



SURBITON

HIGH SCHOOL

Provision of Information

Contents

| | | |
|-----|--|---|
| 1 | Policy Statement..... | 3 |
| 1.1 | Information <i>provided</i> to parents and prospective parents:..... | 4 |
| 1.2 | Information <i>made available</i> : | 4 |
| 1.3 | Information <i>published</i> : | 6 |
| 1.4 | Information <i>provided</i> to parents | 7 |
| 1.5 | Information <i>provided</i> to other agencies..... | 7 |
| 1.6 | Data Protection..... | 7 |
| 2 | Document Information | 8 |



SURBITON

HIGH SCHOOL

Aims and Ethos

Surbiton High School aims to **inspire, encourage and empower** our young people to discover and embrace their individuality in an intellectually rigorous academic environment. Balanced with outstanding pastoral care, our students become compassionate, respectful, courageous, and inquisitive members of the community, living out the School's motto: *Amor nos semper ducat* (May love always lead us).

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

We achieve these aims through our *Charter for Happiness and Well-being*. Our pupils:

- **are inspired to deploy their highest strengths to tackle all situations**, developing a growth mind-set and a can-do attitude, equipped with the tools to maximise their positive emotions
- **are encouraged to find their niche**, to be fully engaged in educational activities and to meet the highest challenges that come their way
- **are coached and encouraged to develop strong relationships**, to be empathetic and responsive to the needs of themselves and others
- **are empowered to lead a meaningful life**, to be able to understand what their goals are and to know what they are striving for
- **are empowered to draw strength from celebrating their accomplishments**, in order to tackle new challenges



SURBITON

HIGH SCHOOL

We achieve these aims through our inculcation of *Learning Habits*. Our children:

- **are inspired in their thinking**, to ask questions, to make connections, to imagine possibilities, to reason methodically and to capitalise on their resources
- **are encouraged to be emotionally invested in their learning**, persevering in the face of difficulties, noticing subtle differences and patterns, managing their distractions, and becoming absorbed in their learning
- **are empowered to be fully involved in their learning**, growing in interdependence, collaborating effectively, listening empathetically to others, and imitating their learning habits
- **are inspired, encouraged, and empowered to be productive**, planning their learning in advance, revising and reviewing their progress, distilling important information, and developing their own meta-learning.

United Learning and the United Church Schools' Trust

Surbiton High School is part of *United Learning* and the *United Church Schools' Trust*. The School has an Anglican foundation, valuing its Christian heritage whilst welcoming staff and children from all faiths and none. We share with United Learning its core mission statement "to bring out the best in everyone". We are committed to the aims of United Learning, including its *Framework for Excellence*, which can be found at: www.unitedlearning.org.uk

1 Policy Statement

Surbiton High School aims to work in partnership with parents, encouraging them to be actively involved in their child's education. To support this, we provide parents with information about the School and its activities in a variety of forms. It is the School's policy to conduct as much of its communication as possible in electronic form, with paper copies of documents available from the School Office on request.

Some information is actively provided to parents. Other information is made available for parents to access if they wish. We also provide information to inspectors and parents of prospective pupils.

This document sets out which information is available to whom, and in which form.

Please note that Surbiton High School uses the term "parent(s)" in its literature to refer to parents, guardians or other adults with legal parenting responsibilities for a child.

Surbiton 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). Surbiton High School is also noted on the 'Get information About Schools' register which is available at <https://www.compare-school-performance.service.gov.uk/>

This policy applies to all members of our School community, including those in our EYFS setting.



SURBITON

HIGH SCHOOL

Surbiton High School is fully committed to ensuring that the application of this Provision of Information policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

Surbiton High School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website, MIS and United Hub, and on request from the main School office.

This document is reviewed annually by Charlotte Demetz, Assistant Principal, Compliance, Health and Safety, or as events or legislation change requires. The next scheduled date for review is April 2024.

1.1 Information *provided* to parents and prospective parents:

The following information is provided to parents of current pupils annually in the electronic curriculum booklet for the relevant School or year group. These booklets are e-mailed to all parents.

- the School's address
- the School's telephone number
- the name of the Principal
- 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 aims and ethos
- a list of other information available to parents and how it may be accessed

The above information is provided to parents of prospective pupils on an unrestricted part of the School website and is also given, on request, to the Chief Inspector (ISI), the Secretary of State or a body approved for the purposes of section 162A (1) of the 2002 Education Act. Paper copies can also be requested from the School Office.

1.2 Information *made available*:

Surbiton High School meets its obligation to make available the following information to parents of pupils and of prospective pupils by placing them on an unrestricted part of the School website and, on request, to the Chief Inspector (ISI), the Secretary of State or a body approved for the purposes of section 162A (1) of the 2002 Education Act:

- Academic performance in previous school year
- Admissions Policy



SURBITON

HIGH SCHOOL

- Anti-bullying Policy
- Behaviour and Discipline Policy (including good behaviour)
- Child Protection (Safeguarding) Policy
- Complaints procedure, including number of formal complaints in previous school year
- Curriculum Policy (Senior School, Girls' Prep, Boys' Prep)
- English as an Additional Language Policy
- Exclusions Policy
- First Aid Policy
- Health and Safety Policy (Group)
- Missing and Uncollected Pupils Policy
- Relationships and Sex Education Policy
- Special Educational Needs Policy
- Staff List, including temporary staff
- Previous inspection report

We also make available the following policies:

- Accident and Incident management policy
- Bereavement Policy
- Child-on-child Abuse Policy
- Co-Curricular Policy - Senior School
- Code of Conduct - pupils
- Conducting Right to Study Checks Policy
- Drugs Policy
- Early Education Funding
- Educational Visits Policy
- Equal Opportunities Policy
- Gifted and Talented Policy
- Student Leadership Team Policy
- Mental Health Policy
- Non-Examination Assessments (NEA) Policy
- Physical Restraint Policy
- Provision of Information Policy
- PSHE Policy
- School Dog Policy
- School Worship and Assemblies
- Searches and Confiscation Policy
- SENDA 3-year Accessibility plan
- Supervision of Pupils on Site Policy
- United Learning Health & Safety Statement of Intent



SURBITON

HIGH SCHOOL

- Whistleblowing Policy
- Word Processor Policy

These documents may also be inspected on the School's premises by arrangement with the School Office. Parents may also request that the School office send them copies of these documents on paper or in electronic format by e-mail, free of charge.

Other documents besides those listed above can be requested in paper or electronic format from the School Office by parents of pupils or of prospective pupils. These are:

- Armed Intruder Policy
- Assessment, Recording and Reporting Policy
- Attendance Policy
- Bomb Threat Policy
- Careers Policy
- Counselling Policy
- Fire Safety Policy
- Mobile Digital Devices Policy
- Monitoring the Quality of Teaching and Learning Guidance
- Premises and Accommodation Statement
- Recruitment Policy
- Risk Policy
- Teaching Policy
- Use of Vehicles Policy

In addition, we are proactive in ensuring that parents of pupils or prospective parents know what information is available to them and in what format. We do this by drawing their attention to the available information in both our prospectus and in the curriculum booklets e-mailed home annually.

1.3 Information *published*:

Surbiton High School publishes its Child Protection (Safeguarding) Policy on an unrestricted part of the School website.

This document may also be inspected on the School's premises by arrangement with the School Office. Parents may also request that the School office send them, free of charge, copies of these documents on paper or in electronic format by e-mail.



SURBITON

HIGH SCHOOL

1.4 Information *provided* to parents

When the School is inspected, a copy of the inspection report is sent to all parents electronically. The report may also be inspected on the School's premises by arrangement with the School Office and is available on the School website. Parents may also request that the School Office send them the report on paper.

Written reports of pupil progress and attainment are sent to parents of all current pupils (from Reception to Year 11) annually, with interim progress reviews sent at more frequent intervals.

Parents of pupils in the Sixth Form receive half-termly progress reviews, which contain detailed written comments if there are any academic concerns or issues, or where the pupil is performing 2 or more grades below her On Target For Grade.

1.5 Information *provided* to other agencies

Anybody conducting an Inspection under section 162A of the 2002 Act will be provided by the Senior Leadership Team with any information reasonably requested in connection with it that is necessary for the purposes of the inspection. The School will also give the Inspector access to the admission and attendance registers.

Surbiton High School meets its obligation to provide to the local authority and to the Secretary of State on request 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). We have several such pupils; Elspeth Casey, Head of Finance, is responsible for sending this account annually.

Surbiton High School provides the local authority with information requested for the purpose of an annual review of the EHC statement of pupils wholly or partly funded by the local authority or other body through public funds. We have several such pupils; The Head of Learning Support is responsible for gathering the relevant information from her team and presenting it at the various annual review meetings that she attends.

1.6 Data Protection

Surbiton High School has due regard to its responsibilities, and in particular about the processing of personal information, under the Data Protection Act and 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 released



SURBITON

HIGH SCHOOL

to authorised personnel with the approval of the Principal. The Data Controller for Surbiton High 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.]

United Learning has a group registration with the Information Commissioner's Office, the details of which are:

Registration number: 2533407X
Date registered: 8th October 2001
Annual Renewal Date: 7th October
Data Controller: The United Church Schools Trust

2 Document Information

| | |
|---|--|
| Version Number | 7 |
| Reason for Version Change | Annual Review |
| Name of owner/author | Charlotte Demetz, Assistant Principal (Compliance, Health & Safety) |
| Name of individual/department responsible | Charlotte Demetz, Assistant Principal (Compliance, Health & Safety) |
| Target Audience | Public |
| Date issued | 12 th May 2023 |
| Where available | United Hub, MIS, website |
| Review Date | April 2024 |