Provision of Information Policy (including EYFS)

St Andrew's School aims to work in partnership with parents, encouraging them to be actively involved in their child's learning. To support this, we provide parents with information about the school and its activities in a variety of forms. It is the school's policy to conduct as much of its communication as possible in electronic form, with paper copies of documents available from the School Office on request.

Some information is actively provided to parents. Other information is made available for parents to access if they wish. We also provide information to inspectors (ISI) and parents of prospective pupils.

This document sets out which information is available to whom, and in which form. Please note that St Andrew's uses the term "parent(s)" in its literature to refer to parents, guardians or other adults with legal parenting responsibilities for a child.

1.1 Information *provided:*

The following information is provided to parents of current pupils:

- The school's address, telephone number and e-mail address
- The name of the Principal
- The address and telephone number of EDT's registered office (made available in the School Office and on the website)
- The school's ethos and aims
- Details for the Chair of the Board of Trustees

The above information is provided to parents of prospective pupils in the Prospectus and is also given, on request, to the Registered Inspector (ISI), The secretary of State or a body approved for the purposes of section 162A (1) of the 2002 education Act.

1.2 Information *made available:*

The following information is made available to parents, parents of prospective pupils and inspectors on an unrestricted part of the school website:

- Admissions Policy & Procedures
- Allergy Policy
- Attendance Policy
- Safeguarding Children Policy
- Behaviour Policy (including misbehaviour and exclusions)
- Health & Safety Policy
- First Aid Policy
- SEND Policy (including provision for pupils with statements and EAL pupils)
- Anti-bullying Policy
- Curriculum Policy
- School Trips Policy
- Provision of Information Policy
- Complaints Procedure (including, within the policy, the number of formal complaints in the previous school year)
- List of staff
- Inclement Weather Policy
- School's Academic Performance (KS2 SATs and 11+ Results)
- Medical Conditions Policy
- Missing Child Policy
- Late and Non-Collection Policy

- Relationships and Sex Education Policy
- Inspection reports since January 2015

These documents may also be inspected on the school's premises by arrangement with the School Office. Parents may also request that the School Office send them copies of these documents on paper or electronically.

1.3 Information *published:*

St Andrew's publishes its policy on the Safeguarding of pupils, its Attendance Policy and its Relationships and Sex Education Policy on the school's website. These documents may also be inspected on the school's premises by arrangement with the School Office. Parents may also request that the School Office send them copies of these documents on paper or electronically.

1.4 Information *sent to parents:*

When the school is inspected, a copy of the inspection report is sent to all parents electronically and made available as a link from the school's website. The report may also be inspected on the school's premises by arrangement with the School Office. Parents may also request that the School Office send them copies of these documents on paper or electronically. Written reports of pupil progress and attainment are sent to parents of all current pupils, including EYFS, annually, with data progress sheets sent termly.

1.5 Information *provided to other agencies:*

Any body conducting an inspection under section 109 of the 2008 Act, will be provided by the Senior Leadership Team (SLT) with any information reasonably requested in connection with it that is necessary for the purposes of the inspection. The School will also give the Inspector access to the admissions and attendance registers.

St Andrew's will meet its obligation to submit annually to the Local Authority (LA), or the Secretary of State, details of expenditure and income received in respect to any pupil at the school who is in receipt of any funding from a LA. St Andrew's will also supply to the LA any information requested in relation to the annual review of any pupil at St Andrew's with a statement.

1.6 Data Protection

St Andrew's has due regard to its responsibilities and in particular with regard to the processing of personal information under the Data Protection Act. All electronic data is securely held on the school's network, accessible only via a password and ID log-on. Data is only released to authorised personnel with the approval of the Principal.

~~Mrs E. Steinmann-Gilbert~~
Principal
St. Andrew's School

Policy Date 1st September 2026
Policy Review Date September 2027