



Department
for Education

Bishopsgate House
Feethams
Darlington
DL1 5QE

The Proprietor
Hillcrest Childrens Services Limited
Langstone Gate
Solent Road
Havant
Portsmouth
Hampshire
PO9 1TR

Direct line: 01325 340454

Email: elizabeth.brown@education.gov.uk

Our ref: 869/6019

Date: 17 January 2017

Dear Proprietor

Registration as an Independent School

I can now confirm that following inspections by Ofsted Hillcrest Long Barn has been entered on to the Register of Independent Schools and is now registered to admit pupils. The registration number for your school is **869/6019**, which should be quoted in all correspondence.

Details of your entry on the Register of Independent Schools is as follows:

Name and Address of school

Hillcrest Long Barn
The Long Barn
The Row
Welford Estate West and East
Welford
RG20 8HZ

Date of registration

17 January 2017

Proprietor

Hillcrest Childrens Services Limited

Registered to admit boys & girls aged from 6 to 16
Maximum number of pupils the school can admit 20
Special Educational Needs: SEMH

Schools which provide day care provision for under 8s in independent schools must be separately registered with Ofsted Early Years Directorate, in line with requirements of Part XA of the Children Act 1989. The most common types of day care offered by independent schools are providing care for children under 2 years, breakfast clubs, after school clubs and holiday play schemes. Ofsted Early Years can be contacted by telephoning 0300 123 1231.

Please note that you do not need to separately register nursery education provided by the school during a normal school day in a nursery setting where children are pupils of the school; education provision for children of statutory school age during a normal school day; after school activities, such as football coaching, drama clubs or supervision of homework after school.

I should be grateful if you will complete and return the **attached** form which requests details of pupil numbers, employee details (both teachers and other employees) and fees within three months of the date of this letter or the admission of pupils, whichever is the later. Once you have submitted this form, we will arrange for your school to be inspected by OFSTED during the first year of operation. This second inspection will confirm that you continue to meet the standards for registration once pupils have been admitted and the school is operational.

Now that you are registered you may be interested to know that your school may apply to be accepted under the teachers' pensions' regulations. Enquiries should be made, in writing, to Capita Employee Benefits, 11B Lingfield Point, Darlington DL1 1AX.

You should also note that the Equality Act 2010 makes it illegal for employers to recruit staff, or treat them differently on religious grounds, unless they can demonstrate they have a genuine occupational requirement to do so. However, the regulations provide an exception, with regard to teaching staff only, for schools designated as having a religious character by the Secretary of State. Schools which discriminate against non teaching staff should be aware that they will be acting unlawfully unless they can demonstrate they have a genuine occupational requirement to do so and that it is proportionate to apply that requirement in the particular case.

The Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003, set out in detail how independent schools can become designated as having a religious character. If you wish to apply for an order designating the school as having a religious character please contact this department. If an order is not made and you adopt employment practices in respect of teaching staff which in any way apply religious grounds, you will be liable to challenge under The Employment Equality (Religion and Belief) Regulations 2003 and may have acted unlawfully.

In addition you must be aware that Section 109 of the Education and Skills Act 2008 requires that all registered independent schools must gain approval from the Secretary of State before making any of the changes listed below.

- change of proprietor
- change of school premises
- the age range of pupils
- the maximum number of pupils

- propose to admit boys instead of girls or girls instead of boys or become co-educational
- introduce or make changes to boarding facility
- admit pupils with special educational needs

Application for approval must be made in writing, and in the case of approval of a change of proprietor, must be made by the proposed new proprietor. The Secretary of State has the right to remove a school from the register if it has not obtained approval prior to making material changes.

Finally the enclosed Annex sets out information about the schools duties and responsibilities in relation to Fire Safety.

A copy of this letter has been sent to the local authority for West Berkshire.

Yours faithfully

E - Brown

Mrs E Brown
Independent Education and Boarding Team

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) (see www.opsi.gov.uk/si/si2005/20051541.htm) places responsibility on a 'responsible person', which in the case of an independent school is the proprietor. Under the order the 'responsible person' has a duty to:

- carry out a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date);
- produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

Additionally, staff are required to take reasonable care.

Further advice about risk assessments can be found in Fire Safety Risk Assessment – Guide 5- Educational Premises ISBN: 978 1 85112 819 8. It explains how the law applies, what risk assessment is and how you may go about it. It also gives guidance on fire precautions. Information relating to boarding schools' sleeping accommodation can be found in Fire Safety Risk Assessment –Guide 3 -Sleeping Accommodation ISBN: 978 1 85112 817 4.

These publications can be downloaded at <http://www.communities.gov.uk/index.asp?id=1162101> or purchased from the online shop <http://shop.communities.gov.uk/publications/> or ordered from Fire Safety Guides, PO Box 236, Wetherby, LS23 7NB, Tel: 0870 830 7099.

Annex B

Further sources of information

[The Education \(Independent School Standards\) Regulations 2014](#)

[The Education \(Provision of Information by Independent Schools\) \(England\) Regulations 2010 \(SI 2010/2919\)](#)

[The Education \(Independent Educational Provision in England\) \(Inspection Fees\) Regulations 2009 \(SI 2009/1607\)](#)

[The Education \(Independent Educational Provision in England\) \(Inspection Fees\) \(Amendment\) Regulations 2010 \(SI 2010/1002\)](#)

[The Religious Character of Schools \(Designation Procedure\) \(Independent Schools\) \(England\) Regulations 2003 \(SI 2003/2314\)](#)

[The Religious Character of Schools \(Designation Procedure\) \(Independent Schools\)\(England\) \(Amendment\) Regulations 2004 \(SI 2004 /2262\)](#)

[Keeping Children Safe in Education](#)

[Ofsted Framework for inspecting independent schools](#)

[Use of Reasonable Force](#)