

## BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

# Policy on Provision of Information to parents of pupils & prospective pupils at Brockhurst and Marlston House Schools

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2024.

**Last Reviewed: September 2024**

**Next review due: September 2026**

### Policy Statement

This policy sets out how Brockhurst and Marlston House School meets its obligations on Provision of Information.

### Associated Policies and Documents

- School Details, Aims and Ethos
- Brockhurst and Marlston House School Curriculum Policy
- Brockhurst and Marlston House School Behaviour and Sanctions Policy
- Brockhurst and Marlston House School Anti-Bullying strategy
- Brockhurst and Marlston House School Health and Safety Policy
- Brockhurst and Marlston House School Complaints Policy
- Brockhurst and Marlston House School Policy on Admissions and attendance registers

### Roles and Responsibilities

The Proprietor is responsible for ensuring the information listed below is 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.

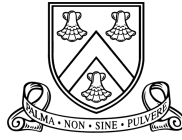
In day to day practice, this responsibility is delegated to the Headmaster and his staff.

### Definitions

The standards require that certain information must be 'provided' or 'made available' to parents of pupils and prospective parents.

For the purpose of this policy, provided means:

- Sending by email either the information/document or the internet address where it can be located, and making it available for inspection by the person in school; or
- Sending the information/document to the person in hard copy.
- For the purpose of this policy, made available means:



Putting the information/document on the school website, making parents of pupils and prospective pupils aware, and ensuring that the document is available for inspection by the person in school; or

Making parents and prospective parents aware that they can request the information /document, and not charging for responding to such requests.

#### Information to be provided

The information listed below is 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, though the school website, <http://www.brockmarl.org.uk>

- the school's address and telephone number and the name of the Headmaster
- the name and address for correspondence to the Proprietor and Directors
- a statement of the school's ethos and aims.

#### Information to be made available

The information listed below is made available to parents of pupils and parents of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate, though the school website, <http://www.brockmarl.org.uk>, or by request to the school office.

- The School's policy on and arrangements for admissions (see separate Admissions and Attendance policies), misbehaviour and exclusion (see policy on Behaviour, Rewards and Sanctions
- Educational and welfare provision for pupils with EHC plans and pupils for whom English is an additional language (see separate EAL and SEN policies) and Disability Policy;
- Curriculum Policy;
- Policy to promote good behaviour and set out sanctions (Behaviour, Rewards and Sanctions Policy)
- Anti-Bullying Strategy, Health and Safety Policy and First Aid Policies;
- Academic performance during the preceding school year, including the results of any public examinations; and
- The school's Complaints Policy, and the number of complaints registered under the formal procedure during the preceding school year;
- A copy of the report of any inspections of the school and its boarding provision.

#### Availability of the school's Safeguarding Policy

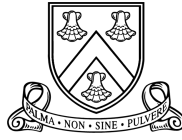
The school's Safeguarding Policy is available to the public via the school's website: [www.brockmarl.org.uk](http://www.brockmarl.org.uk), and by request to the school office.

#### Provision of Staff Code of Conduct and Safe Recruitment Policy

These policies are available to the public on the schools website

#### Provision of Inspection Reports

Following an ISI inspection, a copy of the report of the inspection is provided to the parents of each registered pupil, as soon as practicable.



### Provision of written reports to parents

As a minimum, the school will provide parents with an annual written report of their child's progress and attainment in the main subject areas taught, unless other arrangements have been agreed with the parent.

### Provision of information for Inspection Purposes

The School will provide the ISI with any information reasonably requested in connection with an ISI Inspection, including access to the school's admission and attendance registers;

### Pupils wholly or partly funded by the Local Authority

Where a pupil is wholly or partly funded by a local authority (except where funding is solely for free of charge early years provision) is registered at the school, the school will provide an annual account of income received and expenditure incurred by the school in respect of that pupil to the local authority and, on request, to the Secretary of State;

Where a pupil with a statement wholly or partly funded by a local authority or other body through public funds is registered at the school, the school will provide such information as may reasonably be required for the purpose of the annual review of the statement to the responsible local authority.

Brockhurst & Marlston House 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. The School 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.

Brockhurst & Marlston House 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](http://www.education.gov.uk)).