

Organisation name	Manor Courses, Hurstpierpoint
Inspection date	21–22 July 2023

Section standards	
Management The management of the provision operates to the benefit of the students, and in accordance with the provider's stated goals, values, and publicity.	Met
Premises and resources The premises provide students and staff with a comfortable and professional environment for work and relaxation. A range of learning resources is available, appropriate to the age and needs of the students. Guidance on the use of these resources is provided for staff and students where needed.	Met
Teaching and learning The academic staff team has a professional profile (qualifications, experience and continuing professional development) appropriate to the context. Teachers receive sufficient guidance to ensure that they support students effectively in their learning. Courses are structured and managed to provide the maximum possible benefit to students. The teaching observed meets the requirements of the Scheme.	Met
Welfare and student services The provision meets the needs of the students for security, pastoral care, information and leisure activities. Students benefit from well-managed student services, including, where offered, out-of-class activities and suitable accommodation.	Met
Safeguarding under 18s There is appropriate provision for the safeguarding of students under the age of 18 within the organisation and in any leisure activities or accommodation provided.	Met

Recommendation

We recommend continued accreditation. However, evidence should be submitted within three months to demonstrate that weaknesses in S3 have been addressed. The required evidence was subsequently submitted.

Summary statement

The British Council inspected and accredited Manor Courses in July 2023. 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 for details).

This was a compliance-only inspection during which the inspectors focused only on whether inspection criteria were met or not met. Inspectors did not evaluate the extent to which requirements were exceeded and no strengths were awarded. No new summary statement has been issued; please refer to the last inspection report for any areas of strength previously awarded.

Overall, the inspection report stated that the organisation met the standards of the Scheme. However, a need for improvement in the area of publicity was noted.

Introduction

Manor Courses (MC) is a family-run organisation founded in 1970, offering summer residential courses for juniors. They have been based at Hurst College, Hurstpierpoint for the last fifteen summers. The three directors, who are members of the family that started the centre, are all actively involved for the duration of the summer school and live on campus, together with the teaching and activity staff. The students and group leaders also live in the on-site boarding houses. The number of adult staff and supervisors includes residential teachers, activity leaders, house managers and group leaders, and represents a high ratio of adults to students.

This compliance-only inspection took place over two days. The inspectors had meetings with the managing director, the course director, the director of studies, the assistant directors of studies, the activity manager, the logistics manager, the welfare manager, the welfare & house co-ordinator and the Hurst College chief operating officer.

Focus group meetings were held with teachers, students, house parents/activity staff and group leaders. Twenty-one teachers were observed, and inspectors sampled the lunches on offer to the students. One inspector visited the residential accommodation and observed the afternoon activities.

Address of main site/head office

Hurstpierpoint, College Lane, Hassocks BN6 9JS

Description of site visited

All provision takes place at Hurst College, Hurstpierpoint, in premises which are used year-round by a co-educational preparatory and senior school. During the summer, MC has use of indoor facilities, which include a classroom block, a suite of offices, a staff room, a computer room, a drama and dance studio, a theatre, a chapel (used for leaving ceremonies), a sports hall and a swimming pool. Outdoor facilities include all-weather sports pitches and tennis courts, as well as extensive grounds for relaxation and other activities. The residential accommodation is arranged in houses within the grounds, a short walk from the school buildings.

Course profile	Year round		Vacation only	
	Run	Seen	Run	Seen
General ELT for adults (18+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General ELT for adults (18+) and young people (16+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General ELT for juniors (under 18)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English for academic purposes (excludes IELTS preparation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English for specific purposes (includes English for Executives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher development (excludes award-bearing courses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESOL skills for life/for citizenship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Students mainly come in groups, accompanied by their own leaders. They study for one to five weeks with the majority following two-week courses. The classes are organised in two overlapping age groups: 8 to 14 and 11 to 17. The English language classes consist of 18 hours per week, made up of language lessons, communication classes and explore, activity and review lessons. The teaching programme is designed to combine with afternoon and evening activities and excursions in order to provide an integrated programme that maximises learning opportunities.

MC also offers courses for family members accompanying junior students. These consist of one-to-one lessons for parents or older or younger brothers and sisters. Family members do not live in the boarding houses, but stay in a local bed and breakfast, and are kept separate from the main school. There were no family members enrolled during the week of the inspection.

Management profile

The three family members form the senior management team. As well as living on campus for the duration of the course, they have day-to-day responsibilities for the delivery of the programme. In addition, they are supported by academic, activities, welfare and accommodation directors.

Accommodation profile

Students are accommodated in five boarding houses which are on site and within a five-minute walk of the main teaching block. Boys and girls are accommodated in separate houses, with staff members and group leaders distributed among them. Accommodation is in single, double or dormitory rooms of four to five beds and there are shared bathroom facilities on each floor. Each boarding house has a common room for students and a separate common room for staff.

Summary of inspection findings

Management

Overall, the provision meets the section standard. The management of the provision operates to the benefit of students and in accordance with the school's stated goals and values. The management structure is clear, communication systems are very effective, induction procedures are very good and there are satisfactory opportunities for professional development. There is a need for improvement in *Publicity*.

Premises and resources

The provision meets the section standard. The premises and facilities are well suited to the student age group and the type of courses being run. They provide a very comfortable and professional environment for students and staff. The learning resources support and enhance the studies of students enrolled.

Teaching and learning

The provision meets the section standard. The overall curriculum meets the needs of the students, and teaching and learning resources are satisfactory. The teaching observed met the requirements of the Scheme.

Welfare and student services

The provision meets the section standard. The needs of the students for security, pastoral care, information and leisure activities are very well met. Student services, including the provision of suitable accommodation, are of a high standard.

Safeguarding under 18s

The provision meets the section standard. Overall, there is good provision for the safeguarding of students under the age of 18 within the school premises, including in their residential accommodation, during lessons, activities and on excursions.

Declaration of legal and regulatory compliance

The items sampled were satisfactory.

Evidence

Management

Strategic and quality management	Met
M1 There is a clear statement describing the goals and values of the organisation, which is made known to all staff.	Met
M2 The management has clear objectives for the future of the organisation and has realistic plans to achieve them.	Met
M3 There is a documented and clearly understood structure for the ELT operation. There are sufficient staff to manage and deliver the provision, and to ensure continuity at all times.	Met
M4 There are effective channels of communication between all involved in the ELT operation, and between the ELT operation and any wider organisation of which it is a part.	Met
M5 The provider regularly obtains and records feedback from students on all the services offered. Feedback is circulated to relevant staff and appropriate action is taken and recorded.	Met
M6 The provider regularly seeks and records feedback from all staff on the services offered. Appropriate action is taken and recorded.	Met
M7 The provider reviews systems, processes and practices with a view to continuing improvement. Appropriate action is taken and recorded in an annual self-evaluation.	Met

Comments

There is a clear statement of goals and values, and realistic objectives for the future of the summer school. The management structure is clear and made known to staff and students. There are very good communication channels, facilitated by effective use of technology. Student feedback is gathered during the course and at the end of the students' stay. Staff feedback is obtained both informally and formally with evidence it is acted upon. The senior management team systematically reviews student feedback, notes from staff and comments from Hurst School at the end of each course to plan for the following summer.

Staff management and development	Met
M8 The provider implements appropriate human resources policies, which are made known to staff.	Met
M9 The provider specifies the duties of all staff working with ELT students, and regularly reviews these.	Met
M10 There are effective procedures for the recruitment and selection of all staff.	Met
M11 There are effective induction procedures for all staff.	Met
M12 There are effective procedures for monitoring and appraising all staff, and for handling unsatisfactory performance or conduct. These procedures are made known to all staff.	Met
M13 There are effective procedures to ensure the continuing professional development of all staff to meet the needs of the individual, the students and the organisation.	Met

Comments

The organisation has good human resource policies and there are effective procedures for the recruitment and selection of staff. However, one teacher had been recruited from a general employment agency without any independent checking of their qualifications. Job descriptions are sufficiently detailed. Induction procedures are extensive, detailed and appreciated by the staff. There are suitable policies for monitoring and appraising all staff and evidence to demonstrate that this is taking place. Policies and practices to ensure the continuing professional development of all staff are well managed and the organisation is committed to the role of training in improving its services.

Student administration	Met
M14 Staff are helpful and courteous to students and their representatives, and provide satisfactory levels of customer service.	Met
M15 Students or their representatives receive sufficient information and advice on their course choices before arrival and during their stay.	Met
M16 Staff carry out enrolment, cancellation and refund procedures efficiently, fairly, and with appropriate sensitivity.	Met
M17 There are effective systems in place to maintain accurate and up-to-date records of student enrolment, payment and course details. These records are accessible at all times to authorised staff.	Met
M18 There are effective systems to maintain up-to-date and accessible records of local contact details for students, and their designated emergency contacts.	Met
M19 There is a clear and effective policy on student attendance and punctuality that is known to all staff and students and is applied consistently.	Met
M20 All staff and students are made aware of conditions and procedures under which a student may be asked to leave the course.	Met
M21 All students and, where appropriate, group leaders and parents/legal guardians, receive information in writing about how to make a complaint.	Met

Comments

There are effective procedures for dealing with enrolments, cancellations, and refunds. Systems to record students' personal information are carefully implemented. Conditions and procedures under which a student may be asked to leave the course are clearly stated. There are policies and efficient procedures relating to student attendance and punctuality. Terms and conditions and the school's complaints policy are clearly set out and easily accessible. There is evidence that any problems or complaints are efficiently dealt with. There were favourable comments by students and group leaders about the friendliness and helpfulness of all staff.

Publicity	Need for improvement
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M22 All publicity and information are accurate, and gives rise to realistic expectations about the premises, location, and the extent and availability of the services and resources.	Met
M23 All publicity and information about the provider and the services it offers is in clear, accurate and accessible English.	Met
M24 Publicity gives clear, accurate and easy-to-find information on the courses.	Not met
M25 Publicity includes clear, accurate and easy-to-find information on costs.	Met
M26 Publicity or other information made available before enrolment gives an accurate description of the level of care and support given to any students under 18.	Met
M27 Publicity gives an accurate description of any accommodation offered.	Met
M28 Descriptions of staff qualifications are accurate.	Not met
M29 Claims to accreditation are in line with Scheme requirements.	Not met

Comments

The main medium of publicity is the website. Overall, information about the premises, facilities, accommodation, courses and costs is accurate, easily accessible and gives rise to realistic expectations. However, the stated maximum class size is inconsistent in publicity (15 and 16), and the teachers' handbook reports that 'placement at the correct level' may not always be possible. Several classes observed contained more than the publicised maximum number of students. There is an adequate description of the level of care and support given to students. The website states that the English course is delivered by qualified teachers; however, there was evidence that not all teacher qualifications meet Scheme requirements. The Accreditation Scheme marque used did not always include 'for the teaching of English in the UK'.

Premises and resources

Premises and facilities	Met
P1 Premises, including any external areas, are in a good state of repair, cleanliness and decoration, and provide a comfortable environment for students and staff.	Met
P2 Classrooms and other learning areas provide a suitable study environment.	Met
P3 Students have adequate room and suitable facilities for relaxation and the consumption of food.	Met
P4 Free drinking water is available. A choice of appropriate food at affordable prices is available to students on site, if not available locally.	Met
P5 There is adequate signage to buildings, routes, rooms and exits, and there are facilities for the display of general information.	Met
P6 There is sufficient space for all staff, for meetings, relaxation and the storage of personal possessions, and for teachers to carry out their preparation and marking.	Met

Comments

The school buildings and extensive grounds provide a secure and attractive environment for both students and staff. The premises are well maintained and in a satisfactory state of repair, cleanliness and decoration. The classrooms are large with good natural light and allow flexibility of layout. Students reported the rooms are well ventilated, and they can see and hear in comfort. There are good facilities for relaxation, including common rooms and covered areas in the grounds. There is a wide range of sports and leisure facilities. A choice of healthy food is served in the dining hall with drinking water readily available at all times. Staff have access to work rooms, common rooms and a staff kitchen.

Learning resources	Met
P7 There are sufficient learning resources for the number of students enrolled, appropriate to their age and the level, length and type of courses offered.	Met
P8 There are appropriate resources for teachers, which are adequate in number, accessible, and well maintained and organised.	Met
P9 Any educational technology inside the classroom and elsewhere is well maintained with adequate technical support. Staff receive appropriate training in using the available technology to support learning.	Met
P10 Any facilities provided for additional or independent learning are appropriately equipped and organised.	Met

P11 Students receive guidance on the use of any resources provided for independent learning.	Met
P12 There is a policy for the continuing review and development of teaching and learning resources, and evidence of its implementation.	Met

Comments

Generally, learning materials are appropriate for the age and level of the students and for the length of the course. Teachers have access to a suitable range of paper-based and digital resources, and teacher-generated materials can be stored on a Hurst School server available for use on future MC courses. The educational technology within the classrooms is well maintained and supported. There is evidence that teaching and learning resources are regularly reviewed and teachers are positive about the provision.

Teaching and learning

Academic staff profile	Met
T1 All academic staff have a level of education normally represented by a Level 6 qualification on the Ofqual register of regulated qualifications.	Met
T2 The teaching team has ELT/TESOL qualifications relevant to the courses they are teaching.	Met
T3 The teaching team has a range of experience, knowledge and skills appropriate to the courses offered and the needs of the learners.	Met
T4 The academic manager/academic management team has an appropriate professional profile to provide academic leadership.	Met

Comments

Two teachers did not have a first degree and two teachers did not have TEFL qualifications that meet the Scheme's requirements. However, the rationales for their employment were accepted within the context of this inspection. There was evidence that teachers without a Level 6 qualification had followed relevant post-school training programmes, and that appropriate ongoing monitoring and support was available for those teachers without TEFL qualifications that meet Scheme requirements. Although one of the academic management team was not TEFLQ, their role was primarily connected with routine administrative tasks.

Academic management	Met
T5 Teachers are matched appropriately to courses.	Met
T6 There are effective procedures for the appropriate timetabling of students, teachers, courses and classrooms.	Met
T7 There are formalised arrangements, satisfactory to students and staff, for covering for absent teachers.	Met
T8 Where enrolment is continuous, explicit attention is paid to all aspects of academic management affected.	Met
T9 There are effective arrangements, led by an academic manager, to ensure appropriate day-to-day guidance and support for all teachers.	Met
T10 There are effective arrangements for the observation and monitoring of teachers' performance by a TEFLQ academic manager.	Met

Comments

Teachers are matched appropriately to courses and there are satisfactory timetabling arrangements. Continuous enrolment is managed well and facilitated by the weekly structure of the course design. Arrangements for covering absent teachers are satisfactory. Teachers are pleased with the day-to-day guidance and support provided, and their performance is monitored systematically.

Course design and implementation	Met
T11 Course design is based on stated principles. There is a coherent and appropriate course structure described in writing for teachers' guidance.	Met
T12 Course design is regularly reviewed in light of the different and changing needs of students and feedback from teachers and students.	Met
T13 Written course outlines and intended learning outcomes, appropriate to the course length and type, are available to students.	Met
T14 Any activities additional to English classes, and which form part of the language curriculum, encourage the acquisition of language and the development of relevant language skills.	Met

T15 Courses include study and learning strategies that support independent learning and enable students to benefit from their programmes and continue their learning after the course.	Met
T16 Courses include strategies which help students to develop their language skills outside the classroom and benefit linguistically from their stay in the UK.	Met

Comments

Course design is based upon three daily modules focusing on language study, communicative practice and preparation for excursions. Feedback from students and teachers allows some flexibility in the design of the individual modules. These are also available to students before each week of study. Participation in excursions promotes English language use and students improve learning skills by organising materials in a personal academic folder.

Learner management	Met
T17 There are effective procedures for the correct placement of students, appropriate to their level and age.	Met
T18 There are effective procedures for evaluating, monitoring and recording students' progress.	Met
T19 Students are provided with learning support and enabled to change courses or classes where necessary.	Met
T20 Where relevant, students are guided to select the examinations and examination training best suited to their needs and interests.	N/a
T21 Academic reports are made available to students on request and, in the case of under 18s, to their parents/guardians.	Met
T22 Students wishing to progress to mainstream UK education have access to relevant information and advice.	Met

Comments

There are satisfactory procedures for the correct placement of students, appropriate to their level and age, and students can change classes if needed. Current procedures place the majority of students at the correct level. Students' progress is monitored, and they receive a very detailed end-of-course report and certificate showing the level at which they have studied. Any students wishing to progress to mainstream UK education have access to relevant information and advice as appropriate during or after the course.

Classroom observation record

Number of teachers seen	21
Number of observations	21
Parts of programme(s) observed	All

Comments

Both assistant directors of studies were observed.

Teaching: classroom observation	Met
T23 Teachers demonstrate sound knowledge and awareness of the use of English and the linguistic systems underlying it, and provide appropriate models of both spoken and written English.	Met
T24 The content of the lessons shows that the course objectives, the learning needs and cultural backgrounds of the students have been taken into account.	Met
T25 Lessons lead to relevant learning outcomes, made known to students and achieved through a coherent sequence of activities.	Met
T26 Teaching techniques are appropriate to the focus of the lesson and to the needs of the group and individual learners.	Met
T27 Teachers promote learning by the effective management of the classroom environment and resources.	Met
T28 Students receive appropriate and timely feedback on their performance during the lesson.	Met
T29 Lessons include activities to evaluate whether learning is taking place.	Met
T30 Teachers demonstrate the ability to engage students and create a positive learning atmosphere.	Met

Comments

T23 Overall, teachers demonstrated a satisfactory level of knowledge and awareness of grammatical and lexical systems and provided accurate models of the language.

T24 The content was generally of interest to the students and appropriate for their age and level. Individual student profiles were very well presented.

T25 On the whole, lessons led to appropriate learning outcomes. In many segments, the language objectives and outcomes were made clear to the students at the start of the lesson.

T26 Overall, teachers used a variety of appropriate techniques to promote student learning. The more successful segments used elicitation to involve students and promoted student interaction.

T27 Generally, the classroom layout was appropriate for promoting student involvement and communication. Teachers used the educational technology confidently, and some effective use of audio-visual resources was included. In a minority of weaker segments, information on the board was not well organised and presented.

T28 Generally, teachers monitored well, and students received encouragement and praise on the content of their responses. In better segments, there was focused feedback, with follow-up practice providing an opportunity for students to extend their language ability. In less successful segments, however, there was insufficient correction of students' pronunciation errors.

T29 The achievement of language learning was usually evaluated by the successful completion of tasks.

T30 There was a positive and purposeful atmosphere in most classes. The content engaged, motivated and challenged the students. In the most successful segments students were involved in a variety of student interactions. Some teachers, however, talked too much and completed tasks which students could have carried out.

Classroom observation summary

The teaching observed meets the requirements of the Scheme and ranged from good to satisfactory against the criteria, with the majority being satisfactory. In most lessons, the content was appropriate, and the activities engaged and motivated the students, enabling them to practise and extend their language knowledge and skills. A range of suitable techniques and resources was employed. However, sometimes there was a lack of focus on error correction and the promotion of student interaction and communication.

Welfare and student services

Care of students	Met
W1 Providers ensure the safety and security of students on their premises by measures appropriate to their age and background, and the location.	Met
W2 There is a comprehensive plan to respond to any emergency. This plan is known to all staff, and relevant elements are known to students.	Met
W3 Students receive pastoral care appropriate to their age, background and circumstances. All staff and students know the name(s) of the person or people who deal with students' personal problems.	Met
W4 There are policies to promote tolerance and respect, and procedures for dealing with any abusive behaviour. All staff and students are aware of these.	Met
W5 Where relevant, students receive a 24-hour emergency contact number for the provider, in writing.	Met
W6 Students receive in advance information on the most appropriate forms of transport between the point of entry to the UK and the provider or accommodation, including approximate costs.	Met
W7 Students receive advice on relevant aspects of life in the UK.	Met
W8 Students have access to adequate health care provision.	Met

Comments

Measures are in place, based on thorough risk assessments, to ensure the safety and security of all students within the premises and for all on-site and off-site activities. Students receive a high standard of pastoral care and there are effective policies to promote tolerance and respect. A wide range of useful information is made available to students before and during their stay. Health care provision is very good.

Accommodation (W9–W22 as applicable)	Met
<i>All accommodation</i>	
W9 Students have a comfortable living environment throughout their stay.	Met
W10 Arrangements for cleaning and laundry are satisfactory.	Met
W11 A responsible representative inspects all accommodation (for safety and suitability) before students are placed, and at least every two years after that.	Met

W12 Students receive written confirmation of accommodation booked, giving clear and accurate information.	Met
W13 There are effective procedures for identifying and resolving any problems students have with their accommodation.	Met
W14 Accommodation providers receive written confirmation of the rules, terms and conditions applied by the provider with respect to the provision of accommodation services.	Met
W15 Students receive meals as agreed; these offer a well-balanced diet, taking into account any reasonable dietary requirements students may have.	Met

Comments

The school, in liaison with Hurst College, provides suitable residential accommodation and good catering and laundry services. Efficient and effective systems are in place to manage the accommodation, to gather feedback from students, and to identify and resolve any problems. Student feedback on the provision is positive.

Accommodation: homestay only

W16 Homestay hosts accommodate no more than four students at one time.	N/a
W17 Homestay hosts do not accommodate more than one student with the same language, unless the students, their agents, parents or legal guardians specifically request this in writing.	N/a
W18 No more than two students share the same bedroom, unless the students, their agents, parents or legal guardians specifically request this in writing.	N/a
W19 English is the language of communication within the homestay home.	N/a
W20 Hosts ensure that there is an adult available to receive students on first arrival.	N/a

Comments

All accommodation is residential.

Accommodation: other

W21 Students receive information about the implications of their living in private rented accommodation and advice in case of difficulties.	N/a
W22 The provider monitors any other accommodation recommended, and booking and payment arrangements are clear.	N/a

Comments

None.

Leisure opportunities

W23 Students have appropriate information about and access to social, cultural and sporting events and activities which enhance their experience of studying in the UK.	Met
W24 The content of any leisure programme is appropriate to the age and interests of the students.	Met
W25 Any leisure programmes are well organised and sufficiently resourced.	Met
W26 There are effective systems to ensure the health and safety of students on all on-site and off-site activities.	Met
W27 Staff supervising sporting and leisure activities on or off-site have appropriate experience and training.	Met

Comments

Students receive good information about out-of-class activities. There is a varied programme of sports, leisure activities and excursions. The programme is very well organised and resourced. Risk assessments are conducted and MC staff accompanying trips are well briefed. Staff supervising sporting and leisure activities have appropriate experience, qualifications and training.

Safeguarding under 18s

Safeguarding under 18s	Met
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S1 There is a safeguarding policy which specifies procedures to ensure the safety and well-being of all students under the age of 18. A named member of staff is responsible for implementing this policy and responding to child protection allegations.	Met
S2 The provider makes the policy known to all adults in contact with under 18s through their role with the organisation, and provides guidance or training relevant to its effective implementation.	Met
S3 The provider has written parental/guardian consent reflecting the level of care and support given to students under 18, including medical consent.	Not met
S4 Recruitment procedures for all roles involving responsibility for or substantial access to under 18s are in line with safer recruitment good practice and the organisation's safeguarding policy.	Met
S5 There are suitable arrangements for the supervision and safety of students during scheduled lessons and activities.	Met
S6 There are suitable arrangements for the supervision and safety of students outside the scheduled programme.	Met
S7 There are suitable arrangements for the accommodation of students.	Met
S8 There are suitable arrangements to ensure contact between the provider and parents, legal guardians or their nominated representatives concerning the welfare of students.	Met

Comments

MC caters for students aged 8–17. At the time of the inspection there was one student aged 18 enrolled. Most students come in a group accompanied by group leaders. At the time of the inspection there were 23 individually enrolled students. They are put into two groups (senior and junior) with members of MC staff allocated to act as leaders.

The school has a comprehensive, up-to-date safeguarding policy which includes appropriate recruitment procedures. Staff receive good guidance and training. For directly enrolled students, parental consent forms are comprehensive. For students coming in a group, the school asks for appropriate written consent forms from parents or guardians. These are passed on by the agent or group leaders. Some of the consent forms sampled did not have all the necessary permissions relating to medical consent. Arrangements for the supervision and safety of students during scheduled lessons and activities, outside the scheduled programme and in their accommodation, are of a very high standard. There are suitable arrangements to ensure contact between the school and the parents or guardians.

Declaration of legal and regulatory compliance

D1 The organisation certifies that it operates at all times in accordance with the declarations in the *Declaration of legal and regulatory compliance*.

The Accreditation Scheme requires accredited providers to comply with all applicable laws and regulations. Providers must take steps to ensure that they are aware of, and comply with, all existing and new legal requirements. On initial application and annual renewal of accreditation, providers are required to confirm that they are complying with all applicable laws and regulations. Inspectors will check a random sample of items during inspection, in relation to criterion D1; if they find evidence of a breach of statutory or other legal requirements, the provider will be required to submit evidence of compliance confirmed by the appropriate regulatory body. Any breach of the law or regulations will be viewed seriously by the Scheme and may result in the withdrawal or withholding of accreditation.

Any sustained breach of the law or regulations which an accredited provider fails upon reasonable notice to remedy will result in accreditation being withdrawn.

Comments

D1 The items sampled were satisfactory.

Organisation profile

Inspection history	Dates/details
First inspection	2008
Last full inspection	2016
Subsequent spot check (if applicable)	N/a
Subsequent supplementary check (if applicable)	N/a

Subsequent interim visit (if applicable)	N/a
Current accreditation status	Accredited
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

Private sector

Date of foundation	6 July 1977
Ownership	Name of company: Manor Courses Company number: 01320278
Other accreditation/inspection	N/a

Premises profile

Details of any additional sites in use at the time of the inspection but not visited	N/a
Details of any additional sites not in use at the time of the inspection and not visited	N/a

Student profile

	At inspection	In peak week - July
ELT/ESOL students (eligible courses)	At inspection	In peak week
Full-time ELT (15+ hours per week) 18 years and over	1	1
Full-time ELT (15+ hours per week) aged 16–17 years	79	79
Full-time ELT (15+ hours per week) aged under 16	230	230
Part-time ELT aged 18 years and over	0	0
Part-time ELT aged 16–17 years	0	0
Part-time ELT aged under 16 years	0	0
Overall total ELT/ESOL students shown above	310	310
Junior programmes: advertised minimum age	8	8
Junior programmes: advertised maximum age	17	17
Junior programmes: predominant nationalities	Chinese, Turkish, French, Italian, Portuguese, Greek, Russian, Indian, Israeli, Japanese	Chinese, Turkish, French, Italian, Portuguese, Greek, Russian, Indian, Israeli, Japanese
Adult programmes: advertised minimum age	N/a	N/a
Adult programmes: typical age range	N/a	N/a
Adult programmes: typical length of stay	N/a	N/a
Adult programmes: predominant nationalities	N/a	N/a

Staff profile

	At inspection	In peak week (organisation's estimate)
Total number of teachers on eligible ELT courses	19	19
Number teaching ELT 20 hours and over a week	0	
Number teaching ELT under 20 hours a week	19	
Number of academic managers for eligible ELT courses	3	3
Number of management (non-academic) and administrative staff working on eligible ELT courses	40 MC employees and directors, aside from teachers and academic managers	
Total number of support staff	Employed by College	

Academic manager qualifications profile

Profile at inspection	
Professional qualifications	Number of academic managers

TEFLQ qualification	2
Academic managers without TEFLQ qualification or three years relevant experience	1
Total	3
Comments	
None.	

Teacher qualifications profile

Profile in week of inspection	
Professional qualifications	Number of teachers
TEFLQ qualification	2
TEFLI qualification	12
Holding specialist qualifications only (specify)	0
Qualified teacher status only (QTS)	3
Teachers without appropriate ELT/TESOL qualification	2
Total	19
Comments	
Includes the two Assistant Directors of Studies who were teaching.	

Accommodation profile

Number of students in each at the time of inspection (all students on eligible courses)		
Types of accommodation	Adults	Under 18s
<i>Arranged by provider/agency</i>		
Homestay	0	0
Private home	0	0
Home tuition	0	0
Residential	1	309
Hotel/guesthouse	0	0
Independent self-catering e.g., flats, bedsits, student houses	0	0
<i>Arranged by student/family/guardian</i>		
Staying with own family	0	0
Staying in privately rented rooms/flats	0	0
Overall totals adults/under 18s		
	1	309
Overall total adults + under 18s	310	