

British Schools Overseas

Advice Note for a Progress Monitoring Visit

School name	International School, Olomouc
Address	Sokolovská 76/6 779 00 Olomouc Czech Republic
Head of School	Mr Petr Pospisil
Proprietor	Mr Petr Pospisil
Date of visit	14 June 2019

1. Introduction

Characteristics of the school

- 1.1 International School, Olomouc, is a co-educational day school for pupils aged between 2 and 15 years. The school is a limited liability company with two executive directors, who are the head and his wife. They take responsibility for the main school and the pre-school respectively. The school was founded in 2008 and moved to its present location on the north-eastern side of central Olomouc in September 2016. The pre-school moved to the same campus in May 2018. A nursery section opened within the pre-school building in 2018. The whole school is now housed in one single-storey building, owned by the company. The school provides a British international education taught in English as well as a Czech programme based on elements of the Czech national curriculum. There are 124 pupils on roll including 50 boys and 74 girls; 110 in the primary school aged between two and eleven years, including 34 children in the pre-school; and 14 in the lower secondary school. The school has identified 26 pupils as having special educational needs and/or disabilities (SEND), all of whom receive specialist learning support. There are 114 pupils who have English as additional language (EAL), of whom 14 receive additional support. The previous ISI inspection took place in November 2018.

Purpose of the visit

- 1.2 This was a progress monitoring visit to check that the school has fully implemented the action plan submitted following the BSO inspection on 12 to 15 November 2018.

Regulations which were the focus of the visit	Team judgements
Part 3, paragraph 7 (safeguarding)	Met
Part 3, paragraph 15 (maintenance of attendance registers)	Met
Part 4, paragraph 18(2)(b), 18(2)(c)(i), 18(2)(d) and 18(3) (appointment of staff)	Met
Part 4, paragraph 21(1) (the register of appointments)	Met
Part 8, paragraph 34(1)(a), (b) and (c) (leadership and management)	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding [BSO Part 3, paragraph 7] and Suitability of staff, supply staff and proprietors [BSO Part 4, paragraphs 18–21]

- 2.1 The school meets the Standards.
- 2.2 Since the previous inspection, the school has implemented all action points relating to the recruitment of staff, and updated its safer recruitment policy. In particular, the school has established new procedures for ensuring that no prohibition orders have been issued to any persons working at the school; that the identity of all new staff has been confirmed; and that all relevant checks have been made, to the extent possible, on the person's suitability to work with children including the obtaining of satisfactory references and criminal record checks, barred list checks where appropriate and medical checks, before work begins. The school has introduced a new application form required for any person wishing to work at the school, to ensure that a full employment history is provided and that any unexplained gaps are identified and followed up. A detailed telephone reference form has also been introduced to complement the new letter requesting a reference, to ensure that the same range of issues is addressed as in the case of written references, including the applicant's suitability to work with children. The school uses the services of an accrediting umbrella body to carry out prohibition check enquiries on its behalf, although these are not returned to the school as promptly as the school requests. A local English-speaking medical centre assists with appropriate medical checks.
- 2.3 The school's updated recruitment policy is implemented effectively. All required documentation is held in staff files as evidence of the required checks having been carried out, including identity, criminal record, barred list where applicable, references and medical checks. The new job application form reduces the risk of unexplained gaps appearing, and any still arising are checked during the appointment process and recorded. CVs are not accepted without an accompanying application form. For supply staff, the school now provides agencies with a comprehensive list of the checks that are required, together with a request for confirmation that all have been carried out by the agency. All senior staff involved in recruitment of staff have a thorough knowledge and understanding of the required checks. The new single central register of appointments lists all the required checks and has been accurately completed for all staff joining the school since the previous inspection.

Welfare, health and safety of pupils – admission and attendance registers [BSO Part 3, paragraph 15]

- 2.4 The school meets the Standard.
- 2.5 The school has thoroughly reviewed procedures for checking and recording attendance of pupils. A revised attendance protocol has been drawn up which requires a more rigorous form of contact from parents when planned absence is requested. Details of this have been included in the new handbook for parents. Pupils' attendance is checked each morning and afternoon, and at the start of each lesson. The information is recorded for each pupil in individual class registers and also entered the same day in the school's online management information system. Appropriate attendance recording arrangements are in place for pupils who arrive late. Evidence gathered during the visit from separate discussions with teachers and pupils confirmed that all have a clear understanding of the new procedures, and of their own individual responsibilities. The new system provides the school with a clear overview of which pupils are present each day. Attendance is generally very good. No issues have arisen within specific year groups or other groups of pupils. Monitoring by senior managers enables the school to take appropriate action in the case of unacceptable or unauthorised absence.

- 2.6 Registration sessions seen during the visit reflected a thorough routine for registration, with appropriate records kept for all pupils and action taken in respect of any unexplained absence in accordance with the school's attendance protocol. Symbols are used appropriately and consistently in attendance registers, which the school considers as the permanent record of attendance at specific times of day. Alterations, for example for late arrivals, are made not on the hand-written register, therefore, but on the online record completed later each day by individual class teachers. A senior member of staff checks the attendance registers of each class after morning registration and telephones parents in cases of unexplained absence. Parents now regularly use the new form to request or explain the absence of their children.

Quality of leadership and management [BSO Part 8, paragraph 34]

- 2.7 The school meets the Standards.
- 2.8 Attendance registers for all year groups are monitored each week by one member of the senior management team, and half termly by another, to ensure that they are correctly completed and that the information has been accurately transferred to the online record. This monitoring is itself recorded online, with additional comments noting any discrepancies or omissions, action required as a result, and the date by when this has been completed, in order also to identify any patterns or cumulative issues that may emerge.
- 2.9 Recruitment procedures and the single central register are also monitored regularly by the head and senior managers to ensure that the more rigorous new policy is effectively and consistently implemented. Records of the monitoring are kept online.
- 2.10 Those with leadership and management responsibilities ensure that the BSO standards that were the focus of this visit are consistently met as a result of their good skills and knowledge, the effective fulfilment of their responsibilities and their active promotion of the well-being of pupils.

3. Action points

- 3.1 The school meets all the Standards for British Schools Overseas and no further action is required as a result of this inspection.

4. Summary of evidence

Written materials

- Safeguarding/child protection policy
- Attendance protocol
- Application for absence form
- Job application form
- Parent Handbook
- Telephone reference check form
- Staff Recruitment and Appointment Policy
- Single Central Register of Appointments
- Staff Handbook
- Monitoring logs for pupil registration, attendance and staff recruitment

Meetings with school personnel

- Meeting with the head to discuss arrangements for the day and to provide initial thoughts on areas specified as the focus for the visit.
- Meeting with staff responsible for carrying out staff recruitment checks, in order to review the school's recruitment procedures; to scrutinise the single central register of appointments; and to check staff recruitment files.
- Meeting with a group of staff to discuss procedures for registration and the recording of pupil absence, and procedures for parental requests for leave.
- Meetings with the head and senior staff to discuss procedures for monitoring pupil registration and absence, staff recruitment, and the single central register of appointments.

Activities on site

- Further scrutiny of policies and documentation, and evaluation of the effectiveness of their implementation.
- Observation of registration sessions.
- Meetings with pupils in Years 5 and 6, and in Years 7, 8, 9 and 10 to discuss procedures for registration, absence and requests for absence.