

5.15.1 PROVISION OF INFORMATION

Certain information must be 'provided' or 'made available' to parents of pupils and prospective pupils.

Provided:

- (a) Sending by email either the information or the internet address where it can be located or
- (b) Sending the information/document to the person in hard copy.

Made available:

- (a) Putting the information/document on the school website or making parents of pupils and prospective pupils aware
 - (b) Making parents and prospective parents aware that they can request the information/document and not charging for responding to such requests.
1. Provide the school's address and telephone number and the name of the head teacher (*see termly Blue Book*)
 2. Provide the name and address for correspondence of its Chair (*see termly Blue Book*)
 3. Provide a statement of the school's ethos (including any religious ethos) and aims. (*see termly Blue Book and Prospectus*)
 4. Make available particulars of the school's policy on and arrangements for admissions, misbehaviour and exclusions (*see School's website>Information*)
 5. Make available the curriculum policy (*see School's website>Information*)
 6. Make available particulars of educational and welfare provision for pupils with statements and pupils for whom English is an additional language (*see School's website>Information*)
 7. Make available particulars of the school's academic performance during the preceding school year including the results of any public examinations
 8. Make available details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year; (*see School's website>Information*)
 9. Make available the number of staff at the school, including temporary staff, and a summary of their qualifications. (*see termly Blue Book and School's website>Information*)
 10. Make available the school's safeguarding policy (*see School's website>Information*)

11. Provide the parent of each pupil registered a copy of the most the recent inspection report within the period specified (*Sent and made available via School's website>Inspection*)
12. Provide the parent of each boarder a copy of the most recent inspection report relating to boarders' welfare. (*See School's website>Boarding*)
13. Provide an annual written report of each registered pupil's progress and attainment in the main subject areas taught is provided to the parents of that registered pupil (*sent via email termly*)

Person responsible: WTV

Implementation date: 1st September 2008

Reviewed: Sept 2016