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| Organisation name | Celtic English Academy, Cardiff (summer centre Colwyn Bay) |
| Inspection date | 30 July 2018 |
| Current accreditation status | Accredited |
| Reason for spot check | Signalled: inspect new or additional premises |

Recommendation

We recommend continued accreditation. The next inspection falls due in 2020; there are no grounds for bringing this forward.

Changes to the summary statement

Courses for under 18s and vacation courses for under 18s can be added.

New summary statement

The British Council inspected and accredited Celtic English Academy in June 2016. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and care of under 18s and accredits organisations which meet the overall standard in each area inspected (see www.britishcouncil.org/education/accreditation for details).

This private language school offers courses in general English for adults (16+) and for closed groups of under 18s, and residential vacation courses for under 18s.

Strengths were noted in the areas of staff management, student administration, academic management, teaching, care of students, and leisure opportunities.

The inspection report stated that the organisation met the standards of the Scheme.

Organisation profile

| Inspection history | Dates/details |
|---|-----------------------------------|
| First inspection | 2008 |
| Last full inspection | 2016 |
| Subsequent spot check(s) (if applicable) | N/a |
| Subsequent supplementary check(s) (if applicable) | N/a |
| Subsequent interim visit(s) (if applicable) | N/a |
| Other related non-accredited activities (in brief) at this centre | N/a |
| Other related accredited schools/centres/affiliates | Celtic English Academy in Cardiff |
| Other related non-accredited schools/centres/affiliates | N/a |

| Student and staff profile | At inspection | In peak week: July |
|--|----------------------|--------------------|
| Total ELT/ESOL student numbers (FT + PT) | 54 | 55 |
| Minimum age (including closed group or vacation) | 12 | 12 |
| Typical age range | 12–17 | 12–17 |
| Typical length of stay | 4 weeks | 4 weeks |
| Predominant nationalities | Chinese, Italian | Chinese, Italian |
| Total number of teachers on eligible ELT courses | 5 | 5 |
| Total number of managers including academic | 2 | 2 |
| Total number of administrative/ancillary staff | 8 (activity leaders) | 8 |

Premises profile

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|----------------------|---------------------------------|
| Address of main site | 18 Park Grove, Cardiff CF10 3BN |
|----------------------|---------------------------------|

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| Additional sites in use | Rydal Penrhos School, Pwlycrochan Avenue, Colwyn Bay, Conwy LL29 7BT |
| Additional sites not in use | N/a |
| Sites inspected | Colwyn Bay |

Introduction

Background

Celtic English Academy (CEA) is based in Cardiff and has been accredited since 2008. This year it ran a separate seasonal centre for the first time, in Colwyn Bay, North Wales. The purpose of this spot check inspection was to check this new centre.

Preparation

The Accreditation Unit sent background paperwork to the inspector in advance of the inspection. The school knew that there would be a spot check but did not know the date.

Programme and persons present

The inspector arrived at 09.25 and departed at 13.15. Meetings were held with the Colwyn Bay centre manager and the chief executive officer of the overall organisation, who was visiting on the day of the inspection. The inspector also spoke to the director of studies (DoS) in Cardiff on the telephone. Focus group meetings were held with teachers, activity leaders and students, and the inspector spoke briefly with a group leader from China. A tour of the campus was undertaken, two of the three residential houses inspected, and a range of documentation viewed.

Findings

Significant changes since the last inspection

The main change has been the establishment of this summer centre in Colwyn Bay. The centre offers an eight-week residential summer programme in July and August for juniors aged 11–17.

Management

Overall management of the centre rests with head office (HO) in Cardiff, and a number of staff have been working between Cardiff and Colwyn Bay for the duration of the programme. The CEO, the chief operating officer (COO), the welfare officer, and the DoS are all based in Cardiff and each has been visiting Colwyn Bay regularly. Academic management is the responsibility of the DoS in the Cardiff school; he has been in this role for just under a year, having previously held roles as senior teacher and assistant director of studies. He has spent two days of most weeks in the new centre, providing workshops and carrying out observations as well as supporting teachers with materials and holding weekly meetings. On the days when he is in Cardiff, two teachers have been assigned to help with administrative tasks and facilitate communication with him. For the last part of the programme he was due to be full-time in Colwyn Bay, with a teaching commitment as well as his normal duties.

The centre manager has appropriate experience and qualifications for the role; she works year round in the Cardiff centre as personal assistant to the CEO and COO.

Recruitment of five teachers and eight activity leaders has been carried out and there is evidence of a full and thorough interviewing process. References are on file and staff have been inducted appropriately.

Premises and resources

The premises are on the campus of Rydal Penrhos, an independent day and boarding school in north Wales. The CEA centre has access to sports facilities across the campus, including tennis courts, playing fields, AstroTurf, a swimming pool and an indoor sports hall. It has a dedicated block with classrooms and indoor breakout areas as well as a large outdoor courtyard with seating. The adjacent hall is also used for gatherings and activities as required.

The dining hall is a short walk from the classrooms, and residential accommodation is in three houses, two within three or four minutes' walk, and the third approximately 10 minutes on foot.

Teaching and learning

The programme and materials were developed by a senior teacher and overseen by the DOS. DoS and colleagues in Cardiff and as this is the first year, feedback from teachers will be particularly important in identifying any changes or developments for subsequent programmes. Observation and development sessions have taken place regularly and there are records of both.

Welfare and student services

CEA has carried out a risk assessment for the premises in addition to the host school's own provision in this area, and appropriate fire safety procedures are in place.

The centre manager and activity leaders together ensure that welfare matters are taken care of and students demonstrated clear knowledge about, and appreciation of, staff and their roles in this respect. There is a full and varied social programme which includes afternoon and evening activities as well as a full and half day weekday excursion and weekend trips and activities. The programme is well-organised and appropriately staffed, and risk assessments are in place.

Residential accommodation is provided in three houses, with girls in one house, boys in a second, and the third accommodating, at the time of the inspection, a further eight boys with a group leader. There are CEA staff members in each house. Two houses were visited: Glan Aber (boys) and Ingleside (girls).

Bedrooms in both houses are spacious, shared by four or five students and of a fairly good standard. Bathroom facilities are just about adequate, but limited. Glan Aber, with 25 boys, has two bathrooms, each with a bath and a single shower, whilst Ingleside is slightly better with two showers on each floor. There are no separate staff facilities and a programme for use of the bathrooms is in operation. The inspector was told that the third residential house has separate facilities for staff.

Safeguarding under 18s

The Cardiff school also accepts under 16s but only in closed groups and 16 and 17 year olds as individuals, whereas Colwyn Bay accepts individuals as well as groups. A separate safeguarding policy has been produced for the Colwyn Bay centre, which includes all required information. All staff undergoes basic awareness training, and the centre manager and welfare officer are both designated safeguarding leads and are trained to specialist level.

Activity leaders accompany students at all times and are residential, along with any group leaders, who are not counted in calculating appropriate ratios. Excursions and activities are appropriately organised and accompanied, with appropriate risk assessments and guidelines.

Premises and resources

| Premises and facilities | Met |
|--|----------|
| P1 Premises, including any external areas, are in a good state of repair, cleanliness and decoration, and provide a comfortable environment for students and staff. | Strength |
| P2 Classrooms and other learning areas provide a suitable study environment. | Strength |
| P3 Students have adequate room and suitable facilities for relaxation and the consumption of food. | Met |
| P4 Free drinking water is available. A choice of appropriate food at affordable prices is available to students on site, if not available locally. | Met |
| P5 There is adequate signage to buildings, routes, rooms and exits, and there are facilities for the display of general information. | Met |
| P6 There is sufficient space for all staff, for meetings, relaxation and the storage of personal possessions, and for teachers to carry out their preparation and marking. | Met |

Comments

P1 The campus provides an extremely attractive environment with ample space for students outside class time, and access to well-maintained grounds with seating as well as covered areas in case of bad weather. Premises, including residential houses, are very well maintained and spotlessly clean throughout.
P2 All classrooms are spacious and quiet, with flexible furniture, good natural light and comfortable temperatures could be maintained even in the exceptionally hot weather.

Action taken on points to be addressed

Only points reviewed during this spot check are included here. Any points outstanding will be checked at the next full inspection.

Care of under 18s

C1 (2018: S1) The safeguarding policy does not include guidance on handling delayed DBS checks.

Addressed. This guidance has now been included in the policy.

C3 (2018: M26) The description on the website of the level of care and support given to students under 18 is not very accessible and does not go into sufficient detail.

Not yet addressed.

C4 The information sent to prospective teaching staff does not consistently mention the fact that all gaps in CVs must be explained satisfactorily, that proof of identity will be required and that reference requests will ask specifically whether there is any reason the applicant should not be engaged in situations involving responsibility for, or substantial access to, under 18s.

Addressed. This information has been added to the website and to standard e-mails sent to prospective staff.

Conclusions

The new centre is being effectively managed and the organisation as a whole continues to meet Scheme requirements.
