

Quality, equality, opportunity


TreeTops
Specialist School & College

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Centre of excellence

25 February 2010

Dear Parent/Carer

Sorry to bombard you with paperwork, but as you were probably aware, we were anticipating an OFSTED inspection any time. Well, the time has come!

They will be in school next Monday and Tuesday, 1 and 2 March. Enclosed with this letter you will find a letter from OFSTED and a parent/carers questionnaire.

I would really appreciate your support.

Last time we were outstanding, I think we have improved since then and need to continue to improve.

Thanking you in anticipation.

Yours sincerely

P Smith
Headteacher



English

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Thursday 25 February 2010

Dear parent or carer

Inspection of Treetops School by Ofsted

We have just told your child's school that we will inspect it on **1–2 March 2010**. The lead inspector will be **Melvyn Blackband**. 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. The school can give you this letter and the leaflet in languages other than English. These are also available on our website at www.ofsted.gov.uk.

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), we are interested to know what you and your child think is good about the school, as well as anything that you would like to be improved. You can tell us your views by filling in the questionnaire over the page.

Please provide just one answer to each question even if you have more than one child at the school. You can add further comments by writing in the comment box at the end of the questionnaire.

Please return the questionnaire to the school in a sealed envelope, marked 'confidential' and addressed to the inspection team. If possible, please return your questionnaire by **1pm on Monday 1 March 2010**. We will consider all questionnaires which arrive during the inspection. If concerns are raised about child protection, we may have to pass the information we receive to social services or the police.

Questionnaires will be **confidential** to the inspectors. We will not reveal your identity, even if the inspectors discuss with the school any issues that you raise. The inspectors will use the questionnaires to help make their judgements. There will also be one page in the published inspection report which summarises the way that parents and carers have answered the questions, including the number of responses we received.

Speaking to an inspector

It may be possible to speak to an inspector during the inspection, for instance at the start of the school day. Inspection administrators will be happy to make the necessary arrangements or to pass on messages to the inspectors if you are unable to speak to them in person. You can contact the administrators on **0121 683 2083**. Inspectors will be pleased to receive your comments, but cannot deal with complaints about individual pupils or settle disputes between you and the school.

Thank you for taking the time to fill in the questionnaire.

Yours faithfully

Holly Cooper

To: Inspection team at **Treetops School**

I have a child in Year

My child has special educational needs or disabilities (or both). Yes
No



Questionnaire for parents and carers

Please read the following statements and tick the answer which best fits what you think about the school. Please only tick one box per statement. If you cannot answer leave it blank.

	(Please tick.)	Strongly agree	Agree	Disagree	Strongly disagree
1	My child enjoys school				
2	The school keeps my child safe				
3	The school informs me about my child's progress				
4	My child is making enough progress at this school				
5	The teaching is good at this school				
6	The school helps me to support my child's learning				
7	The school helps my child to have a healthy lifestyle				
8	The school makes sure that my child is well prepared for the future (for example, changing year group, changing school, and for children who are finishing school, entering further or higher education, or entering employment)				
9	The school meets my child's particular needs				
10	The school deals effectively with unacceptable behaviour				
11	The school takes account of my suggestions and concerns				
12	The school is led and managed effectively				
13	Overall, I am happy with my child's experience at this school				
14	If you want to explain any of your answers, or if there is anything else you want the inspection team to know, please tell us here. If you have concerns about child protection, we would advise you to contact your local authority designated officer in children's services. If you mention a child protection issue here, please include your name.				

Would you have preferred to fill in this questionnaire on a secure website, and then submit it directly to Ofsted? Yes No

School inspections

A guide for parents and carers

Why does Ofsted inspect schools?

We inspect schools to provide information to parents, to promote improvement and to hold schools to account for the public money they receive. School inspections are required by law. We provide an independent assessment of the quality and standards of education in schools, and check whether pupils are achieving as much as they can.

When do inspections happen and how long do they last?

We inspect schools judged to be satisfactory at least once every three years. Schools judged to be good or better are inspected once at any time within a five year period. Most schools receive one to two days' notice of their inspection. The inspection usually lasts for two days.

Who inspects schools?

Her Majesty's Inspectors and additional inspectors carry out the inspections. All inspectors have been trained to, and assessed against, Ofsted's standards.

What happens during an inspection?

Inspectors study the school's self-evaluation and analyse the pupils' results and their progress. They talk to the headteacher, governors, staff, and pupils, and consider your views as a parent or carer. They observe some lessons and look at how well the school is led and managed.

How can I make my views known?

If you are the registered parent of a child at the school, the school will send you a letter with a questionnaire from us. You can tell us your views by filling in the questionnaire and returning it to the inspection team at the school. Inspectors will use your views to help them reach their judgements. The questionnaire is confidential, but if a response raises issues about a child's safety inspectors may pass on the information.

Can I speak to the inspectors?

You may have the chance to speak to the inspectors during the inspection, for example at the start of the school day. The inspection administrators will be happy to pass on messages to the inspectors and may be able to arrange telephone conversations if you are unable to speak to them in person. Their contact details will be in the letter that tells you about the inspection. Please remember that inspectors cannot deal with complaints concerning individual pupils or settle disputes between you and the school.



What happens after the inspection?

We give schools an overall grade from 1 to 4:

- grade 1 (outstanding)
- grade 2 (good)
- grade 3 (satisfactory)
- grade 4 (inadequate).

The lead inspector reports her or his judgement to the headteacher and governors. The inspectors' findings are published in a report for the school, parents and the wider community. Inspection reports provide information about the effectiveness of the school's work and contain recommendations about what the school should do to improve further. The school must take all reasonable steps to make sure you receive a copy of the report. The report includes a letter to the pupils, telling them what the inspectors thought about the school and what they can do to improve it. Reports are also published on our website: www.ofsted.gov.uk/reports.

What happens if I have concerns about the inspection?

Complaints are rare, but we treat them very seriously. You can find out more on our website at www.ofsted.gov.uk, or by calling our helpline on 08456 404045.

If you need any more information about our work, please visit our website or call our helpline.

What happens if Ofsted judges a school to be 'inadequate'?

If inspectors judge a school to be inadequate it will be placed in one of the following two categories.

Special measures

This means the school is failing to provide its pupils with an acceptable standard of education, and is not showing the capacity to make the improvements needed. Inspectors will visit the school regularly to check its progress, until it can be removed from the category. We will reinspect it after about two years.

Notice to improve

This means either:

- the school is failing to provide its pupils with an acceptable standard of education but it does have the capacity to improve; or
- it is not failing, but is performing significantly less well than we reasonably expect.

If we give a notice to improve, the school will receive a monitoring visit by an inspector and it will be reinspected after about a year.

What happens if I have concerns about my child's school?

If you are concerned about your child's school, you should start by talking directly to the teachers or headteacher or, if necessary, the governing body or the local authority. If you are not satisfied with the responses you receive Ofsted may be able to help.

You can find out more on our website or by calling our helpline.

This document applies to all maintained schools including special schools and pupil referral units. It also covers academies, city technology colleges, city colleges for the technology of the arts and some non-maintained special schools in England.¹

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Helpline: 08456 404045
www.ofsted.gov.uk

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¹ Academies are all-ability, state-funded independent schools. The same inspection schedule and associated guidance apply to academies as to other secondary schools.