



# Sunderland High School

The best in everyone

## **Provision of Information**

This is a key policy of Sunderland High School. It applies to all members of the school community including those in our EYFS setting. The policy is available to all parents, prospective parents, school governors, members of the UCST Board and ISI Inspectors. This policy is available in printed form upon request or it can be accessed and downloaded via the school's website, [www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk). By contacting either Mrs E. Martin (school registrar, 0191 5677674) or Miss McArdle (Junior School Secretary, 0191 5143278) additional copies of the policy can be made available. In addition, larger print copies can also be produced upon request.

Sunderland High School seeks to implement this document through adherence to the procedures set out in the rest of this document.

Sunderland High 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 Opportunities Policy document.

This document is reviewed annually by AJS or as events or legislation change requires. The next scheduled review date is September 2011.

### **School Statement**

With specific reference to the provision of information, Sunderland High School is committed to providing all parents, prospective parents, the Chief Inspector and the Secretary of State approved for the purposes of section 162A(1) of the 2002 Act to provide as a minimum requirement:

- the school's address
- the school's telephone number
- the name of the head teacher
- the address and telephone number of UCST's registered office
- the name and address for correspondence of the Chair of the UCST Board and the Chair of the LGB

- a statement of the school's ethos (including any religious ethos) and aims
- The school provides this information in written format on request, as part of the school's prospectus pack and also on the school's website ([www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk))

The school also makes the following policies available to parents via the website or on request:

- policy and arrangements for admissions, discipline and exclusions
- education and welfare provision for pupils with statements and pupils for whom English is an additional language
- curriculum policy
- anti-bullying policy
- policy for health and safety on school visits
- behaviour and discipline policy
- academic performance in previous school year
- complaints procedure/number of formal complaints in previous school year
- staff, including temporary staff, and qualifications

The school ensures that the above policies,

- can be accessed on an *unrestricted* part of a school's website
- can be inspected on the school's premises during the school day via the head teachers or school registrar.

and that parents of pupils or prospective pupils know that this information is available through newsletters, website information, prospectus packs and open days.

Further, the school meets its obligation to publish its Child Protection (Safeguarding) Policy on the school website under 'Latest News' so that this is always readily accessible to parents along with providing printed copies on demand from either school office.

### Reports

The school is obliged to make available to parents copies of any inspection report and this will be achieved by sending a summary statement to all parents in written format as well as making the full report accessible via the school's website.

The school provides written reports of each child's progress throughout the year as well as providing feedback on academic results.

### Provision of other information

Sunderland High School meets its obligation to **provide any body conducting an inspection under section 162A of the 2002 Act with:**

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

by making available to authorised personnel all necessary documents through the Head of SHS - Dr. A. Slater, the Head of Junior School – Mr C. Bulmer or the school's registrar – Mrs E. Martin. Sunderland High School. The school will also maintain an up to date repository of key documents so that these can be accessible on demand by inspectors or Head Office (UCST).

The school will also make available to the Local Authority data returns on Nursery Children and Out of School Care upon request to a designated officer as the 'EYFS Grant Entitlement' scheme is in operation. Further, the school will also meet its obligation to submit to the local authority, and on request to the Secretary of State, an annual account of any other income received and expenditure incurred by the school in respect of a pupil wholly or partly funded by the Local Authority who is registered at the school and not part of the EYFS grant entitlement.

The school does not presently have any children on statements.

Sunderland High School's Provision of Information Policy is further supported by a range of other policies, procedures and documentation relating to:

- Data Protection
- Education and welfare provision for pupils with statements and pupils for whom English is an additional language
- Curriculum Policy
- Educational Visits Policy
- Academic Performance reports
- Complaints Procedures
- Staff List including temporary staff and their qualifications
- Admissions Policy
- Behaviour Policy
- Anti-bullying Policy
- Exclusions Policy
- Child Protection Policy
- Fire Policy
- School Aims and Ethos Statement
- Supervision of Pupils Policy
- Welfare, Health and Safety Policies

All of these policies are available on request from either school office or the school's website.

The school is mindful of the Data Protection Act and takes great care to ensure that it complies with all regulations with regard to the processing of personal information. All electronic data is securely held on the school's network accessible only via a password and ID log-on. Any data taken out of school is held on an encrypted USB memory stick. Data is only ever released to authorised personnel with the approval of the Head Teachers.

**Sunderland High School is regulated by the Department for Education and the relevant contact details can be found on the DfE website ([www.education.gov.uk](http://www.education.gov.uk)). Sunderland High School is also noted on the Edubase register which is available at [www.edubase.gov.uk](http://www.edubase.gov.uk) (URN: 108874 LA: 394 SunderlandEstablishment No: 6008)**

**There now follows documentary examples of evidence that items 6.(2)(a)-(d) are 'provided' to parents and that items 6.(3)(a)-(g) and 6.(4) are 'made available' to parents via school website and/or written format etc.**

## **SUNDERLAND HIGH SCHOOL**

### **Welcome to the Sunderland High School community**

We are delighted that you are exploring the possibility of [name] joining Sunderland High School. The decision you are in the process of making is hugely important. We want to make sure that you have all of the information you need to help you make up your mind.

#### **School prospectus**

We have included a copy of our prospectus which is intended to give you a taste of our school. Once you have read it, we hope that you will come along for a visit so that you can see for yourself.

#### **School website**

Visit our school website at [www.sunderlandhigh.co.uk](http://www.sunderlandhigh.co.uk) Our website contains a great deal of additional information about the school and is also an invaluable method of communication when we have important messages for our parents.

#### **Our school's aims and ethos**

We aim to bring out the best in everyone'. Discover what we mean by this by reading the enclosed yellow sheet.

#### **Other important information**

In addition to the school's aims and ethos, all schools are required to provide parents and prospective parents with the following information: full contact details for the School, the Head, and the Chair of Governors. You will find these details on the enclosed blue sheet.

Most of this information is available on the school website; and paper copies of all of the items of information are available to be consulted in School. Please contact the School Office to request copies.

We also make available the following policies/items of information:

- Admissions Policy
- Discipline Policy
- Exclusions Policy
- Curriculum Policy
- Anti-bullying Policy
- Health and Safety Policy
- School Excursions Policy
- Behaviour Policy
- Rewards and Sanctions Policy
- School academic performance data
- School academic performance data
- Complaints procedure and number of complaints in last 12 months
- Number of staff and their qualifications
- **Safeguarding Policy (on website)**
- Recent Inspection report
- Provision for pupils with statements of special educational needs and English as an additional language

