2018	Annually August 2019
		▪ Staff will be assigned duties in action and school improvement plans. (HT, DH, School Development Leaders (SDL).	Action plan V3 School performance reports	V3 26th November 2018	Governing body meetings. 10th December 2018
		▪ Outside agencies will audit the school and provide valuable feedback. – 'For school's education services' – Mock Ofsted inspection. (HT)	Reports generated from outside agencies	March 2019	Annually
		▪ Parent feedback and questionnaires (HT, DH). SDL to be shown the draft	Questionnaire results	January 2019	January 2019
		▪ Miss Zeenat to contact local authority for personal development and staff training. See Appendix A	See appendix A	Complete	January 2019
		Cost: £2000 (approx.) Outside agencies.			
A review of leadership and governance is undertaken to ensure that there is capacity to make the necessary improvements.	34(1) 34(1)(a) 34(1)(b) 34(1)(c)	▪ Governing body elected for the school. (HT, SDL)	Elected July 2018. Governing body minutes. 13th Sep 2018	Complete	No review
		▪ The governing body will act within the capacity to question staff and Head teacher on the action plan and any other school performance related issues. (SDL)	Meeting's Minutes	13th Sep 2018 4th Oct 2018 8th Nov 2018	Governing body meetings. 10th Dec 2018
		Cost: Nil			

			Evidence	Time Scale	Review
There is no system to manage the performance of staff or the head teacher. There are plans for teachers to access external training, however this has not yet happened.	34(1) 34(1)(a) 34(1)(b) 34(1)(c)	▪ Staff performance reviews every term conducted by SLT. Autumn 1 conducted by HT, DH and Ujalah.	Staff review Autumn 1	Complete for Autumn 1	Week 8 Autumn 2 -Every Half Term
		▪ Governing body to review outcomes of reviews. (SDL)	Minutes from governor's meetings	February 2019	Periodically
		▪ Produce school performance reports to present to staff and governing body. (HT)	School Improvement Plan	February 2019	Termly
		▪ Publish report on website and School App. (DH)	Website	February 2019	Termly
		▪ HT to enrol onto Association of Muslim Schools (AMS). (HT)	Notes / Minutes from headteachers forum	September 2018	No Review
		▪ HT to attend all meetings and training provided by AMS. (HT)	Notes / Minutes from headteachers forum	Complete 3rd October 2018 8th November 2018	Monthly (TBC)
		▪ Staff are to access external CPD training either by choice or as instructed upon feedback back from reviews and observations. (ALL STAFF) **Cost**: £5000 (approx.) Training budget.	Whole staff training inset day 7th January	7th January 2019. See appendix A.	Ongoing
Governance		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
There are no arrangements for governance.		▪ Elected governing body for the school. (HT) - The governing body will act within the capacity to question staff and Head teacher on the action plan and any other school performance related issues. (HT, DH, SDL) **Cost:**	July 2018 Governing body minutes. 13th Sep 2018	Complete	No review

		Nil			
Safeguarding		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
Some of the required pre-employment checks on new staff are not completed.	7(a) 7(b) 15 18(2)(b) 18(3) 20(6)(a)	• Full employment checks prior to employment.	Single central register	Complete	January 14th 2019 -Termly
		• Amend the format of Single Central Register. (DH)	Single Central Register	Complete	December 17th 2018 -Monthly
Safeguarding is ineffective. As a result, pupils are at risk of potential harm.	20(6)(a)(i) 20(6)(a)(ii) 20(6)(b)	• Single central register to be complete and up to date. (DH)	Single Central Register	Complete	December 17th 2018 -Monthly
	20(6)(b)(i) 20(6)(b)(ii)	• Safeguarding training with all other relevant training to be delivered on induction. (HT)	Training Log	Complete	On employment
	20(6)(b)(iii) 20(6)(c) 21(3)(a)	• Employment only offered after a test has been administered on safeguarding policy and general school policies. (HT)	Recruitment process procedure	Complete	On employment
	21(3)(a)(iii) 21(3)(b)	- Create safeguarding assessment (HT) - Create general policy assessment (HT)	Safeguarding test General policy test	Complete	On employment
	21(7) 21(7)(a) 21(7)(b)	• Safeguarding training and test delivered to all current staff. (HT)	Safeguarding test	Complete	September 2019
	11 12	• All training to be logged and recorded. (DH)	Training log	Complete	January 2019 -Termly
	16(a) 16(b) 25	• Creating a culture of safeguarding (HT, DH, SDL, Senior Leadership Team (SLT)).	Communication with staff	Complete	Ongoing

		- Include in agenda for every weekly meeting
		   - Procedure emails
		   - Staff updates
		   - Reminders
			Staff meeting agenda	December 18th, 2018	January 2019 -Termly

		- Update job description (DH)	Job description	21st November 2018	January 2019 -Termly

		• Ensure safeguarding policy is being adhered to via discussions in meetings and monitoring by the Designated safeguarding Lead (DSL, HT, DH)	Staff meeting agenda	21st November 2018	January 2019 -Termly
		• Create daily risk assessment to address whole school and all hazards and risks which may cause harm, including checking of all cupboards, hazardous objects and materials, potential fire hazards etc. (HT)	Daily risk assessment sheet	Complete	Daily
		• Morning risk assessments be carried out at 7.40am every morning. - Science block – Mr Sahil / Mr Ali - ICT Block – Ms Asia / Mr Ali - Primary – Mr Ali	Daily risk assessment sheet	Complete	Weekly
		• Assess all incidents reports keeping vigilant for safeguarding concerns or links to radicalisation. (All Staff, HT, DH, Ms Farhana, Ms Maria K)	Incident reports	Complete	January 2019 -Termly
		• Update Prevent duty risk assessment. (HT)	Prevent risk assessment	30th November 2018	Sep 2019 -Annually
		• Contact local authority for Prevent Duty training. (Ms Maria K)	Contact by end of December	30th November 2018	3rd December 2018
		• Book Mr Ali Malik (Prevent Police Officer) to deliver 3 workshops for pupils and teachers to raise awareness of the dangers of extremism. (Ms Farhana)	Email / booking confirmation	30th November 2018	3rd December 2018
		• Update speakers Policy to strengthen vetting procedure of visiting speakers so it is consistent for all visitors. (DH)	Visitors policy	Complete	September 2019
		• Visitor declaration form updated. (HT)	Visitor declaration form	Complete	September 2019

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		• Records of visitors to be documented systematically. (DH)	Visitor record log	Complete	September 2019
		• Train staff on new visitor's policy and process. (HT)	Training	21st November 2018	No review
		• Ensure all windows have window restrictors. (HT)	Pictures on Health and safety report	10th December 2018	September 2019
		• Ensure all window frames are fit for purpose. (HT)	Pictures on Health and safety report	10th December 2018	September 2019
		• Health and Safety policy to be updated to include the role of governors. (HT)	Health and safety policy	10th December 2018	September 2019
		• Ensure failures identified on most recent fire risk assessment are acted on. (HT)	Pictures on Health and safety report	Complete	March 2019
		- Fire signage consistent across entire site. (HT) - Ensure all fire exits are clear of any obstructions. (HT)	Pictures on Health and safety report	Complete Complete	No review Daily
		• DBS and relevant compulsory checks and disclaimers on ALL responsible adults including parents and volunteers. (DH)	Single central register	Complete	On employment
		• Admissions registers to show all off-rolling details including dates and destination of child and when removed from the register.	Student files. Off rolling student information file.	Complete	January 2019 -Termly
		• Child missing from education form to be completed and returned to Redbridge council where necessary. Log of communication is to be kept on file. (DH)	Admissions register	Complete	January 2019 -Termly
		• Create new comprehensive safeguarding concern form. (HT)	Safeguarding concern form	Complete	September 2019

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		• Form to capture:
		  - Nature of abuse
		  - Disclosure / Incident account
		  - Teacher account
		  - Action taken
		  - Parent feedback
		  - Next steps
		  - DSL decision
		
		Cost:
		£2000 (approx.) Outside training agencies and DBS checks.
		£? Window, including all stoppers
		£? fire signs
		£? Building work
			Safeguarding concern form	Complete	Complete

The school's safeguarding policy is available online but does not reflect the most recent statutory guidance, 'Keeping children safe in education' (September 2016).		▪ Updated- now showing most recent statutory guidance. (HT) ▪ Update prevent risk assessment. (HT) **Cost**: Nil	Policies folder. Website. Policies folder.	Complete. 10th December 2018	Governing body termly. Annually
Not all staff are aware that safeguarding is their responsibility. There is limited evidence of leaders working with external agencies.	34(1)(c)	• Children in Need (CIN) or children with Special Educational Needs (SEN) will have all contact with external agencies documented. (Maria Kashif) ▪ A responsibility will be given to a key member of staff to monitor the work done with external agencies. (Maria Kashif)	Student confidential folders Maria Kashif agreement	Complete Complete	Governing body termly March 2019

		Cost: Nil (unless external training is required)			
Quality of Teaching, Learning and Assessment		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
▪ At times, lower-ability pupils do not have the support they need to be able to access learning. ▪ Ensuring that lessons meet the needs of pupils, especially lower-ability pupils, so that they can make at least good progress.		▪ Individual education plan (IEP) created for lower ability children. (All staff, Ujalah) ▪ Individual education plan (IEP) created for higher ability children. (All staff, Ujalah) ▪ Termly targets to be relayed to parents and reviewed every term. (All staff, Ujalah) ▪ Planning folders to be checked during staff performance meetings. (All staff, Ujalah) **Cost**: Nil	Student folder (IEP) Planning folder Progress tracker Targets written in children's books and through reports Evidence found in SLT folder	Completed for Autumn term 1 Completed for term 1 Folder and Drive scrutiny completed for autumn 1	Next review Spring term week beginning 7th of January 2019 -Termly 7th December parents will be given reports -Termly Spring term 7th of January 2019 -Every Half term
▪ The assessment system reflects how well pupils have achieved. However, staff do not consistently use the system across year groups. As a result, information about pupils' prior learning is not used		▪ Assessments system/data to be monitored every term. (Ujalah) ▪ Analysis generated for HT. (Ujalah) ▪ The assessments need to be up to date. (All Staff)	Monitoring report End of term 1 Assessment report Tracker sheets Assessment folder / Drive	Completed Autumn term 1. Reviewed in week 8 of Autumn 2 Completed Autumn term 1.	13th December 2018. -Termly Spring Term 7th of January 2019 -Termly Spring Term 7th of January 2019

to effectively match work to pupils' needs to help them make better progress.		▪ Marking of children to follow marking policy. (All Staff)	Staff performance review.	Ongoing	-Termly Week 6 Autumn 2 -Termly
		▪ Summative and formative assessment to be recorded. (All Staff)	Staff performance review.	Ongoing	Spring Term 7th of January 2019 -Termly
▪ Pupils are not consistently prepared for their next stage in their education.		▪ Assessment data used to for planning and student work. (All Staff)	Student folder, change IEPs according to results	Completed Autumn term 1.	Week 6 Autumn 2 -Termly
▪ Further embedding a consistent assessment system in order to provide accurate and reliable information that can inform teaching.		▪ Training to be provided to staff for the assessment system and regular checks conducted to ensure they are up to date. (Ms Ujalah & HT)	Training log	On recruitment or when changes have been made.	February 2019 -Periodically
		▪ Student folder is to be complete. (All Staff)	Staff performance review.	Complete	February 2019 -Periodically
		Cost: Nil			
Many pupils said that the work is too easy. This lack of challenge was evident in their work.		▪ IEP created for higher ability children (see notes as above). (All Staff)	Student folder (IEP).	Completed Autumn term 1.	Spring Term 7th of January 2019 -Termly
		▪ All planning should include work for Gifted and Talented. (All Staff)	Planning folder. Progress tracker.	Completed Autumn term 1.	Spring Term 7th of January 2019 -Termly
		Cost: Nil			

▪ Pupils' reading skills are not consistently well developed. The teaching of reading is not systematic. Books are often not well matched to pupils' abilities. ▪ Ensuring that pupils read regularly, have books appropriate to their ability and know how to develop their reading skills.		▪ Pupil reading logs to be checked and signed off by teacher. (all staff) ▪ Reading age to be assessed as a part of regular assessments. (all staff) ▪ Data recorded and analysed to monitor progression. (All staff) ▪ Reading embedded into school timetable. **Cost**: Nil	Reading logs. Reading assessments. Assessments folder Reading in school timetable.	Completed Autumn term 1. Completed Autumn term 1. Completed Autumn term 1. Complete	Week 8 Autumn 2 -Every Half Term Week 8 Autumn 2 -Every Half Term Week 8 Autumn 2 -Every Half Term No review
Outcomes in reading are too low. Leaders do not ensure a consistent approach to the teaching of reading.		▪ As above.			
Personal Development and Welfare		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
Impartial careers advice is not available for older pupils.	2(2)(e) 2(2)(e)(i) 2(2)(e)(ii) 2(2)(e)(iii)	▪ Impartial careers advice embedded in the secondary curriculum. (Mr Sahil, SDL) ▪ Three-year career plan for students starting in year nine. Including a careers journal. (Mr Sahil)	Carriers policy Career plan booklet.	10th January 2019 Complete	September 2019 September 2019

			Evidence	Time scale	Review
		▪ Curriculum policy to ensure all standards are meet. (Mr Sahil)	Curriculum policy Scheme of work	Complete	September 2019
		▪ Workshops, Career fares and external agencies are being utilised to provide impartial careers. (Mr Sahil)	Curriculum policy	Complete	September 2019
		▪ Work experience provisions for secondary students.(Mr Sahil) **Cost**: TBC	Curriculum policy	Complete	September 2019
Behaviour		**Action to be taken**	**Evidence**	**Time scale**	**Review**
Attendance and punctuality has fallen this year to below national averages. In some classes attendance is very low. Too many pupils arrive late for school.		▪ Attendance and punctuality sanctions imposed on parents. Absences to be approved with a more stringent approach. (HT) ▪ Termly rewards for good attendance. (Ms Farhana) **Cost**: Nil	Attendance policy signed and agreed by parents. Policy folder Reward log	Complete End of term 2	Termly attendance reviews and reports. Term 3 2019

The class teacher logs incidents of misbehaviour. It is not clear what the school's action in response to the incident has been, or whether parents have been informed.		▪ Create new policy for incidents. (HT)
		
		▪ Create new comprehensive incident report form. (HT)
		▪ Form to capture:
		  - Nature of Incident
		  - Location
		  - Who was involved
		  - Teacher account
		  - Action taken
		  - Sanctions issued
			Incident policy
			
			Incident form
				Completed
				
				Completed
					September 2019
					
					September 2019

			Evidence	Time Scale	Review
		- Communication with parents - Next steps - Outcomes - Headteachers decision			
		▪ All incidents logged using new incident form. (All Staff)	Incident log	Complete	No review
		▪ Assess all incidents reports keeping vigilant for safeguarding concerns or links to radicalisation. (All Staff, HT, DH, Ms Farhana) **Cost**: Nil	Incident report form	Complete	Termly
Outcomes for Pupils		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
The progress pupils make from their different starting points is not consistent across year groups or subjects.		▪ Entrance exams to be created. - Maths - English - Reading (Hertfordshire Reading Assessment) (DH) ▪ Applications considered on the results of these exams. (HT, DH) ▪ Where gaps in knowledge cannot be addressed using reasonable intervention the application should be rejected. (HT,DH) **Cost**: Nil	Entrance exam papers. Results from entrance exam. Results from entrance exam.	Complete Upon registration Upon registration	Annual Upon registration Upon registration
Early Years Provision		**Action to be taken**	**Evidence**	**Time Scale**	**Review**
The school has operated early years provision for children aged 0 to 5 for some time, without permission.		▪ Ley Street closed- now only operate early years provision for 3 to 5 years on Mansfield Road. (HT) **Cost**: £12,000	Site closure.	Complete.	No review.

The necessary vetting checks on staff working with children are not completed and this puts children at risk of potential harm.	7(a) 7(b) 15 18(2)(b) 18(3) 20(6)(a) 20(6)(a)(i) 20(6)(a)(ii) 20(6)(b) 20(6)(b)(i) 20(6)(b)(ii) 20(6)(b)(iii) 20(6)(c) 21(3)(a) 21(3)(a)(iii) 21(3)(b) 21(7) 21(7)(a) 11 12 16(a) 16(b) 25	Refer to safeguarding point 1 page 4.			
Leaders have not evaluated the effectiveness of the early years provision, therefore do not know the strengths and areas for development.	34(1) 34(1)(a) 34(1)(b) 34(1)(c)	Refer to effective leadership and management. • Identify clear starting points and age in term 1 (Zeenat) • Use Tapestry to track progress of children (Zeenat)	Tapestry/ student folder	31st of November 2018	Week 6 Autumn 2 -Termly
Provision for children is not fit for purpose and		▪ Provision to be regularly inspected by Head teacher and SLT.	Early years folder Student folder. Planning folder.	Complete.	Week 8 Autumn 2 -Every Half Term

necessary reports are not completed.			Progress tracker. Target tracker.		
		▪ Closure of ley street branch.	Site closure.	Complete	No review
		▪ All documentation and reports created to be scrutinised by Headteacher and governing body.(Zeenat) (As the site is now closed this does not apply) **Cost**: £12000			
The learning environment does not reflect children's work.	2(2)(f)	▪ Mansfield Road has a stimulating learning environment with a programme of activities appropriate to the children's educational needs.	Action Plan. Early years folder.	Complete.	Week 8 Autumn 2 -Every Half Term
		▪ Closure of the Ley Street site. (As the site is now closed this does not apply) **Cost**: £5000 - resources £12000– Closure of Ley Street	Site closure.	Complete.	No review