Statement
All statements contained in this policy document also apply to the EYFS department at Redcliffe School. Throughout this policy we have paid due regard to and have complied with the following statutory regulations:

- KCSIE 2016
- Working together to safeguard children 2015
- Special Educational Needs and the Disability Code of Practice 2015
- Behaviour and Discipline in Schools 2016
- The Children and Families Act 2014
- Fundamental British Values as stated in the Prevent Strategy 2015
- The Children’s Act 2004

Redcliffe School is aware of its duties under the Equality Act 2010, including issues related to pupils and staff with additional needs and makes reasonable adjustments for all.

Policy
The school welcomes open communication with parents and carries out its obligation to make information on the schools policies and procedures available to parents. Redcliffe School complies with its responsibilities under the Data Protection Act 1998.

This document should be read in conjunction with the Privacy Statement and Data Protection Policy.

Information Provided
The school publishes to all current parents at the start of year class meetings a written copy of the following information:

- The school’s address
- The school’s telephone number
- The name of the Head
- The name and address for correspondence of the Chair of the Governing Body
- 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
- A statement that Redcliffe School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk)
For parents of prospective students this information is provided as an insert in the school’s prospectus.

The contact information, as well as our Aims and Objectives, Ethos and Redcliffe Values are also contained on the school’s website.

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. The information is available on request and can be inspected on the schools premises during the school day by contacting the School Office.

The information made available to parents at Redcliffe School includes:

- Highlights of the previous academic year (including public examination results)
- Most recent ISI inspection report
- Admissions Policy and Procedures
- Behaviour and Discipline Policy
- Safeguarding Policy
- Special Educational Needs Policy (including pupils with English as an Additional Language and Gifted and Talented Pupils)
- Anti-Bullying Policy
- Health & Safety General Statement
- Implementation of the Health and Safety Policy
- Complaints Policy and Procedure including the number of complaints in the previous year
- Curriculum Policy
- First Aid Policy

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 Published
The school is obliged to publish its Safeguarding Policy. Redcliffe School publishes the document on the school’s website. It is available to be read in school and will be sent to parents on request in either paper format via the post or electronic format via email.

Information Sent to Parents of Current Pupils
Redcliffe School sends to parents of all current pupils a written report via iSAMS of the pupil’s progress and attainment in the subjects taught. Full academic reports are sent annually and interim reports are also sent to parents at the end of the Autumn term.

It is the school’s policy to provide to all parents by electronic mail, and any other interested parties, a copy of the school’s latest inspection report. This is also available in hard copy from Reception and in electronic format on the school’s website. The date of the last publication of the Regulatory Compliance Inspection was May 2017. The date of last publication of an Integrated Inspection was May 2013. Parents were informed in writing of how to access these reports on the school’s website.
Outside Agencies

Anybody conducting an Inspection under section 162A of the 2002 Act, will be given access by the Senior Leadership Team (SLT) to any information reasonably requested in connection with the Inspection. The school will also give the Inspector access to the admission and attendance registers.

Redcliffe School will provide to the Local Education Authority any information requested in relation to the annual review of any pupil at Redcliffe School with a statement, wholly or partly funded by the local authority or other body through public funds.

Redcliffe School has due regard to its responsibilities, and in particular about the processing of personal information, under the Data Protection Act 1998. All electronic data is securely held 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.

Redcliffe School is registered with the Information Commissioner’s Office. Details are as follows:

- Registration number – Z2956041
- Annual renewal Date – 23.11.17
- Data Controller – Redcliffe School Trust Ltd.
- Charity Number - 312716

Redcliffe School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk).

This policy is available on request from the School Office.

This policy is complemented and supported by the

Privacy Statement and Data Protection Policy

This document applies to all sections of the school, including the EYFS setting. It is available to all interested parties on request from the School Office. It is reviewed annually, or as events or legislation changes require, by the SLT. The next date for review is February 2018.