



## Visitors policy



Our admin station will be moved to the reception entrance during peak hours for easy access and safety. **No more walking through classroom zones!** Please remember if our new procedures cause you any inconvenience, it is in the best interests for the safety of your child.

You will now be challenged if you are on site within the school building without having been signed in and issued a visitors badge.

Staff, Visitors, Volunteers and School Development Leaders will all wear coloured lanyards indicating the risk level of each visitor. All persons wearing a YELLOW lanyard should be accompanied by a member of staff at all times.

All rooms and storage cupboards not in use are **LOCKED**. Keys for all rooms are held at a secure location. Only specific staff have access to the keys. Staff must sign the key out and sign it back in on return.

We have a designated member of staff administering DAILY checks on the entire school site. A check list is completed and signed to ensure nothing will be missed. We also have a reporting process where any hazards or remedial work needed can be reported and addressed to the site manager.



The school black gate is now time restricted and key responsibility for this gate is designated to two senior members of staff. No other staff will have access to the keys and the site will be securely locked down.

## Our promise



It is our endeavour to fulfil our duty to provide your child the best of education in an Islamic environment. We are working very hard to ensure we are able to deliver this and Alhamdulillah the response from our recent survey was overwhelmingly positive giving us the strength that we need to continue to better the school and serve you and the ummah of tomorrow in the best way we can.

MashaAllah 80% of our parents said that their children are making good progress at the school and 95% feel safe. Alhamdulillah the children at our school are very well behaved and 80% of parents also believe this. To us it is very important that you are involved in the decision making of your child and this is supported by a staggering 85% of you. Every child is valued at Read Academy and we promise to continually improve the services we provide.

Within our short life span we have progressed thus far and it is with your help and support we are where we are today. Masha' Allah 100% of you agree that we respond to your concerns. We value our partnership and request you to continue speaking to us and working together for the success of our school.



# SCHOOL PROGRESS MONITORING REPORT

Pre-Monitoring inspection WE DID THIS	OFSTED SAID THIS	Post-Monitoring inspection WE ARE NOW DOING THIS
Part 1. Quality of education provided		
There is a careers policy with planned careers lessons to develop their personal skills, aptitudes and knowledge about careers. Year 9 pupils have participated in a careers fair and can talk confidently about different career pathways.	Leaders are still exploring how to ensure that careers advice is impartial.	In March 2019 various professionals are to be invited in to hold a careers event for our pupils in order to meet the requirement of providing impartial advice.
We review all of teachers planning folders as a part of our performance reviews which take place every half term.	Children’s learning is well planned, and their progress and development are carefully monitored.	We are continuing our performance reviews across the entire school to ensure each child is ready for the next phase of their learning, we have also joined AMS (Association of Muslim Schools) to provide further external CPD (Continual Professional Development) for our staff over all departments.
Part 3. Welfare, health and safety of pupils		
We ensured that our behaviour reporting procedures are made uniform across the entire school where each incident is recorded until closure. All incidents are monitored and can be tracked through incident records.	<p>Pupils are clear that there is very little bullying. They know that they can tell an adult if they have worries and are confident that any concerns they have will be sorted out.</p> <p>They also said, safeguarding is not effective and so pupils are at risk of harm and they have not developed any culture of safeguarding.</p>	<p>We have re-evaluated our safeguarding policy and have trained more staff as leading safeguarding officers (Level 3) to increase staff awareness and instil a safeguarding culture within our school.</p> <p>Training has increased to take place on induction and assessed annually to ensure all staff are clear and concise on our school policies and implement the policy within their day.</p>
<p>All staff could enter and exit the school with their own keys. Site security was everyone’s responsibility.</p> <p>Parents were able to enter the school to visit the office through classroom zones.</p>	The site is not secure.	<p>We have recalled all keys from staff and only specific staff who are responsible for site security are holding keys. It is the responsibility of these persons to ensure the site is secure and ALL staff are to be vigilant in regard to this.</p> <p>The school office moves to a temporary station during peak hours to avoid any breach of security.</p>
Staff undertook ‘Prevent’ training upon induction, pupils were informed subtly of what radicalisation and extremism is.	<p>They are not alert enough to the risk of radicalisation and extremism.</p> <p>Pupils are not aware of the dangers of extremism.</p> <p>The Prevent duty risk assessment is not fit for purpose. The risk assessment policy has not been updated to include the role of the School Development Leaders (SDL).</p>	<p>We are in the process of arranging external workshops by the local borough and Police (parent volunteer) who deal with ‘Prevent’ for staff and pupils.</p> <p>We are also working closely with Prevent policy experts to ensure we deliver our Prevent duty without compromising our deen.</p> <p>Risk assessment policies are updated to include the role of SDL’s.</p>
Vetting procedures in place for religious speakers or those presenting topics that may have an affiliation to political points of view.	Vetting of visiting speakers is haphazard and lacks consistency.	ALL external visitors are now vetted. We have re-evaluated the school’s Visitor policy, Risk Assessments and Declaration.



# SCHOOL PROGRESS MONITORING REPORT

Pre-Monitoring inspection WE DID THIS	OFSTED SAID THIS	Post-Monitoring inspection WE ARE NOW DOING THIS
We used a very comprehensive incident report form for all incidents and a separate safeguarding concern form for safeguarding issues.	Leaders are not alert to the safeguarding concerns arising from pupils behaviour.	We are now going to assess each incident to ascertain if it has a safeguarding or radicalisation concern related to it. There is a section to be completed in the report so it will not be overlooked.
Rooms not in use were not locked.	Leaders do not ensure that the premises are safe for pupils.  The school's system for locking and unlocking the cupboards are ineffective.	All rooms not in use are locked. Keys for all rooms held in a secure locked location. Only specific staff have access to the keys- signing the key out and signing it back in on return.  We now conduct a daily AM check on the school site to ensure it is safe and fit for purpose. This check is a comprehensive check of the entire school site.
This was not raised in the previous inspection.	Fire signage is inconsistent.  Leaders have allowed the rubbish in the outdoor space to block a fire exit route from the playground.	Updated fire risk assessment. Fire signs are displayed clearly. Fire exits have been cleared of all rubbish. Fire maintenance contracted to a fire company to ensure we are compliant.
Health and safety policy was compliant.	The health and safety policy has not been updated to include the role of SDL's.	The health and safety policy is updated to include the SDL's.
<b>Suitability of staff, supply staff and proprietors</b>		
All checks of staff completed barring the newly appointed SDL's leadership check.	SDL's have undergone a range of checks. However, the checks to ensure that they are not prohibited from having a leadership role in an independent school have not been completed.	Section 128 Check completed for SDL's and Single Central Register updated.
<b>Premises of and accommodation at school</b>		
Pupils have sufficient toilet and washing facilities, and access to drinking water. There is outside space for pupils to play, and for physical education. The space for the treatment of pupils who are unwell meets requirements. There are shower facilities for secondary school pupils.	Site and premises are not maintained to ensure that pupils are safe.	We have subcontracted our fire maintenance and site maintenance to two independent companies. The fire maintenance company are to ensure all fire safety requirements are being met and maintained. Where school maintenance work is required it is reported for maintenance and this work is then completed.
Set up a team of School Development Leaders (SDL's) who are working extremely hard to help the school improve and reach great heights in shaa' Allah.	The SDL's bring a range of skills and expertise. However, they have not been in post long enough to judge any impact of their work.	We are continuing to meet regularly to ensure we meet all the independent school standards.



# SCHOOL PROGRESS MONITORING REPORT

## General health and safety



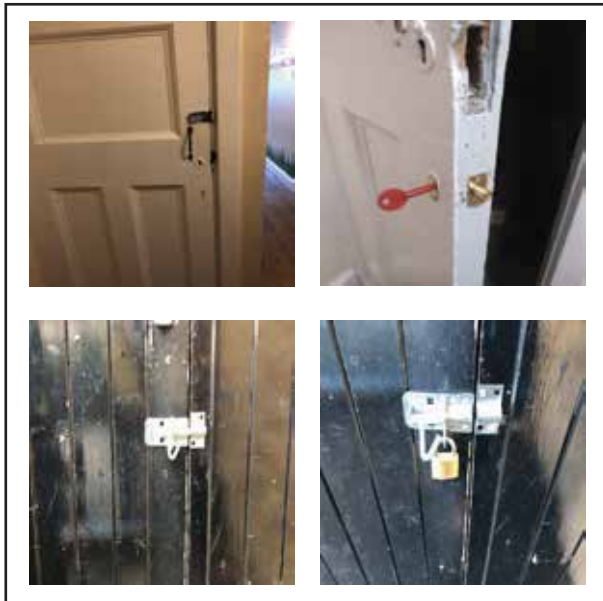
Before



After



All windows are installed with safety stoppers.



All storage cupboards are now securely locked shut.



The general maintenance and up keep of the site is continually being monitored.

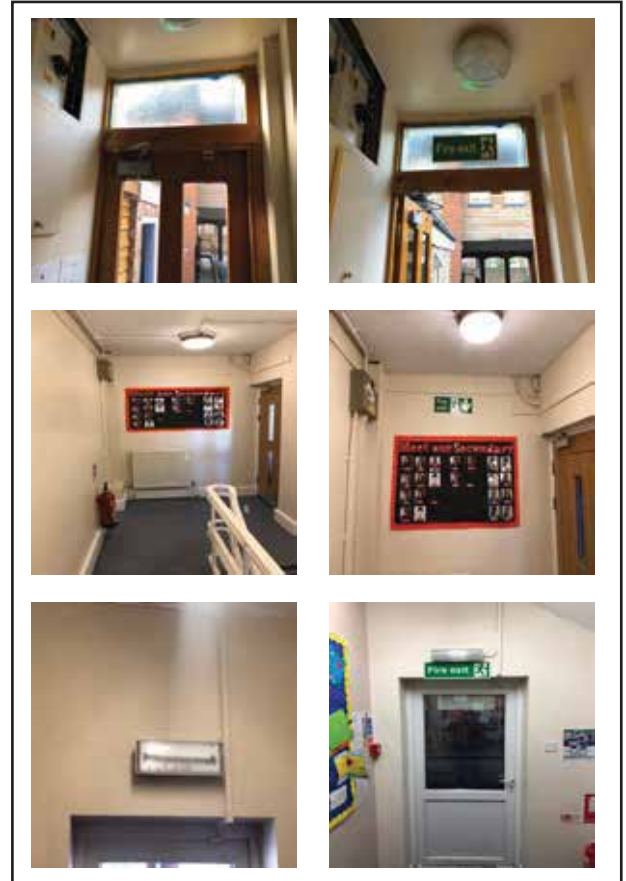
## Fire safety



Before



After



ALL Fire signs and emergency lighting now meet fire regulation standards.



ALL fire exit routes are clear of any obstructions and hazards.