

18 September 2018

Dear Parent/Carer

In June 2018, a team of inspectors from Education Scotland and Care Inspectorate visited Bonaly Primary School and Nursery Class. During our visit, we talked to parents/carers and children and worked closely with the headteacher and staff.

The inspection team found the following strengths in the school's work.

- The highly motivated children who participate enthusiastically in a wide range of learning activities and articulate their views confidently. Children who are proud of their achievements, interact skilfully with each other and demonstrate empathy towards one another.
- The high value placed by the headteacher on collaboration with children, parents, staff and wider partners. The involvement of parents as partners in the school and nursery, resulting in enhanced learning experiences for children.
- The willingness of staff in taking forward the school improvement agenda together as a team.
- High levels of attainment across the school in literacy and numeracy and personalised support for pupils requiring additional support in learning.

The following areas for improvement were identified and discussed with the headteacher and a representative from The City of Edinburgh Council.

- Continue to improve approaches to the school's self-evaluation and ensure the nursery is well supported in taking forward its areas for improvement.
- Take forward the school's plans to improve the curriculum, streamline planning and assessment and ensure appropriate challenge for all children is achieved through consistently high quality learning and teaching across the school.

We gathered evidence to enable us to evaluate the school's work using four quality indicators from [How good is our school? \(4th edition\)](#) and [How good is our early learning and childcare?](#) Quality indicators help schools, local authorities and inspectors to judge what is working well and what needs to be improved. Following the inspection of each school, the Scottish Government gathers details of our evaluations to keep track of how well Scottish schools are doing.

Here are Education Scotland's evaluations for Bonaly Primary School and Nursery Class

Quality indicators for the primary school	Evaluation
Leadership of change	good
Learning, teaching and assessment	good
Raising attainment and achievement	very good
Ensuring wellbeing, equality and inclusion	good
Descriptions of the evaluations are available from How good is our school? (4th edition) , Appendix 3: The six-point scale	

Quality indicators for the nursery class	Evaluation
Leadership of change	weak
Learning, teaching and assessment	satisfactory
Securing children's progress	good
Ensuring wellbeing, equality and inclusion	satisfactory
Descriptions of the evaluations are available from How good is our early learning and childcare? Appendix 1: The six-point scale	

Here are the Care Inspectorate gradings for the nursery class

Care Inspectorate standards	Grade
Quality of care and support	good
Quality of environment	very good
Quality of staffing	good
Quality of management and leadership	adequate

Requirements/recommendations made by Care Inspectorate for the nursery class

During the previous Care Inspectorate inspection, the setting had three recommendations. From these two recommendations have been met. Outstanding issues relating to medication are carried forward in this inspection. As a result of this inspection, there is one requirement and four recommendations.

Requirement:

- The headteacher must become familiar with the statutory responsibilities of managing a registered care service and ensure the management team involved with the nursery have this information so he can effectively support the work of the service. This includes the Regulations outlined in Scottish statutory instruments – Social Care and social work improvement Scotland (requirements for care services) Regulations 2011. Scottish Statutory Instruments (SSI) 2002/114 regulations 19–24. Scottish Social Services Council codes of practice. In addition, the headteacher must ensure that staff have a good understanding of the records they are required to keep as part of their role and how they are effectively used to support their work. This is to comply with SSI 2011/210 Regulation 3 Principles.

Timescale: 30 September 2018

Recommendations:

- Staff should review and update the procedures in place for administering medication to ensure they fully comply with best practice guidance. Areas they need to address include;
 - If staff administer medication to children on an 'as when needed' basis they must record the rationale for doing so.
 - Medication consent should be reviewed termly.
 - There should be a record of when medication is brought in to or leaves the service.
 - There should be a record of medication expiry dates so it can be replaced as needed.

This is to ensure care and support is consistent with the Health and Social Care Standards (HSCS) which state that 'If I need help with medication, I am able to have as much control as possible'. HSCS 2.23. And 'I experience high quality care and support based on relevant evidence, guidance and best practice'. HSCS 4.11.

- The provider should further develop systems for professional review and development so it is more effective in supporting the work of staff. Key points from professional dialogue should be recorded so there is information about their practice, areas for continued professional development and how these will be achieved. Action points should be specific to individual staff members with agreed timescales so that progress can be monitored.

This is to ensure I have confidence in the organisation providing my care and support. The HSCS state that 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes'. HSCS 4.19.

- The provider should further develop children's personal plans to include;
 - Information about their key achievements and next steps for learning should be included.
 - Any changes to children's individual health needs should be clearly recorded with agreed strategies outlined so their wellbeing is fully supported.
 - Any strategies to be used with children who have additional support needs.
 - Parents should countersign and date the review documentation to demonstrate that they have been consulted and involved in this process.

Staff should continue to promote the use of wellbeing indicators and consider how these can be part of their personal plan reviews in consultation with parents.

This is to ensure care and support is consistent with the HSCS which state that 'My personal plan is right for me because it sets out how my needs will be met, as well as my wishes and choices. HSCS 1.15, 'My needs, as agreed in my personal plan, are fully met, and my wishes and choices are respected'. HSCS 1.23. 'I am fully involved in developing and reviewing my personal plan, which is always available to me'. HSCS 2.17.

- The manager should develop formal written quality assurance systems to help with the systematic evaluation and continued improvement of the service in line with best practice. This should include;
 - Audits of systems in place such as administration of medication to ensure that best practice is consistently followed.
 - Staff practice
 - Children's experiences

This is to ensure I have confidence in the organisation providing my care and support. The HSCS state the 'I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes'. HSCS 4.19.

More detailed Summarised Inspection Findings will be available from <https://education.gov.scot/inspection-reports/edinburgh-city/5540925> and the [Care Inspectorate website](#).

What happens next?

As a result of our inspection findings we think that the school needs additional support and more time to make necessary improvements in the nursery class.

We will liaise with The City of Edinburgh Council regarding the school's capacity to improve. We will return to carry out a shared visit with The City of Edinburgh representative within 12 months of the publication of this letter. We will discuss with The City of Edinburgh Council the details of this visit. When we return to the nursery class we will write to you as parents/carers informing you of the progress the nursery has made.

A notification from the Care Inspectorate will be sent to the Provider to complete an action plan to address any requirements and recommendations made as a result of this inspection.

Susan Gow
HM Inspector

Lynne Vekic
Care Inspector