

Ofsted Response Plan – Millthorpe School – 2014-01-10

Core Team

Name	Role(s)
Trevor Burton	Liaison with Lead Inspector Presence at break/lunch
Scott Butterworth	Behaviour & Safety Emergency Response
Tim Gillbanks	Achievement Presence at break/lunch
John Bates	Teaching, Performance Management Receive lesson obs feedback from staff Presence at break/lunch
Tania Andrie	Middle Leadership Presence at break/lunch
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 Phone all those (right) to determine best day/time for governors interview, then email all gov's inviting them	LAB	<table border="0"> <tr> <td>Bob Sydes</td> <td>07772574414</td> <td>bob.sydes@btopenworld.com</td> </tr> <tr> <td>Eileen Robertson</td> <td>0778 9653563</td> <td>eileen.robertson@dh.gsi.gov.uk</td> </tr> <tr> <td>Bill Schofield</td> <td>0777 9121935</td> <td>bill.schofield@hotmail.com</td> </tr> <tr> <td>Nicola Mitchell</td> <td>01904 670104</td> <td>ncm@denisontill.com</td> </tr> <tr> <td>Don Henson</td> <td>07824 427613</td> <td>dhwork@dsl.pipex.com</td> </tr> <tr> <td>Tim Hooper</td> <td>01904 644120</td> <td>sarahhooperchubb@btinternet.com</td> </tr> <tr> <td>Richard Newton</td> <td>07545 428890</td> <td>richardjnewton@googlemail.com</td> </tr> <tr> <td>Maxine Squire</td> <td>07860432609</td> <td>maxine.squire@york.gov.uk</td> </tr> </table>	Bob Sydes	07772574414	bob.sydes@btopenworld.com	Eileen Robertson	0778 9653563	eileen.robertson@dh.gsi.gov.uk	Bill Schofield	0777 9121935	bill.schofield@hotmail.com	Nicola Mitchell	01904 670104	ncm@denisontill.com	Don Henson	07824 427613	dhwork@dsl.pipex.com	Tim Hooper	01904 644120	sarahhooperchubb@btinternet.com	Richard Newton	07545 428890	richardjnewton@googlemail.com	Maxine Squire	07860432609	maxine.squire@york.gov.uk
Bob Sydes	07772574414	bob.sydes@btopenworld.com																									
Eileen Robertson	0778 9653563	eileen.robertson@dh.gsi.gov.uk																									
Bill Schofield	0777 9121935	bill.schofield@hotmail.com																									
Nicola Mitchell	01904 670104	ncm@denisontill.com																									
Don Henson	07824 427613	dhwork@dsl.pipex.com																									
Tim Hooper	01904 644120	sarahhooperchubb@btinternet.com																									
Richard Newton	07545 428890	richardjnewton@googlemail.com																									
Maxine Squire	07860432609	maxine.squire@york.gov.uk																									
Day 0, 2:10pm	Notify students	JTB SXB	MRS provides notes for all classes - teachers inform classes – SLT to inform the following ... <table border="0"> <tr> <td>Mon A p5 TMA 10s/Re2 B5</td> <td>Mon A p5 IMN 10s/Re4 B3</td> </tr> <tr> <td>Tues A p5 PPH 9sCz1 A2</td> <td></td> </tr> <tr> <td>Wed A p5 PPH 8sDe2 A3</td> <td>Wed A p5 TMA 8n/Re4 B5 Wed A p5 IMN 9s/Re3 B11</td> </tr> <tr> <td>Wed A p5 MHG 101/Cd1 B12</td> <td></td> </tr> <tr> <td>Mon B p5 TMA 10s/Re5 B5</td> <td>Mon B p5 IMN 9s/Re3 B3</td> </tr> <tr> <td>Tues B p5 9n/Re4 LAP B4</td> <td></td> </tr> <tr> <td>Wed A p5 MHG 101/Cd1 B12</td> <td></td> </tr> </table>	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											
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. Refer to SEF & Targets/Priorities Notify us of the observations and feedback (explain exactly how). Advice for the two days. Issue the prepared memo. TRA to remind HoDs in middle leaders meeting with inspectors of the written advice already issued.																								
Day 1, 8am	Inspector meeting	JTB	Challenge hypothesis based on 2012 data being representative. 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																								