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04 July 2019

Dear parent or carer

Inspection of Heston Community School by Ofsted

We have just told your child's school that we will inspect it on 05 July 2019. The lead inspector will be Pamela Fearnley. We are writing to you because we would like to know what you think about the school. Please take a few minutes to read the leaflet which came with this letter. It explains why we inspect schools, and what happens during an inspection.

Your views about the school are important to us

If you are a registered parent or carer of a pupil at the school (including pupils on sick leave or who are temporarily excluded), you can tell us your views about the school by completing Ofsted's online survey, Parent View, at: www.parentview.ofsted.gov.uk.

Parent View asks for your opinion on 12 aspects of your child's school, including the progress made by your child, the quality of teaching, how the school deals with bullying and poor behaviour. It also provides a free-text box for you to make additional comments, if you wish. The inspectors will use the online survey responses when inspecting your child's school. Written comments can also be sent to the school in a sealed envelope, marked confidential and addressed to the inspection team.

To register your views, you will need to provide your email address, which will be held securely. It will not be used for any purpose other than providing access to the online survey. Neither schools nor Ofsted will have access to any email addresses.

Please complete the online survey by **noon** on 05 July 2019 as this will give the inspection team more time to consider your views. However, we will consider all online responses that are completed during the inspection, although the free-text box facility will not be available after noon on 05 July 2019.

Speaking to an inspector

If you are unable to complete the online survey, it may be possible to speak to an inspector during the inspection, for instance at the start of the school day, or to pass on messages to the inspectors if you are unable to speak to them in person. Inspection administrators will be happy to make the necessary arrangements. If concerns are raised about child protection, we may have to pass the information we receive to social services or the police. You can contact the administrators on 03000131962. Inspectors will be pleased to receive your comments, but cannot deal with complaints about individual pupils or settle disputes between you and the school.

Privacy notice

During the inspection of your child's school, the inspectors will collect information about children at the school by looking at school records, reviewing responses to the pupil survey where appropriate, and observing the everyday life of the school. No names will be recorded but some of the information may make it possible to identify a particular child. Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy. Ofsted will not publish any information that identifies a child in the report.

More information is available in Ofsted privacy notice:

www.gov.uk/government/publications/ofsted-privacy-notice/schools-ofsted-privacy-notice#parent-school.

September 2015

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The contact details for Ofsted's Data Protection Officer are as follows.

Email:

informationrequest@ofsted.gov.uk

Post:

Information management team
Ofsted
2 Rivergate
Temple Quay
Bristol
BS1 6EH

Thank you in advance for taking the time to complete the online survey.

Yours faithfully

Tashfeen Ashraf



As well as completing the survey, you can use Ofsted's online survey, Parent View, at any time during the school year to give Ofsted your opinion of your child's school. You can also use Parent View to see survey results for schools across England. Visit www.parentview.ofsted.gov.uk or look for the link on the main Ofsted website: www.gov.uk/government/organisations/ofsted

Inspections of maintained schools and academies

A leaflet for maintained schools and academies

Introduction

Ofsted's [Common inspection framework](#) came into effect in September 2015.

Under the framework, for section 5 inspections, inspectors will make the following judgements about schools:

- overall effectiveness
- effectiveness of leadership and management
- quality of teaching, learning and assessment
- personal development, behaviour and welfare
- outcomes for pupils.

Where the school offers early years provision and sixth form provision, judgements will also be made on these areas.

In short inspections, inspectors will determine whether the school continues to provide a good standard of education and whether safeguarding is effective.

Which school documents will the inspectors wish to see?

Schools are not expected to prepare anything extra for inspectors, but should make the following documents available at the start of the inspection:

- a summary of any school self-evaluation or equivalent
- the current school improvement plan or equivalent, including any strategic

- planning that sets out the longer term vision for the school
- school timetable, 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 of the checks and vetting of all staff working with pupils
- records and analysis of exclusions, pupils taken off roll, incidents of poor behaviour, any use of internal isolation
- records and analysis of bullying, discriminatory and prejudicial behaviour, either directly or indirectly, including racist, disability and homophobic bullying and use of derogatory language and racist 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, along with brief details of the resolution
- a list of all pupils who are open cases to children's services/social care and for whom there is a multi-agency plan
- up-to-date attendance analysis for all groups of pupils
- records of the evaluation of the quality of teaching, learning and assessment
- information about the school's performance management arrangements, including the most recent performance management outcomes and their relationship to salary progression, in an anonymised format
- documented evidence of the work of governors and their priorities, including

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- any written scheme of delegation for an academy in a multi-academy trust
 - any reports of external evaluation of the school, including any review of governance or use of the pupil premium funding.

If any of this information is available before the inspection begins, you can upload it onto the inspection portal. Instructions for using the portal are provided in the notification of inspection letter.

Seeking the views of parents, staff and pupils

- Parents will give their views about their child's school on *Parent View*, which they can access at any time, including at the point of inspection, where they will be provided with a link to the *Parent View* website.
- Staff working in the school, and pupils, will be encouraged to complete a voluntary online survey, available at the point of inspection.

Where can further details be found about school inspections?

We have published the [School inspection handbook](#), which explains how inspections are conducted and the judgements that are made by inspectors under section 5 inspections. It contains the grade descriptors used by inspectors when making their judgements. We have published the [School inspection handbook - section 8](#), which explains how short inspections are conducted.

We have also published the [Common inspection framework](#), which sets out the statutory basis for schools inspected under section 5 of the Education Act 2005 (as amended)

Online inspection survey

Following your inspection we will invite you to complete an online inspection survey. The online survey asks for your views on the inspection process, including the impact that

the inspection is likely to have in bringing about improvement. Ofsted values all survey responses: we use the outcomes to help keep us informed about the quality and impact of inspections, and help guide us in reviewing and improving the inspection process.

Privacy notice

During the inspection of your school, the inspectors collect information about staff and children at the school by looking at school records, reviewing responses to the pupil survey and the staff survey and observing the everyday life of the school. No names will be recorded, but some of the information may make it possible to identify a particular individual. Ofsted uses this information to prepare its report and for the purposes set out in its privacy policy. Ofsted will not publish any information that identifies an individual in the report, but may name the headteacher and the chair of the appropriate authority.

More information is available in [Ofsted's schools privacy policy](#).

Contact Ofsted

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