

PROVISION OF INFORMATION POLICY

Arnold Aims

- 1) Each pupil, parent and member of staff will be welcomed and valued as a full member of the Arnold community.
- 2) Arnold seeks to serve its pupils and parents, meeting their educational needs and involving all Arnold families in the life of the school.
- 3) Each Arnold pupil will be guided and supported throughout their time in school by the highest standards of pastoral care.

Policy Statement (1)

The school is committed to providing information about the school, as required and appropriate, in a clear and accessible format to regulatory bodies, parents, governors, staff and pupils.

The school has due regard to its responsibilities, and in particular about the processing of personal information, under the Data Protection Act. All electronic data is securely held on the school's network which is accessible only via a password and ID log-on. Data is only ever released to authorised personnel with the approval of the Headmaster. The Data Controller for Arnold School as part of the United Church Schools Trust is James Nicholson (Company Secretary, UCST).

Arnold School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.

Policy Statement (2)

- 1) This policy applies to all members of the Arnold school community, including those in our EYFS setting.
- 2) Arnold implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties on the school website at www.arnoldschool.com.
- 4) This policy is reviewed at least annually by the Deputy Head, who will report to the Headmaster and Local Governing Body on its implementation on a regular basis.

Key Personnel

- 1) Craig Jenkinson: Deputy Head
- 2) Katy Wright: Head of the Junior School
- 3) Jane Allen: Head of Foundation Stage

Provision (1) – Contact Information

The school meets its obligation to make available key contact information to parents of pupils and of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of section 162A (1) of the 2002 Act by putting the following information on the school website. It is also available as part of the information pack sent to parents and parents of prospective pupils, as well as on request from the school office:

- 1) the school's address and telephone number
- 2) the name of the Headmaster
- 3) the address and telephone number of UCST's registered office
- 4) the name and address for correspondence of the Chair of the UCST board and the Chair of the Local Governing Body
- 5) a statement of the school's ethos (including any religious ethos) and aims.

Provision (2) – Policies & Documents

The school makes available, as a minimum, the following documents to parents and prospective parents:

- 1) policy and arrangements for admissions, discipline and exclusions
- 2) education and welfare provision for pupils with statements and pupils for whom English is an additional language
- 3) curriculum policy
- 4) anti-bullying policy
- 5) policy for health and safety on school visits
- 6) rewards and sanctions policy
- 7) academic performance in previous school year
- 8) complaints procedure/number of formal complaints in previous school year
- 9) staff, including temporary staff, and qualifications
- 10) child protection (safeguarding) policy

All the policies named above are available on the school website or can be requested from the General Office. The following statement is also added to end of term notices on a regular basis and is included as an insert in the prospectus:

In order to further improve the quality of information available to parents and prospective parents, the following school policies are available on our website:

- 1) *Academic Performance statement*
- 2) *Administration of Medicines policy*
- 3) *Admissions policy*
- 4) *Anti-bullying policy*
- 5) *Behaviour policy*
- 6) *Child protection (Safeguarding) policy*

- 7) *Complaints policy*
- 8) *Curriculum policy*
- 9) *Discipline & Exclusions policy*
- 10) *Educational Visits policy*
- 11) *Equal Opportunities (Pupils) policy*
- 12) *Gifted & Talented policy*
- 13) *Health & Safety policy*
- 14) *ICT Acceptable Usage policy*
- 15) *Mission, Aims & Ethos statement*
- 16) *Provision of Information policy*
- 17) *PSHE policy*
- 18) *Rules, Rewards & Sanctions documents (Senior & Junior departments)*
- 19) *School Contact Details*
- 20) *Special Educational Needs policy*
- 21) *Staff List*

To locate these documents, please visit the Policies section of the website. All policies can also be requested from the General Office.

Further details of the school's academic performance in the previous school year can also be found in the 'Achievements' section of the website.

Further details of teaching staff and their qualifications can also be found in the 'People' section.

Provision (3) – Other Policy Documents

All other school policy documents are available on request to any current or prospective parent.

Provision (4) – Inspection

Following an inspection under section 162A of the 2002 Act, the school will send to the parents of every registered pupil, by a date to be specified by the body who conducted the inspection, a copy of the report of the inspection.

Provision (5) – Reports

The school sends to the parents of each registered pupil an annual written report of the pupil's progress and attainment in the main subject areas taught, except that no report

need be sent to a parent who has agreed otherwise with the school. Further details are available in the school's *Assessment, Recording and Reporting* policy.

Provision (6) – Information for External Bodies

The school will provide any body conducting an inspection under section 162A of the 2002 Act with:

- 1) any information reasonably requested in connection with it that is necessary for the purposes of the inspection;
- 2) access to the school's admission and attendance registers.

Where a pupil wholly or partly funded by a local authority is registered at the school, an annual account of income received and expenditure incurred by the school in respect of that pupil will be submitted to the local authority and on request to the Secretary of State.

Where a pupil with a statement is registered at the school, the school will supply such information to the responsible local authority as may reasonably be required for the purpose of the annual review of the statement.

As stated on the 'Contact' page of the school website, Arnold school is regulated by the Department for Education and the relevant contact details can be found on the DfE website www.education.gov.uk Arnold is also noted on the Edubase register which is available at www.edubase.gov.uk.

Provision (7) – Internal Dissemination of Information

All school policies and guidance documents are available on the intranet. Any significant changes to school policies are highlighted during staff INSET, or other meetings.