

## Provision of Information

### Policy Statement

Coworth Flexlands 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 Coworth Flexlands 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.

This policy applies to all members of our school community, including those in our EYFS setting. In line with our Provision of Information Policy, this document is available to all interested parties on our website and on request from the main school office.

Coworth Flexlands School is fully committed to ensuring that the appliance of the Provision of Information Policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the schools' Equal Opportunity Policy document. Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Headmistress and Local Governing Body, or as events or legislation change requires.

### Procedures

Coworth Flexlands meets its obligation to make available key contact information to parents of students and of prospective student 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 putting such information on the website [www.coworthflexlands.co.uk](http://www.coworthflexlands.co.uk). It is also available as part of the information pack sent to parents and parents of prospective pupils, as well as on request from the school office.

The key contact information includes:

- The school's address
- The school's telephone number
- The name of the Head
- The address and telephone number of United Learning's registered office
- The name and address for correspondence of the Chair of the UCST board and the Chair of the Local Governing Body
- A statement of the school's ethos and aims

Coworth Flexlands School makes the following documents available to the 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 having them available from the school office or via the website [www.coworthflexlands.co.uk](http://www.coworthflexlands.co.uk):

- Admissions Policy
- Special Educational Needs Policy
- Curriculum Policy
- Anti-bullying Policy
- Exclusion, Expulsion and Removal 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
- A copy of the previous inspection report (Including all previous inspection reports since January 2015)

Coworth Flexlands School publishes the Child Protection Policy and Procedures to parents via the website or will give a hard copy (free of charge) to parents on request.

Coworth Flexlands School sends by mail, or by email, the following to parents of registered pupils:

- a copy of any school inspection report within two working weeks of receiving a final inspection report.
- b) an annual written report of the pupil's progress and attainment in the main subject areas taught (unless a parent has agreed otherwise with the school).

Any inspection body conducting an inspection under section 109 of the 2008 Act will be provided with electronic information or a hard copy of:

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

Coworth Flexlands School provides to the local authority and, on request, to the Secretary of State, by post or electronically by email, an annual account of income received and expenditure incurred by the school in respect of a pupil wholly or partly funded by a local authority who is registered at the school, (except where funding is solely free of charge Early Years provision) in accordance with the duty contained in section 7 of the Childcare Act 2006.

The school will also submit by post or by email to the LEA, information required for the purpose of an annual review of the statement of a pupil with a statement, wholly or partly funded by the local authority or other body through public funds, who is registered at the school.

In line with the Provision of Services Regulations 2009 United Learning has a group registration with the Information Commissioner's Office. The details of this are:

Registration number - Z533407X  
 Date registered - 8th October 2001  
 Date expires - 7th October  
 Data controller - The United Church Schools Trust

Coworth Flexlands 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). Coworth Flexlands School is also noted on the Edubase register which is available at: <https://get-information-schools.service.gov.uk/>

#### Document Log

Reviewed by	Nicola Cowell
Role	Headteacher
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