

Brooke House College Summer School

Timetable:

0900-10.30; 1045-1215; 1350-1500; 1530-1700

Key personnel

Diane Phillips	Reporting Inspector
Rod Revell	Co-inspector
Joan Williams	Proprietor
Giles Williams	Proprietor
Wylie Wright	Summer School Director
Miles Goodman	Director of Studies
Julie Dowling	ADoS/IELTS teacher
Jon Wheatley	Operations Manager
Josef Inman-Hall	Health and Safety Officer
Mark Lunn	Chief Operating Officer
Elena Leonte	Finance Office
Leo Constantin	Head of Boarding
Linda Mugadzaweta	Nurse
Ellie Cox	People Partner
Walid Muhaisen	Academic Administrator
Henry Hall	Senior Activity Leader
Tom Hilliard	Senior Activity Leader
Teachers	
1	Ania Figarska
2	Kornelia Genova
3	Catherine Thornton
4	Wiki Solly
5	Alun Meadows
6	Sali Abdeltawwab
7	Abigail Davies
8	Elena Botez
9	Andy Hill
10	Ausra Bremner
11	Oliver Phillipson
Activity Leaders	
Tommy Davies	Fabian Singleton
Kesia Floyd	Sokly Song
Henry Hall	Martin Tsvetkov
James Hall	Leela Urquijo
Amelia Hopper	Jake Williams
Isaac King	Jacob Wilson
Angelica Martin	Margarit Georgiev
Adam Pearce	Proud Senamuang
George Penney	Alex Singhgolden
Ambe Reid	Jacob Reid

Day 1 Wednesday 10 July

Time	Reporting inspector activity	Place	Co-inspector	Place
0830	Arrive, introductions and orientation to the building Go to Base Room Set up WiFi, check availability of Stage 3 docs			
0845	Brief hello to teachers (5 mins)			DJW Dining Room
0915	Background and Strategic and Quality Management (M1–M7) – first check of organisation profile with WW, MG and JW			Base Room
0945	Staff management and development (M8–M13 +T10) with WW, MG and JW			Base Room
1030	<i>Break</i>			
1045	Lesson Observations (T19-T26)			
1215	<i>Lunch, Stage 3 docs and inspectors confer</i>			
1400	Publicity (M21–M28) with WW	Base Room	Leisure Opportunities (W19-W23) with JW	Summer School Office
1430	Recruitment and staff files (T1-T3) with MG & EC e.g. Certificates, references, appraisals, observations	Ellie Cox Office	Care of students (W1-W6) with WW and LM	Summer School Office
1515			Accommodation documentation (W7-W18) and inspection of residential accommodation with JW and LC	Summer School Office
1645	Inspectors confer			Base Room
1700	Brief feedback/review of day			Base Room
1730 (approx.)	Inspectors leave			

Day 2 Thursday 11 July

Time	Reporting inspector activity	Place	Co-inspector	Place
0845	Inspectors arrive – check on arrangements for the day with WW			Base Room
0915	Academic management (T4-T10), Course design (T11-T14), Learner management (T15-T18) with MG and JD			Base Room
1030	<i>Break</i>			
1045	Lesson Observations (T19-T26)			
1215	<i>Lunch, Stage 3 docs and inspectors confer</i>			
1300	Student Focus Group			Base Room
1330	Teachers' focus group			Base Room
1400	Meeting with Joan Williams	Base Room	Observation of the sports and leisure facilities and some of the 'Plus' sessions with HH	Sports Centre & Other Venues
14.45	Premises (P1-P6) and (D1) with WW and LC (excluding residential accommodation)	Base Room		HH will drive
1515	Learning resources (P7-P11) with MG and/or JD	Base Room	Safeguarding S1-S8 with WW	Summer School Office
1600	Stage 3 documentation e.g. students and staff feedback			Base Room
1700	Brief feedback/review of day			Base Room
1730 (approx.)	Observation (by one inspector) of the football programme English lesson.			

Day 3 Friday 12 July

Time	Reporting inspector activity	Place	Co-inspector	Place
0845	Arrive Check arrangements for the day			
0900-0945	Student administration (M14-M20) with JW, EL, ML	Base Room	0900 Group leader focus group	DJW Dining Room
			0930-1000 Activity leader focus group	DJW Dining Room
1000	Stage 3 documents/any additional checks/ meetings; finalisation of Organisation Profile with WW			Base Room
1030	Inspectors confer and prepare round up			Base Room
1115	Round up with GW, WW & MG			Base Room
1230 (approx.)	Inspectors depart			