St Ives School
Haslemere

Provision of Information Statement

Policy Statement

St Ives School has due regard to its responsibilities and in particular about the processing of personal information under the General Data Protection Regulation (GDPR). 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 Head. The Data Controller for St Ives School as part of the United Learning group 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.

St Ives School 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.

St Ives School seeks to implement this policy through adherence to the procedures set out in the rest of this document.
In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the school office.
This document is annually reviewed by Kay Goldsworthy or as events or legislation change requires. The next scheduled date for review is November 2026.

Procedures

St Ives School meets its obligation to provide key contact information to 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 putting such information on the website. 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 is as follows:

- 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 LGB
- a statement of the school's ethos and aims

St Ives 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, at New Parent Welcome Evenings or via the website:

- Policy and arrangements for admissions, misbehaviour and exclusions
- Special Educational Needs and disability policy
- Curriculum policy
- Anti-bullying policy
- Health and Safety policy

- Behaviour Policy
- Academic performance in previous school year
- Complaints procedure/number of formal complaints in previous school year
- First Aid policy
- A Copy of all inspection reports since January 2015

ISI publication will be made available (emailed to parents and available on the school website) within two working weeks (term-time) from the email sending the final report.

St Ives 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.

St Ives School sends by mail or by email the following to parents of registered pupils:
a) a copy of any school 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 hard copy of:
a) any information reasonably requested in connection with it, that is necessary for the purposes of the inspection and
b) access to the school's admission and attendance registers.

St Ives 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 2026
Data controller - The United Church Schools Trust

St Ives School is regulated by the Department for Education and the relevant contact details can be found on the DfE website www.education.gov.uk. St Ives School is also noted on the Edubase register which is available at: www.edubase.gov.uk