

# PROVISION OF INFORMATION POLICY

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Last reviewed: September 2018

Next review: September 2020

*Policy Document OP-16*

## RISE LEARNING ZONE

### PROVISION OF INFORMATION POLICY

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#### **Purpose**

This policy reflects RISE approach in relation to the provision of information to official bodies under statutory obligations, notwithstanding Data Protection (OP-06) and confidentiality clauses in other policies including, but not limited to, OP-01 Safeguarding & Child Protection, OP-09 Recruitment & Selection, OP-09a Disclosure & Barring Service, SP-04 Complaints Against The Provision, and SP-10 Admission Policy & Procedure.

#### **Policy**

The following information shall be provided to parents of pupils and parents of prospective pupils, and on request to the Chief Inspector, the Secretary of State or an independent inspectorate:

- Particulars of the arrangements for meeting safeguarding standards, which shall be available on the RISE website and held in hard copy on the RISE premises
- Copies of reports of inspections under sections 108 or 109 of the 2008 Act, if provided to the organisation, which shall be maintained on the RISE website and held in hard copy on the RISE premises, and will be sent to parents of each registered pupil if advised to do so by the body who conducted the inspection
- An annual written report of each registered pupil's progress and attainment in the main subject areas taught (provided only to the parents of the individual and to inspectorates)
- Any information reasonably requested in connection with an inspection under section 109 of the 2008 Act which is required for the purpose of the inspection will be provided to the inspectorate, who will be given access to the schools admission and attendance registers

- An annual account of income received and expenditure incurred by the school in respect of any pupil wholly or partly funded by the local authority shall be provided on request to the local authority and to the Secretary of State
- Where a pupil with an EHC plan wholly or partly funded by the local authority or other body through public funds is registered at the school, such information as may reasonably be required for the purpose of the annual review of the EHC plan is to be provided to the local authority
- The school's address, telephone number and names of the school leadership team, the ethos and aims of the school shall all be available on the website
- Particulars of the school's policies on arrangements for admissions, misbehavior and sanctions, educational and welfare provision for pupils with EHC plans and pupils for whom English is an additional language, the policy regarding curriculum and assessment, particulars for meeting standards of behaviour, anti-bullying, health and safety, and first aid, shall all be made available by maintaining appropriate policy documents on the RISE website.
- Particulars of the school's academic performance during the preceding school year, including the results of any public examinations, shall be maintained on the RISE website
- Details of the complaints procedure and the number of formal complaints registered under the formal procedure during the preceding school year shall be maintained on the RISE website.