



Lincoln Minster School Provision of Information Statement



Lincoln Minster School
The best in everyone

Lincoln Minster School is committed to open communication wherever possible and has a number of channels of communication such as the web site, the weekly newsletters, information letters from the Principal and noticeboards at many points across the school estate. Curriculum booklets at Key Stages supplement information issued at meetings and briefings.

The school prides itself on being responsive, returning calls promptly, responding to concerns and enquiries and Parentmail is an additional channel of communication. It is emphasised at every given opportunity that by far the best way to resolve issues, assuage concerns or deal with matters is for parents, guardians, and staff to speak to someone before a situation develops.

Lincoln Minster 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 it on the website: www.lincolnminsterschool.co.uk It is also provided to parents of pupils and prospective pupils by means of the prospectus and the joining pack, and available on request from the school offices. Such information includes:

- The school's address
- The school's telephone number
- The name of the Principal
- The address and telephone number of UCST'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 ethos and aims
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School policy documents can also be accessed on an unrestricted part of the school's website and a paper or electronic copy may be requested from the school offices. All parents are reminded from time to time about the availability of information and new and prospective parents are also advised of this freedom of information.

The range of policy documents is very wide and this list shows some of the most frequently mentioned and consulted. It does not purport to be exhaustive but seeks to remind that a range of policy documents complement this policy.

- Admission policy and procedures
- Academic performance in the previous school year
- Assessment and Reporting
- Anti-bullying
- Behaviour and Discipline
- Complaints
- Curriculum
- Educational Visits
- Exclusion, Removal and Review
- Health and Safety
- Safeguarding and Child Protection
- Special Educational Needs

- Staff, including temporary staff, and qualifications

Lincoln Minster School has due regard to its responsibilities, 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 Principal. The Data Controller for Lincoln Minster School as part of the United Church Schools Trust is James Nicholson (Company Secretary, UCST)

Inspections

Any body conducting an Inspection under section 162a of the 2002 Education Act will be given access by the Principal or his delegate to any information reasonably requested in connection with the Inspection. The school will also give the Inspector access to the administration and attendance registers.

It is the school's policy to send to all parents a copy of Inspection reports once they are published.

Lincoln Minster School ensures that all parents and guardians receive a written report of a pupil's progress and attainment in the subjects taught. Full academic reports are sent annually and supported by a schedule of parent consultation evenings and interim reports. The assessment and reporting policy describes this in fuller detail.

Lincoln Minster School meets its obligations to submit annually to the Local Authority, or to the Secretary of State, details of expenditure and income received in respect of any pupil who is in receipt of funding from the Local Authority. For each statemented pupil, an Annual review is held, to which parents, and relevant outside agencies are invited. The subsequent report, which outlines precisely how the funding is allocated, is then sent to all who are invited to the review.

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

This document is reviewed annually by the Principal or as events or legislation change requires

Reviewed: C. Rickart, Principal, June 2011

Next review due: **June 2012**