

Organisation name	Purley Language College, Surrey
Inspection date	11 April 2017

**BACKGROUND**
**Organisation profile**

Inspection history	Dates/details
First inspection	March 2008
Last full inspection	June 2016
Subsequent spot check (if applicable)	N/a
Subsequent supplementary check (if applicable)	N/a
Subsequent interim visit (if applicable)	N/a
Other related non-accredited activities (in brief) at this centre	Foreign languages and maths (private lessons)
Other related accredited schools/centres/affiliates	N/a
Other related non-accredited schools/centres/affiliates	N/a

**Current accreditation status and reason for spot check**

Current accredited status	Accredited
Reason for spot check	Signalled: check course not running at inspection

**Premises profile**

Address of main site	34 Brighton Road, Purley, Surrey CR8 3AD
Details of any additional sites in use at the time of the inspection	N/a
Details of any additional sites not in use at the time of the inspection	Coulsdon Sixth Form College, Placehouse Lane, Coulsdon CR5 1YA
Sites inspected	The school premises are located on the main road between London and Brighton, close to Purley station. The buildings consist of a semi-detached Victorian house with a cabin with two rooms in the back garden. There are eight classrooms, a student study room, a staff room, management offices, a coffee/reception area and small gardens to the front and rear.

**Student and staff profile**

	At inspection	In peak week July
Total ELT/ESOL student numbers (FT + PT)	59	150
Minimum age (including closed group or vacation)	15	14
Typical age range	15–50	14–50
Typical length of stay	1 week	1 week
Predominant nationalities	Italian	French, Italian
Total number of teachers on eligible ELT courses	5	10
Total number of administrative/ancillary staff	5	5

## **INTRODUCTION**

### **Background**

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Purley Language College (PLC) was first inspected and accredited in March 2008 and the last full inspection took place in June 2016. At that time, it was found that there was a need for improvement in the area of accommodation. The school was informed that a spot check was needed which should take place within 12 months, when a junior summer course for 8 to 17 year-olds was running, and that specific focus on areas of accommodation and Care of under 18s had been recommended. This was arranged for April 2017.

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### **Preparation**

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The inspector, who was the co-inspector on the 2016 inspection, received the previous report and copies of correspondence between the organisation and the Accreditation Unit. The website was consulted. The school was contacted two weeks before the spot check to request an update on the number of junior summer course bookings and to check the availability of key staff. The precise date of the inspection was not disclosed.

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### **Programme and persons present**

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The inspection took place on 11 April, starting at 09.00 and finishing at 13.30. Meetings were held with the principal, who is also the director of studies and the safeguarding lead, the administration and student services manager, the welfare officer, who is also the accommodation manager, and the activities and teaching assistant. Focus group meetings were held with students, group leaders and two teachers. Documents were scrutinised. A short feedback session was provided for the principal.

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## **FINDINGS**

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### **Courses and students**

The school continues to run year-round courses in general English and examination courses to adults (16+). Some of the students study full time, but others, many of whom are local au pairs, only study on specific days of the week. The school also runs short, closed group courses throughout the year (8 to 17 year-olds). In the summer a junior summer school for individuals and groups (8 to 17 year-olds) is run. The majority of the students who attend the school are European. At the inspection a group of 47 junior Italian students were enrolled. Three junior and two adult classes were running. One group of French students had booked a one-week course from 30 April. Other forward bookings for May and June 2017 had yet to be confirmed.

### **Management**

The director of studies (DoS) and named person responsible for students' welfare at the time of the last inspection left the school in September 2016. The principal, who is TEFLQ, took over as principal/DoS from that date. One of the part-time accommodation officers left the school soon after the last inspection in June 2016. The school's previous accommodation officer returned to the school in June 2016, after a year's sabbatical, and is the accommodation and welfare manager. The administration and student services manager is a long-standing member of staff. The part-time homestay visitor remains in post. Most of the teachers who were employed at the time of the last inspection remain at the school.

### **Premises and resources**

All the classrooms have been redecorated since the last inspection. The number of computers available for student use has increased to 30. The inspector was informed that additional premises at a nearby Sixth Form College might be used during the summer if student numbers increase substantially. However, the Accreditation Unit had not been informed about the possible use of these premises.

### **Accommodation**

The school offers accommodation in homestays and in its own residence. At the time of the inspection all the students aged under 18 were staying in homestay accommodation. One of the Italian group leaders was staying in the school residence located close to the school and was very satisfied with the provision. The majority of adult students find their own accommodation or stay with family members.

### **Care of under 18s**

At the inspection, there were 47 under 18s enrolled. Of these, 44 were part of a group of Italian students on a one-week summer course; two individual students were enrolled on this course. One 16 year-old student was enrolled on an adult course.

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## POINTS TO BE ADDRESSED

*Points to be addressed from the previous inspection report with comments (in bold) to indicate how far these have been addressed. Only points reviewed during this spot check are included here. Any points outstanding will be checked at the next full inspection.*

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### Points to be addressed within six months

#### Welfare and student services

W1 The front entrance is overseen by the office manager but sightlines could be improved by moving her desk to a front-facing position. There is no signing-in book for visitors. Fire drills are not carried out during peak times of the year. The last fire drill was held at a time when there were no students in the school.

**Addressed. The administration and student services manager's desk has been re-positioned; there is a signing-in book for visitors; fire drills are carried out regularly throughout the year.**

W8 There are no guidelines on students' rights to treatment through the NHS. This information needs to be made more readily available.

**Partially addressed. At students' induction they are given appropriate oral information in relation to this criterion, with accompanying photographs of the local hospital, doctor and dentist. However, this information could be usefully included in the PLC Handbook for all students.**

W10 Some accommodation visiting forms did not record the date for the next visit and checklists did not include the requirement to check that fire risk assessments and annual gas safe certificates were in place.

**Addressed. These details are now included on the 'Host Family Information Sheet'.**

W11 Some of the homestays had not been visited in the last two years.

**Addressed. All homestays have been re-visited in the last two years.**

W12 Records provided at inspection showed that 21 hosts had not completed fire risk assessments and that 37 hosts had not provided gas safe certificates.

**Addressed. Records seen at inspection showed that all hosts had completed fire risk assessments. The school does not take new hosts who have not provided gas safe certificates and at the inspection the school was awaiting gas safe certificates from 10 newly recruited hosts. Hosts' obligations with regard to gas safety regulations, fire safety and risk assessments are set out in the Homestay Handbook.**

W14 The two part-time accommodation officers are not easily accessible as their office is located behind the main school. The accommodation officers had no knowledge of the initial feedback questionnaire which is made available to students.

**Partially addressed. The accommodation and welfare manager is still located in the cabin behind the main school, which does not make her easily accessible to students in her role as welfare manager. She was aware of the initial feedback questionnaire and is in daily contact with other members of staff.**

W16 The accommodation officer confirmed that two hosts had hosted six students in their homes in 2016. One of these hosts was visited at this inspection.

**Addressed. 11 hosts have been removed from the school's homestay database since the last inspection, including the two hosts who had hosted six students in their homes at the last inspection.**

#### Care of under 18s

C1 The safeguarding policy is not dated and incorrect reference is made to CRB, rather than DBS declarations. The documentation does not include guidelines on how to handle delayed DBS checks. The management handbook names the office manager incorrectly as the named member of staff for implementing the policy and responding to child protection allegations.

**Partially addressed. The safeguarding policy is set out in the school's 'College Policies' document 2017. The incorrect reference to CRB, rather than DBS, was corrected on the day of the inspection. There are photographs of key staff in the PLC Handbook and the principal/DoS is identified as the safeguarding lead. There are no guidelines on how to handle delayed DBS checks as the school has a policy of not hiring any staff who do not have DBS checks.**

C2 There is no requirement for homestay hosts to confirm they have read the safeguarding policy and they have not received any specific training.

**Addressed. All staff have received basic training. The principal/DoS and the accommodation and welfare manager have received specialist training. The administration and student services manager has received advanced training. The policy is made known to homestay hosts via the school's website and the Homestay Handbook.**

C3 There is no information available before enrolment about the level of care under 18s can expect to receive during or after scheduled activities.

**Addressed. Appropriate information is available in documents sent to parents and on the website.**

C4 Evidence of police checks for all group leaders who had accompanied groups was not provided.

**Addressed. Appropriate suitability checks are carried out on staff and homestay hosts. Appropriate procedures are in place to ensure that relevant police checks are obtained for all group leaders. The inspector saw relevant police checks for the three group leaders of the Italian group at the inspection.**

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## Other points to be addressed

### Management

M2 Neither the organogram nor job descriptions make clear the line management of the accommodation officers. **Not yet addressed. The job description of the accommodation officer provided at the inspection stated 'working autonomously but in close collaboration with the Office Manager and Centre Manager'. 'Centre Manager' is a non-existent post.**

M3 Job descriptions do not follow a standard format and do not always clearly specify reporting lines.

**Not yet addressed. The job description of the Principal/DoS makes reference only to the role of the DoS as academic leader. There is no reference to his role as the school's safeguarding lead. The job description for the 'accommodation officer' provided at the inspection did not include the post holder's responsibilities as welfare manager.**

M22 No information is given about the alternative premises that might be used for lessons in the summer.

**Not addressed. The Accreditation Unit has not been informed about the possible use of these premises.**

M29 The school is using an incorrect form of the Accreditation UK marque on the website. The website does not make clear that other languages, maths and skype lessons are not covered by British Council accreditation.

**Partially addressed. The Accreditation UK marque is used correctly on the website. However, the following statement remains, 'We also teach foreign languages and maths to children and adults living locally. Please contact us if you live locally and would like private tuition'.**

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## Points to be addressed arising from this visit

None.

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## CONCLUSIONS

The school has systematically addressed the weaknesses identified in the area of accommodation and has made satisfactory progress in rectifying most of the other points raised in its provision of care for students aged under 18. Some further work is needed on other points raised with regard to staff management documentation.

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## RECOMMENDATION

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

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## SUMMARY STATEMENT

### Changes to summary statement

The need for improvement in the area of accommodation can now be removed.

### Previous summary statement

The British Council inspected and accredited Purley Language College 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](http://www.britishcouncil.org/education/accreditation) for details).

This private language school offers courses in general English for adults (16+) and for under 18s.

The inspection report noted a need for improvement in the area of accommodation.

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

### Amended summary statement

The British Council inspected and accredited Purley Language College 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](http://www.britishcouncil.org/education/accreditation) for details).

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