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19 February 2018

Rob Corbett
Ifield Community College
Crawley Avenue
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West Sussex
RH11 0DB

Dear Rob Corbett

Inspection of Ifield Community College on 20 February 2018 to 21 February 2018

Unfortunately, Ofsted has been unable to speak to you or one of your senior colleagues this afternoon as there has been no response to your school's main telephone contact number. We have therefore left a message to inform you that your school is to be inspected.

I am formally writing on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills (HMCI) to confirm that your school will be inspected under section 5 of the Education Act 2005 (as amended) tomorrow, 20 February 2018 to 21 February 2018.

This inspection will be undertaken in accordance with the [school inspection handbook](#)

Your inspection will be led by Christopher Lee, who will be accompanied during the inspection by three inspectors.

Please read and act upon the guidance in the link below immediately:
<https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015>.

This guidance will also inform you of the information and documents that inspectors will need to see before and during the inspection. You will need to submit some of this information through the provider portal which is available [here](#). We will send you your username and password for the portal separately.

We will also use the portal to send you documents relating to your inspection, including the draft inspection report.

During the inspection we will use the provider portal which is available [here](#) to send you documents relating to your inspection including the draft inspection report. We will send you your username and password for the portal separately.

I enclose a letter and a leaflet [School inspections - a guide for parents](#) to be sent to all registered parents (and carers) of registered pupils at the school, including those who are currently on sick leave or who have been temporarily excluded. The school is required to

take all reasonable steps to distribute these to parents, under section 6 of the Education Act 2005. The letter advises parents of the date of the inspection, and invites them to inform Ofsted of their views about the school via Ofsted's online survey site Parent View.

I also enclose a letter which we would like you to distribute to those responsible for governance and the proprietor. The letter notifies those responsible for governance and the proprietor of the inspection and informs them how to contribute their views to the inspection.

Seeking the views of staff and pupils

We would like to invite all registered pupils and all staff who work at the school to complete an online questionnaire. These questionnaires are confidential and complement evidence inspectors gather from talking to pupils and staff. Please find below links to the respective questionnaire for pupils and staff, and wording for you to share. There may also be a final question that will not be seen by the inspection team, but that we ask to inform Ofsted's wider research. On the very rare occasion that schools are unable to access the questionnaires, the inspection team will ensure that the views of staff and pupils are gathered as part of the usual inspection activities. Please note that the online pupil questionnaire facility will close on the first day of the inspection at 11am, and the online staff questionnaire facility will close on second day of the inspection at 11am.

Recommended text to staff

Ofsted is inspecting your school and would welcome your contribution. You can do this by completing an online staff questionnaire at the following link:

<https://ofsted.smartsurvey.co.uk/s/Staff/10040944>

Your views are important to us, and will help inspectors understand your experiences of the school and how well you support your pupils to ensure the best possible outcomes. The questionnaire will close at 11am on 21 February 2018, to give the inspector time to look at the results. The questionnaires work in Chrome, Firefox, Safari and Internet Explorer 11, and on mobiles and tablets when you copy and paste the link into the browser.

We do not ask for your name, unless you are raising a child protection concern, and therefore all responses will remain anonymous.

Recommended text to pupils

Ofsted is inspecting your school, and would like to hear your views. You can do this by completing an online pupil questionnaire at the following link:

<https://ofsted.smartsurvey.co.uk/s/Pupil/10040944>

Your views are really important to us, and will help inspectors understand your experience of school. The questionnaire will close at 11am on 20 February 2018, to give the inspector time to look at the results. The questionnaires work in Chrome, Firefox, Safari and Internet Explorer 11, and on mobiles and tablets when you copy and paste the link into the browser.

We do not ask for your name, so you will not be identified from the responses you make.

I hope this letter answers your immediate questions about the inspection but if you have any further queries please do not hesitate to contact me.

Yours sincerely

Esther Bull
Inspection Support Administrator