

Provision of Information to Parents of Pupils & Prospective Pupils

Abbotsholme is obliged to 'provide' or 'make available' certain information to parents of existing and prospective pupils.

We are anxious that parents are aware of their right to this information and this document details that information and where it can be found. In the event of any queries about school policies and procedures, please do not hesitate to contact school.

In the case of information that has to be 'provided', we may distribute this:

- Through hard copies sent out.
- Through e-mails.
- By notifying you of the website address where this can be accessed. This is the school website. The bulk of the information is within the 'School Policies' section. (<http://www.abbotsholme.co.uk/Information/Policies>).

In the case of information that has to be 'made available', we:

- **Either** have this available on our website **or** make this available for inspection in school.
- Inform you of how you can access this information and that such information exists, hence this document, which itself is on the school website.

The tables below show the information you are entitled to:

Information Provided

Information	Relevant document	How we provide it
School name, address, telephone number, name of Head.	Parent handbook	E-mailed to all new parents and available. Also on website.
Name of governors and Chair of Governors and contact number.	Parent handbook	As above
Statement of the school's ethos and values	Abbotsholme School Vision and Aims	Within Parent Handbook, as above. Also separately, on the website
Written report of each pupil's progress	Reports and assessments	E-mailed to parents

Information Made Available

Information	Relevant document	How we make it available
Arrangements for admissions, misbehaviour and exclusions	Admissions Policy Behaviour and Sanctions Policy	Website
Particulars of education and welfare provision for pupils with EHC plans and pupils for whom English is an additional language.	Curriculum Policy	Website
Details of the curriculum	Curriculum Policy	Website
Behaviour management arrangements	Behaviour and Sanctions Policy	Website
Arrangements for dealing with bullying	Anti-Bullying Policy	Website
Health and safety arrangements	Health & Safety Policy	Available for inspection in school
Arrangements for First Aid and medical care	Medical Protocol & Practice	Website
Particulars of academic performance during the last year, including results of public examinations	Exam results at GCSE, A level and BTEC. Review of Academic Performance 2016	Website Available for inspection in school
Details of complaints procedure	Complaints Procedure	Website
Number of registered complaints		Information from school, please contact the Headmaster
Particulars on safeguarding procedures	Safeguarding Children Policy	Website
	Supporting policies connected to safeguarding: <ul style="list-style-type: none"> • Visitors Policy • Whistleblowing Policy • Staff Behaviour Policy • Missing Pupil Procedure • Recruitment Policy • Use of Cameras, Mobile Phones and Personal Electronic Devices in School (Staff and Visitors) Policy 	Available for inspection in school
Statement of boarding principles and practice	Abbotsholme Boarding Aims & Ethos	Website
Last inspection reports	School Inspection report 2011 Boarding Inspection report 2015	Website

EYFS Information Provided

Information	Relevant document	How we make it available
EYFS Learning Profile	On-line 'Tapestry' profile	Accessible on-line by parents, with log-in provided by the teacher at the start of the year. Meetings are held with parents in the summer term to discuss.

EYFS Information Made Available

Information	Relevant document	How we make it available
How the EYFS is being provided in the setting	Pre-Prep/EYFS Policies	Website. Discussed at transition meeting for parents in the summer term, for new children.
How parents can access more information about EYFS		
The range and types of activities and experiences provided for children		
The daily routines of the setting		
How parents and carers can share learning at home		
How the setting supports children with SEN or disabilities.		
Food and drinks provided for children		
Policies and procedures, including: <ul style="list-style-type: none"> • Policy for failure of parent to collect a child. • Procedures for missing children. • Staffing • Name and role of the child's key person and their role. 		
An emergency contact number for parents to use.		