

Eltham College
Response to Interim Inspection 2011

(i) Compliance with regulatory requirements

- **Documentation relating to the safe recruitment of staff is kept carefully for future reference:** All staff responsible for appointments have attended Safer Recruitment programmes and are required to follow the appropriate protocols for appointments. References for a member of staff appointed 27 years ago are not being sought, but those appointed in the last 10 years are up-to-date, and the paperwork for the visiting music teachers has now been brought together and checked against the protocols.
- **Copies of the attendance and admissions registers to be retained for a period of at least three years:** Although the registers had been retained for a period of five years, we are now arranging them by monthly categorisation rather than the half-termly grouping used thus far.

(ii) Recommendations for further improvement

- **Extend monitoring across and within departments in the senior school to share the best practice in teaching and learning:** The Senior Master (i/c Teaching and Learning) is leading a discussion on this term's INSED Day for all staff to consider the fundamentals of good teaching, good classroom practice and the developing importance of technology's role in learning; After trialling the assessment of teaching through observation in 2011, departments will be expected to monitor the levels of performance on an annual basis: this will be overseen by the Senior Master. A sub-committee has been established to consider how to measure, record and improve practice within and between departments.
- **Improve monitoring of the participation of the senior school pupils in the extra-curricular programme, and include it in reports to parents:** Discussions have already been held at the Academic Committee about the advantages of such action: it was agreed that this should be good practice for both staff responsible for such activities and for the Form Tutors caring for the pupils. This will be also considered by the Pastoral Committee, and the new Deputy Head (pupils) will lead the process forward via the Extra-Curricular Committee, newly established in 2011/12. As far as the logistics relating to reports being written, details will need to be worked out with the Master i/c Reports.
- **In the Junior School, ensure that sufficient resources are available to develop further the support provided to pupils with LDD:** it has been agreed to extend the hours offered by the Learning Support Tutor to help ensure that more can benefit for her guidance should the need arise.

**P J Henderson
Headmaster
June 2011**