Document Control	
Document Title:	**Provision of Information**
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Person Responsible:	**Senior Leadership Team**

Provision of Information

Policy statement

Rowan Preparatory School promotes communication with interested parties in a variety of ways including by post, email and through the use of the school website. The website is the primary source of information about the school and is where policy documents such as admissions, discipline and exclusions are available. This policy is also published on the school website and is available on request from the school office.

Rowan Preparatory 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 Headmistress. The Data Controller for Rowan Preparatory School as part of United Learning is Alison Hussain (Company Secretary). Additional information about how United Learning handles data is available through the United Learning employee data protection policy.

Rowan Preparatory School is part of United Learning which has a group registration with the Information Commissioner's Office, the details of this are:
Registration number: Z533407X
Date registered: 8 October 2001
Annual renewal date: 7 October
Data Controller: United Church Schools Trust

Rowan 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. Rowan seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our school community, including those in our EYFS setting.

Procedures

The Contact sheet is available on the public area of the school website www.rowanprepschool.co.uk and provides the following information to parents and prospective parents 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 Education Act. The contact sheet is also available from the school office:

- the school's address
- the school's telephone number
- the name of the Headmistress
- the address and telephone number of United Learning's registered office
- the name and address for correspondence of the Chair of the UCST Board (this is the UCST

Central Office address) and the Chair of the LGB (this is the school's address).
- a statement of the school's ethos and aims

Rowan Preparatory School makes the following information available 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 publishing it in the public section of the school website. The information/document can also be inspected on the school premises during the school day or a copy provided on request either in paper or by email:

- child protection (Safeguarding) policy
- policies and arrangements for admissions, discipline and exclusions
- education and welfare provision for pupils with an EHC plan and pupils for whom English is an additional language
- curriculum policy
- anti-bullying policy
- health and safety policy
- first aid policy
- 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
- school inspection report

Rowan sends the following by e-mail or via School Post to parents of registered pupils and copies are also available from the school office:
- school inspection report (within two working weeks (term-time) from the email sending the final report)
- a termly report of the pupil's progress and attainment in English and maths, as well as an annual written report in all subject areas

As and when requested Rowan will provide to the local authority and/ or the Secretary of State an annual account of 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 Rowan Preparatory School. It will also provide written information to the local authority required for the purposes of an annual review of a pupil with an EHC plan.

Rowan follows agreed procedures for providing any body conducting an inspection under section 109 of the 2008 Education 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.

Rowan Preparatory School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk). Rowan Preparatory School is also noted on the Edubase register, which is available at www.edubase.gov.uk.

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires.