



**United Learning**  
The best in everyone™

Banstead Prep School

# Provision of Information

# Provision of Information

---

## Policy Statement

Banstead Prep School (BPS) 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 Head. The Data Controller for BPS 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.

BPS 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.

BPS 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 ([www.bansteadprep.com](http://www.bansteadprep.com)) or on request from the School Office

This document is annually reviewed by the Headteacher or as events or legislation change requires. The next scheduled date for review is September 2020.

## Procedures

BPS 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 on request from the School Office.

The key contact information is as follows:

- the school's address and 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

BPS 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, or via the website:

- Policy and arrangements for admissions, discipline and exclusions
- Special Educational Needs policy
- Curriculum policy
- Anti-bullying policy
- Policy for Health and Safety provision
- Good behaviour and sanctions policy (Behaviour and Discipline Policy)
- Academic performance in previous school year
- Complaints procedure/number of formal complaints in previous school year
- Policy for First Aid provision
- Previous inspection report

BPS 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.

BPS 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 162A of the 2002 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.

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

BPS 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). BPS is also noted on the Edubase register which is available at: [www.edubase.gov.uk](http://www.edubase.gov.uk)