

18 May 2015

The appropriate authority, through the principal  
The Blyth Academy  
Chase Farm Drive  
Blyth  
Northumberland  
NE24 4JP

Dear Headteacher

## **INSPECTION OF THE BLYTH ACADEMY FROM 19 MAY 2015 TO 20 MAY 2015**

Following Mr Clive Petts's telephone call today, I am writing on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills (HMCI) to confirm that your school will be inspected under section 5 of the Education Act 2005 from 19 May 2015 to 20 May 2015.

The inspection will follow *The framework for school inspection*<sup>1</sup> and the guidance set out in the *School inspection handbook*<sup>2</sup>.

The inspection will be led by Mr Clive Petts, who has already telephoned the headteacher to discuss the arrangements for the inspection. The lead inspector will be accompanied by 3 inspectors.

### **Ofsted employment and Disclosure and Barring Service<sup>3</sup> checks**

Ofsted and its partner inspection service providers have undertaken the required employment checks for all staff who visit schools and colleges as part of an inspection. This includes all appropriate employment checks and an enhanced Disclosure and Barring Service (DBS) check. We further require that all staff are re-checked every three years, although we recognise that this is not a statutory requirement.

HMI, additional inspectors and other staff who visit schools and colleges do not carry their DBS disclosure certificate with them. However, they carry official Ofsted photo identification badges which are provided to confirm to schools and other providers that they are subject to the safeguarding process outlined.

### **Seeking the views of parents – your statutory duty**

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<sup>1</sup>The framework for school inspection (120100) Ofsted, 2015; [www.ofsted.gov.uk/resources/120100](http://www.ofsted.gov.uk/resources/120100)

<sup>2</sup>the School inspection handbook (120101) Ofsted, 2015;  
[www.ofsted.gov.uk/resources/120101](http://www.ofsted.gov.uk/resources/120101)

<sup>3</sup>The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).  
<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/what-we-do/>.

I enclose a letter and the leaflet *School inspections: a guide for parents* for you to distribute, on behalf of the appropriate authority<sup>4</sup> to all registered parents (and carers) of registered pupils at the school, including those who are currently on sick leave or who have been temporarily excluded. The appropriate authority is required to take all reasonable steps to distribute these to parents, under section 6 of the Education Act 2005. The letter advises parents of the date of the inspection, and invites them to inform the inspection team of their views about the school via Ofsted's online survey site *Parent View*.<sup>5</sup>

*Parent View* is the main vehicle for gathering the views of parents at the point of inspection. The letter to parents contains a link to the *Parent View* website and you may wish to send the letter electronically as well distributing a paper copy via 'pupil post'.

### **Seeking the views of staff**

I have also enclosed Ofsted's *Inspection questionnaire for school staff*. We would like to invite all staff who work at the school to complete this if they wish. This is a confidential questionnaire and responses should be returned in sealed envelopes. Please do not open any that are returned in sealed envelopes.

If you receive any staff questionnaires after the inspection has finished, please post them to me at the above address. Although questionnaires which arrive after an inspection has finished cannot inform the inspection judgements, it is important that they are checked by Ofsted in case they raise any child protection issues. Again please do not open or read the questionnaires in order to maintain confidentiality.

### **Summary of school self-evaluation**

Ofsted no longer expects schools to complete a self-evaluation form (SEF). However, inspectors will continue to discuss your evaluation of the school's performance and consider its rigour and accuracy when making judgements, particularly in relation to leadership and management.

As there is no longer a set format in which to produce a self-evaluation, inspectors will accept your summary self-evaluation in whatever form you choose to present it. The lead inspector will wish to talk about your summary self-evaluation evidence early during the inspection.

If you have an electronic copy of your summary self-evaluation that you would be happy to send to us in advance of the inspection, you can email it to us at: [dmccarrick@cfbt.com](mailto:dmccarrick@cfbt.com) and [clive.petts@cfbt-inspections.com](mailto:clive.petts@cfbt-inspections.com)

Please ensure that you password protect the information before it is sent to us by email, and that you supply the password and the self-evaluation information separately.

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<sup>4</sup>Normally the governing body.

<sup>5</sup><http://www.parentview.ofsted.gov.uk/>

## Other documentation required

To assist with the inspection, I would be very grateful if you could have a number of documents available when the inspection team arrive in the morning.

- if available, a summary of the school's self-evaluation
- the current school improvement plan
- school timetable information, current staff list and times for the school day
- any information about pre-planned interruptions to normal school routines during the inspection
- the single central record, that summarises the checks and vetting of all staff working with pupils
- all logs that record exclusions, pupils taken off roll, incidents of poor behaviour and racist incidents and incidents.
- a list of referrals made to the designated person for safeguarding in the school and those that were subsequently referred to the Local Authority Designated Officer, along with brief details of the resolution
- details of any off-site units run by the school or in partnership with other schools
- details about the school's use of alternative provision
- details of any support the school is providing to other schools, or any support the school is receiving from other schools
- up-to-date attendance information records
- records of the monitoring evaluation of the quality of teaching, but inspectors should not expect to see records of graded lesson observations
- information about the school's performance management arrangements, including the most recent performance management outcomes and their relationship to salary progression; this must be provided in an anonymised format
- documented evidence of the work of governors<sup>6</sup> and their impact

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<sup>6</sup>Governors' refers to those responsible for governance in a school. They may be part of a school's local board, committee or governing body

- any reports of any external evaluation of the school, including any review of governance or pupil premium.

### **Report on the inspection outcomes**

The lead inspector will share the main inspection findings, including provisional grades, at the end of the inspection. Although unlikely, the grades may be subject to change because of quality assurance checks and should, therefore, be treated as confidential until the school receives a copy of the final inspection report.

The report is finalised by the lead inspector immediately after the inspection. We will send the draft report electronically to the school, no later than five working days after the end of the inspection, taking account of public and school holidays. The draft report is restricted and confidential to the relevant senior personnel (as determined by the school), and therefore the information contained within it should not be shared or published under any circumstances. Ofsted will consider the sharing of information in any manner a serious breach of confidentiality and will take appropriate action if necessary. The school will have one working day to carry out the factual accuracy check. Judgements in the report cannot be changed unless factual errors or omission have a significant bearing on them.

You will receive a final copy of the inspection report. The governing body must take all reasonable practicable steps to ensure that every registered parent at the school receives a copy of the report within five working days of receipt (section 14(4)(c) of the Education Act 2005 and regulations SI 2005 no.2038). We will publish the report on the Ofsted website five working days after we have sent you the report.

In the event that a school's overall effectiveness is judged to be inadequate, the timeline for publication of the inspection report is longer, as the judgement is subject to a moderation process. This means that schools receive the draft report later than usual, and have five working days to carry out the factual accuracy check.

### **School inspection survey**

We are interested to know your views on the inspection process, and invite you, and your staff and governors, to complete our online school inspection survey. This is best done after you have received your inspection report. I will send you details on how to access the survey with the final copy of your inspection report.

If you have any concerns about any aspect of the inspection or about the conduct of any of the inspection team, please discuss this with the lead inspector in the first instance. Should you wish to speak with another person, please contact me using the details above. Although we expect that the inspection will run smoothly, we have established a procedure for complaints. This is available on our website.

I hope this letter answers your immediate questions about the inspection, but if you have any further queries please do not hesitate to contact me.

Yours sincerely

David McCarrick  
Inspection Liaison Officer  
CfBT Inspection Services

**CfBT Inspection Services is an inspection services provider working in partnership with Ofsted**

Enclosed:

1. Letter to parents
2. *School inspections: a guide for parents*
3. *Inspection questionnaire for school staff*
4. Inspection team members' curriculum vitae

cc. Mr David Hall Chair of the Governing Body The Blyth Academy  
cc. Mrs Daljit Lally Northumberland local authority