



4-25 Provision of Information

Policy

The school welcomes open communication with parents and carries out its obligation to make information on the school's policies and procedures available to parents. Guildford High School complies with its responsibilities under the Data Protection Act. This document applies to all sections of the school, including the EYFS setting. It is available to all interested parties on the school website or on request from the School Office. It is reviewed annually, or as events or legislation changes require, by the Deputy Head (Academic). The next date for review is March 2018.

This document should be read in conjunction with the Fair Processing and Data Protection Policy.

Information Provided

The school publishes to all current parents a written copy of the insert of the school's prospectus containing the following information:

- 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, Angela Crowe JP and Chair of the Local Governing Body, Dan Perrett.
- 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 Guildford 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) and that the school is also noted on the Edubase register, available at www.edubase.gov.uk.

This information is provided on an annual basis in the school information booklets, given to parents at Reception Evenings at the start of each academic year. Parents who do not attend the Reception Evening receive the information by post.

For parents of prospective students this information is provided as an insert in the school's prospectus.

The contact information is also contained in the Location and Contact section of the school's website (in the About Us section). Our Mission and Ethos statement is also published in the About Us section of the 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. This information appears on the school's website in the unrestricted school information section. The information is available on request and can be inspected on the schools premises during the school day by contacting the School Office or reception area.

The information made available to parents at Guildford High School includes:

- Highlights of the previous academic year (including public examination results)
- Most recent ISI inspection report
- Admission Policy and Procedures

- Behaviour and Discipline Policy
- Child Protection Policy
- Policy on Exclusion, Removal, Expulsion and Review
- Special Educational Needs Policy and Procedures (including pupils with English as an Additional Language)
- Anti-Bullying Policy (Care and Consideration)
- Educational Visits Policy
- Health & Safety policy
- Complaints Policy and Procedure including the number of complaints in the previous year
- Staff lists (including temporary staff and qualifications)
- 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 Child Protection (Safeguarding) Policy. Guildford High School publishes the document in the unrestricted section of 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

Guildford High School sends to parents of all current pupils by electronic parent mail, a written report of the pupil's progress and attainment in the subjects taught. Full academic reports are sent annually (twice for pupils in Year 11 and Upper Sixth) and record cards are also sent to parents at least twice during the course of the academic year.

It is the school's policy to provide to all parents by electronic parent 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 last publication was May 2011. Parents were informed in writing of how to access this report on the school's website.

Outside Agencies

Anybody conducting an inspection under section 162A of the 2002 Act, will be given access by the SMT to any information reasonably requested in connection with the inspection. The school will also give the inspector access to the admission and attendance registers.

Guildford High School will meet its obligation to provide annually to the Surrey local authority, or the Secretary of State, details of expenditure and income received in respect to any pupil at Guildford High School who is in receipt of any funding from Surrey local authority. This applies to all pupils who receive funding from Surrey LEA, whether they are wholly or partly funded by the LEA. It does not apply where funding is solely free-of-charge EYFS provision, in accordance with the duty contained in section 7 of the Childcare Act 2006, i.e. the school has no legal obligation to make any report to the LEA about pupils in Reception year who are simply benefiting from the early years entitlement. Brad Russell, Senior Teacher with responsibility for pupil progress and Helen Burling-Smith, PA to the Head of the Junior School, are responsible for submitting any information to Surrey LEA about pupils in receipt of LEA funding.

Guildford High School will also provide to Surrey LEA any information requested in relation to the annual review of any pupil at Guildford High School with a statement, wholly or partly funded by the local authority or other body through public funds.

Guildford High 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.

United Learning has a group registration with the Information Commissioner's Office. Details are as follows:

Registration number – 2533407X

Date registered – 8th October, 2001

Annual renewal Date – 7th October

Data Controller – United Learning (Steve Whiffen, Company Secretary)

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This policy appears on the school website and is available on request from the School Office.

This policy is complemented and supported by:

Fair Processing Notice and Data Protection Policy