

Organisation name	Yorkshire English School, Huddersfield
Inspection date	18 February 2020
Current accreditation status	Accredited
Reason for spot check	Routine: newly accredited institution

## Recommendation

We recommend continued accreditation with a further spot check this summer focusing on safeguarding under 18s.

## Changes to the summary statement

No changes need to be made to the summary statement, apart from adding the date of this inspection.

## New summary statement

The British Council inspected and accredited Yorkshire English School in March 2019 and February 2020. The Accreditation Scheme assesses the standards of management, resources and premises, teaching, welfare, and safeguarding 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 small private language school offers courses in general English for adults (18+).

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

## Updated summary inspection findings

### Management

The provision meets the section standard. The management of the provision operates to the benefit of the students, who feel well supported by the close-knit team. Procedures for the recruitment and development of staff are well managed. Staff and students have a range of opportunities to give feedback and systems are regularly reviewed. Student administration is sound. Publicity is clear and accurate.

### Premises and resources

The provision meets the section standard. The premises provide students and staff with a comfortable and professional environment for work and relaxation. Sufficient learning resources are available for students. Resources for teachers are adequate.

### Welfare and student services

The provision meets the section standard. Overall the provision meets the needs of the students for safety, security, pastoral care, and information. Students benefit from well-managed student services.

### Declaration of legal and regulatory compliance

The items sampled were satisfactory.

## Organisation profile

Inspection history	Dates/details
First inspection	March 2019
Last full inspection	March 2019
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	N/a
Other related non-accredited schools/centres/affiliates	N/a

Student and staff profile	At inspection	In peak week: July
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Total ELT/ESOL student numbers (FT + PT)	9	25
Minimum age (including closed group or vacation)	19	16
Typical age range	19–58	18–30
Typical length of stay	4 weeks	2 weeks
Predominant nationalities	Turkish	Iraqi, Italian
Total number of teachers on eligible ELT courses	2	3
Total number of managers including academic	3	3
Total number of administrative/ancillary staff	1	1

### Premises profile

Address of main site	First Floor, 32 John William Street, Huddersfield HD1 1BG
Additional sites in use	N/a
Additional sites not in use	N/a
Sites inspected	First Floor, 32 John William Street, Huddersfield HD1 1BG

### Introduction

#### Background

Yorkshire English School (YES) was first inspected in March 2019. It is a small, family-run school, founded in 2016, providing full-time and part-time general English courses mainly, but not exclusively, for locally recruited students. It also runs a summer school for closed groups. Although the main purpose of this routine spot check was to check on responses to the points to be addressed from the first inspection, the Accreditation Unit had been informed in November 2019 that the school was planning to offer homestay provision as an accommodation option for summer school students, so attention was to be paid particularly to this new area of provision.

#### Preparation

The director of studies (DoS) was contacted early in February to check availability of key members of staff and to request information about staff and students. Documents were received from the Accreditation Unit and the YES website was consulted. An action plan in response to the points to be addressed from the first report was supplied via email attachment by the DoS.

#### Programme and persons present

The inspection was carried out by one inspector on 18 February 2020, starting at 10.15 and finishing at 14.15. Meetings were held with the director, the principal, the DoS/ welfare officer, and the administrator/welfare officer. One class was observed, and a short discussion took place with the teacher. All students in the class attended a student focus group meeting. Publicity was checked and documents were scrutinised.

### Findings

Findings are reported in the following section and in the Action taken on points to be addressed.

#### Management

The management structure of the school has changed slightly since the first inspection. The director and the principal remain in post; the DoS also remains in post but has taken on a number of management responsibilities as the school no longer has a manager as such. The DoS also has a welfare role which is shared with the school administrator, who has been in post for five months.

During the course of the spot check inspection, the inspector was informed that the school had very recently (14 February 2020) informed the Accreditation Unit that it was planning to accept under 18s on its summer school courses.

#### Welfare and student services

The school had informed the Accreditation Unit that it was planning to offer homestay accommodation as an option for students on the summer school. Documents, including an interview script to be used as a first filter, a checklist to be used on the first visit, a homestay contract, and guidance notes for homestay providers, had been prepared. These were checked and found to be satisfactory. Although a number had been interviewed and visited, so far, only two homestay providers were currently on the school's list. Further interviews and visits are planned.

#### Safeguarding under 18s

During the course of the spot check visit, it was discovered that the school had accepted a total of 14 students aged 16 and 17 years on the 2019 summer school, under the mistaken impression that this was permissible if the

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students were in closed groups, supervised by course leaders and in residential accommodation. The inspector was informed that a number of safeguarding procedures had been in place since 2018, including a *Child Protection and Safeguarding Policy*, a named designated safeguarding lead, enhanced DBS checks for all staff, and basic training for all staff, but they had not been checked at the time of the March 2019 inspection and were not checked during this spot check.

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### **Action taken on points to be addressed**

*Points from the previous full inspection and/or subsequent spot checks or interim visits with comments (in bold) to indicate how far these have been addressed.*

#### ***Points which must be addressed within three months***

##### **Management**

M18 Sampling revealed that the contact details and emergency contacts of some students were not recorded in their files. Student contact details are not available to the emergency phone holder out of office hours.

**Addressed: Contact details and emergency contact details were checked for current students and were found to be satisfactory. The new online student record system allows staff, including the holder of the emergency phone, to access these details out of office hours.**

##### **Welfare and student services**

W1 The landlord is responsible for Gas safe certification for the building, but no evidence of a Gas Safe check could be produced.

**Addressed: An up-to-date Gas Safe certificate for the building was seen.**

W26 There are no risk assessments in place for off-site activities.

**Addressed: Risk assessments for off-site activities are available, using a generic template with additional information relevant to the specific venue.**

##### **Legal and regulatory compliance**

D1 Sampling identified the following issue: a teacher employed on a freelance basis has not provided details of her self-employed status.

**Addressed: Teachers employed on a freelance basis are fully informed about their responsibilities and sign a document stating that they understand.**

#### ***Other points to be addressed***

##### **Management**

M5 There are no systems for recording action taken following negative student feedback.

**Addressed: A Student and Staff Feedback Summary Report Form has been designed. Records were seen of action taken in response to negative student feedback. The few cases covered showed prompt and satisfactory solutions to the problems that had arisen.**

M6 There is no systematic method for recording negative feedback from staff and action taken.

**Addressed: See above. The summary form covers feedback from both staff and students. Separate forms may be required even if there is little or no negative feedback from staff or students.**

M25 There is no information in publicity about the cost of coursebooks or exams.

**Addressed: This information is clearly stated on the website.**

##### **Premises and resources**

P5 Classrooms are not furnished with noticeboards and consequently, information is not displayed systematically. There is no directional signage to the toilets, which are located outside the main school premises. A door leading to a classroom at the rear of the premises is marked 'private' with a sign inherited from the previous occupants.

**Addressed: There are noticeboards in all classrooms. Signage is clear. Any inappropriate signs have been removed.**

P8 There is a very limited range of printed resources for teachers occupying a small shelf in the students' common area. Some of the resources are outdated. Teachers' books are not available for all coursebooks. A small range of other supplementary materials are not stored in an easily accessible location.

**Addressed: Resources for teachers have been improved by the purchase of a teacher's book and a teacher's copy for all coursebooks in use, the assembly of a bank of other published material and teacher-produced material, and the provision of an emerging stock of online teaching and learning resources. All are now easily accessible to teachers in the staffroom. This is seen as a work in progress.**

##### **Teaching and learning**

T25 Lesson outcomes were given as aims or activities.

T26 The range of techniques observed was limited to basic strategies such as elicitation, modelling and drilling. Teacher talk tended to be high and there were missed opportunities for checking of understanding and controlled practice of new language.

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T28 There was little evidence of error correction of pronunciation or grammar and some feedback was ambiguous.  
T29 There was very little evidence of concept checking or reference to previous learning.

**Addressed: Evidence was produced to show that regular continuing professional development sessions have focused on the areas identified during the inspection. Observation feedback has also related to these areas where appropriate.**

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### **Conclusions**

Yorkshire English School has responded positively to all the points to be addressed listed in the report. Work is progressing carefully in relation to the building of a team of homestay providers. The enrolment of under 18s on the summer course of 2019 was the result of a genuine misunderstanding. Compliance with all criteria in the Safeguarding under 18s section will be fully checked at the spot check that will take place in the summer of 2020.

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