

# Ofsted Response Plan – Millthorpe School – 2013-11-27

## Core Team

Name	Role(s)
Trevor Burton	Liaison with Lead Inspector <b>Presence at break/lunch</b>
Scott Butterworth	Behaviour & Safety Emergency Response
Tim Gillbanks	Achievement <b>Presence at break/lunch</b>
John Bates	Teaching, Performance Management Receive lesson obs feedback from staff <b>Presence at break/lunch</b>
Tania Andrie	Middle Leadership <b>Presence at break/lunch</b>
Lesley Buckley	Inspection Team Liaison
Mandy Sowter	Organisation, staff emotional crises
Maxine Squire	Advice for us

## Documents

Document	Who?
SEF	JTB
Teaching records (lesson obs) Overall & by strands	JPB
Achievement data – 2012, 2013, current Y11, current Y10 Emphasise PP, SEN & the most able Case studies of intervention (from SXB)	TJG
Single Central Record Exclusion data, Behaviour data, Attendance data Racist incidents log, Bullying log (include homophobic bullying)	SXB
Monitoring summary & detailed monitoring documents	TRA
Minutes of FGB meetings – last two years	LAB
Timings of the school day, timetable for whole school and maps (prepare now)	MRS

## Inspection Team Domestic Arrangements

### Lesley's job

1. Reserved car parking arranged at Main House – from 6am
2. Meet on arrival (likely to be 7:30am), check badges, run through emergency evacuation procedures.
3. Maps of school and pdf timetable for each inspector.
4. Meeting Room cleaned, appropriately furnished
5. Wi-fi access for inspectors
6. Refreshments available
7. Offer lunch
8. Display of our key messages (SXB/TJG)

## Staff Domestic Arrangements

### Mandy's job

1. Stuart Potter (or other) to be here throughout the inspection
2. Margaret in staffroom all day
3. Pastries/cakes at end of day

## Meetings

Purpose of meeting	Who?
Achievement	JTB/TJG/SXB
Teaching	JPB/TRA
Leadership & Management	JTB/TRA
Behaviour & Safety	SXB
Pupil Premium (?)	SXB/ARC
SEN	SXB/MHG
Governance	Bob
Middle Leadership	TRA, EMA, ITH, JGR, MJN, SGB/RXL, SJH/GJF

## Timeline

When	Event	Who	What
Day 0, Noon	Telephone Call	JTB	Name of inspector – google them. Email SEF, SIP, summary of 2013 results. Email pdf of timetable and map of school. Arrange meetings with key staff including governors, middle leaders
Day 0, 1pm	Notify staff	LAB	Standard message by email – short staff meeting in Library 3:30pm (15 minutes). Notes sent out to staff by Mandy during P5 as well.
Day 0, 1pm	Secure some supply	MRS	At least one full supply teacher to cover any absence – must be well known to us
Day 0 1pm	Notify externals	LAB	Bob Sydes            07772574414 <a href="mailto:bob.sydes@btopenworld.com">bob.sydes@btopenworld.com</a> Nicola Mitchell      01904 670104 <a href="mailto:ncm@denisontill.com">ncm@denisontill.com</a> Don Henson            01904 638077 <a href="mailto:dhwork@dsl.pipex.com">dhwork@dsl.pipex.com</a> Tim Hooper            01904 644120 <a href="mailto:sarahhooperchubb@btinternet.com">sarahhooperchubb@btinternet.com</a> Richard Newton      07545 428890 <a href="mailto:richardjfnewton@googlemail.com">richardjfnewton@googlemail.com</a> Maxine Squire        07860432609 <a href="mailto:maxine.squire@york.gov.uk">maxine.squire@york.gov.uk</a>
Day 0, 2:10pm	Notify students	JTB SXB	MRS provides notes for all classes - teachers inform classes – SLT to inform the following ... Mon A p5 TMA 10s/Re2 B5    Mon A p5 IMN 10s/Re4 B3 Tues A p5 PPH 9sCz1 A2 Wed A p5 PPH 8sDe2 A3      Wed A p5 TMA 8n/Re4 B5    Wed A p5 IMN 9s/Re3 B11 Wed A p5 MHG 101/Cd1 B12 Mon B p5 TMA 10s/Re5 B5    Mon B p5 IMN 9s/Re3 B3 Tues B p5 9n/Re4 LAP B4 Wed A p5 MHG 101/Cd1 B12
Day 0, 2:10 pm	Prepare Inspector Arrangements	LAB JD	Arrange parking with Matt/Andy. Cancel any meetings in meeting room and provide correct furniture Key message posters up on walls. Make sure heating is OK
Day 0, 3pm	Notify parents	LAB	Standard email via schoolcomms referring to paper letter on website (hard copies to students whose parents don't have email?) – ask them to complete Parent View – add link in
Day 0, 3:30 pm	Staff meeting	JTB	Run over key messages. Why we are good. Why we are not outstanding yet. Why we are beyond RI. What we feel is really good. What we are working on. This in writing. <b>To be written</b> Advice for the two days. In writing. The “Ofsted Hymn Sheet” <b>to be written</b> TRA to brief HoDs on middle leaders meeting with inspectors in writing <b>to be written</b>
Day 1, 8am	Inspector meeting	JTB	Challenge hypothesis based on 2012 data. Be alert for any evidence or documents that may be of help to inspection
Day 1 8:30am	Staff briefing (staffroom)	SXB	Keep spirits up – remember the advice – good teaching – pass on anything material
Day 1	Collect lesson feedback from staff	MRS	Collect our lesson feedback sheet designed by JPB. Keep a running total. Give out lots of TLC and handle emotions
Day 1, 4pm	Inspector Team meeting	JTB	Listen to key messages. Challenge anything odd. Be prepared to point out where they can find outstanding/good
Day 1 5pm	SLT Team meeting		Feedback from first day. Any alteration to plans? Communicate with staff.
Day 2, 8am	Inspection Team meeting	JTB	Just as before
Day 2, 8:30am	Staff briefing (staffroom)	SXB	Positive feedback from yesterday, no matter what was said. Keep up the good teaching.
Day 2	Emergencies	SXB JPB TRA/TJG	Response to Inspector requests Teaching Documents & Data
Day 1, 4pm	Inspector Team Feedback	SLT Maxine Bob	ARC take copious notes Clarification not challenge at this point – any grounds for complaint?
Day 3, 8:30am	Staff briefing	JTB	Thank you. Full feedback. Arrangements to celebrate. Thank you and well done to students – no judgements to be public until report ratified