



HOE BRIDGE SCHOOL

Provision of Information Policy

Statement

The school welcomes open communication with parents and carries out its obligation to make information on the school's policies and procedures available to parents. Hoe Bridge School complies with its responsibilities under the Data Protection Act. This document applies to all sections of the school, including the EYFS setting. It is available to all interested parties on the school website or on request from the School Office.

Hoe Bridge 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. Hoe Bridge seeks to implement this policy through adherence to the procedures set out in the rest of this document. This policy appears on the school website and is available on request from the School Office.

This document is reviewed annually by the Senior Management Team or as events or changes in legislation require. The next scheduled date for review is June 2018

Procedures

Information Provided

The school publishes a termly diary to all current parents which contains:

- The school's address and telephone number
- The name and contact details for the Head Prep and Pre-Prep
- The name and address for correspondence with the Chair of Governors
- Staff list including contact details
- A statement of the school's ethos and aims through its mission, values and vision
- Information about where key policies and further information about the school may be obtained
- Diary of events for the term
- Future term dates

The above information will also be given, on request, to the Chief Inspector (ISI), The Secretary of State and a body approved for the purposes of section 162A (1) of the 2002 Education Act.

Information Made Available

School policies and procedures are made available to parents of current and prospective pupils. This information appears on the school's website in the unrestricted school information section. The information is available on request and can be inspected on the schools premises during the school day by contacting the School Office or reception area.

The information made available to parents at Hoe Bridge School includes:

- Highlights of the previous academic year
- Most recent ISI inspection report
- Accessibility Policy
- Admission Policy
- Anti Bullying Policy
- Behaviour Policy
- Code of Conduct Pupils Policy
- Complaints Policy
- Curriculum Policy
- Curriculum Plans
- Educational Visit Policy
- Equal Opportunities Policy
- Fire Policy
- First Aid Policy
- Health & Safety Policy
- Homework Policy
- Missing Child
- PSHE
- Risk
- Safeguarding Children
- SEND Policy
- Staff Recruitment Policy
- Supervision Policy
- Timetables

The above information will also be given, on request, to the Chief Inspector (ISI), The Secretary of State and a body approved for the purposes of section 162A (1) of the 2002 Education Act

Information Sent to

- **Prospective Parents** - memory stick containing The Bridge magazine, promotional film, applications forms and fees
- **Current Parents** - weekly Bulletin, The Bridge Magazine, school diary

Pre-Prep – twice yearly reports, termly newsletter,

Prep – twice termly grade assessment and target cards; annual written report

Outside Agencies

Anybody conducting an inspection under section 162A of the 2002 Act, will be given access by the SMT to any information reasonably requested in connection with the inspection. The school will also give the inspector access to the admission and attendance registers.

Hoe Bridge School will meet its obligation to provide annually to the Surrey local authority, or the Secretary of State, details of expenditure and income received in respect to any pupil at Hoe Bridge School who is in receipt of any funding from Surrey local authority. This applies to all pupils who receive funding from Surrey LEA, whether they are wholly or partly funded by the LEA. It does not apply where funding is solely free-of-charge EYFS provision, in accordance with the duty contained in section 7 of the Childcare Act 2006, i.e. the school has no legal obligation to make any report to the LEA about pupils in Reception year who are simply benefiting from the early years entitlement.

Hoe Bridge School will also provide to Surrey LEA any information requested in relation to the annual review of any pupil at Hoe Bridge School with a statement, wholly or partly funded by the local authority or other body through public funds.

Hoe Bridge School has due regard to its responsibilities, and in particular about the processing of

Next Scheduled Review (SMT): June 2018

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 Head.