



## Abbey Gate College

POLICY: Provision of Information	
Scope	Whole College
Responsibility	Head
Reviewed & Updated	September 2024
Board Level Approval	Andrew Grime

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### **Policy Statement (1)**

The College is committed to providing information about the College, as required and appropriate, in a clear and accessible format to regulatory bodies, parents, governors, staff and students.

The College 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 College'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 Abbey Gate College is the Data Manager.

The College understands that 'providing' information means actively sending by hard copy or electronically to an identified recipient; whereas 'making available' means putting information on our website and advising parents that it is there, as well as the fact that requests can be made for hard copy versions from the College office, at no additional charge.

### **Policy Statement (2)**

- 1) This policy applies to all members of the Abbey Gate College community, including those in our EYFS setting.
- 2) Abbey Gate College implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties on the College website at [www.abbeygatecollege.co.uk](http://www.abbeygatecollege.co.uk). It should be read in conjunction with the College's *Data Protection* policy.
- 4) Abbey Gate College 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 College's *EDI* policy document.
- 5) This policy is reviewed at least annually, or as events or legislation changes require, by the College Leadership Team and the Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.
- 6) The most recent updates were made on account of a listing change, and a revised reference to relevant educational legislation.

### **Key Personnel**

- 1) Craig Jenkinson: Head
- 2) Marie Hickey: Head of Infant & Junior School
- 3) Helen Goodall: Data Manager
- 4) Sue Moran: HR & Staff Wellbeing Manager
- 5) Andrew Grime: Chair of Governing Body

### **Provision (1) – Contact & College Information**

The College meets its obligation to provide key contact and College information to parents of students and of prospective students and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of section 109 of the 2008 Act by including the following information in annual College induction materials, as well as by posting on the

College website and making available in hard copy, at no charge, on request from College Reception:

1) College Contact Details:

- a. the College's address and telephone number

*Abbey Gate College Senior School  
Saughton Grange  
Saughton  
Chester  
Cheshire  
CH3 6EN*

*Abbey Gate College Infant & Junior School  
School Lane  
Aldford  
Chester  
CH3 6HZ*

*01244 332077  
admin@abbeygatecollege.co.uk*

- b. the name of the Head

*Mr Craig Jenkinson*

- c. the name and address for correspondence of the Chair of the Governing Body

*Mr Andrew Grime  
Abbey Gate College  
Saughton Grange (as above)*

2) The College's ethos (including any religious ethos) and aims

**Provision (2) – Policies & Documents**

The College makes available, as a minimum, the following documents to parents and prospective parents:

- 1) Academic Performance Statement
- 2) Admissions Policy
- 3) Anti-bullying Policy
- 4) Behaviour Policy
- 5) Bursary Policy
- 6) Careers Policy
- 7) Complaints Policy
- 8) Curriculum Policy
- 9) Employers Liability Insurance
- 10) Exclusions Policy
- 11) First Aid Policy
- 12) Health and Safety Policy
- 13) More Able, Gifted and Talented Policy
- 14) Online Safety (incl. pupils' appropriate usage)
- 15) Privacy Notice

- 16) Provision of Information Policy
- 17) PSHE & RSE Policy
- 18) Safeguarding (inc. child protection) policy
- 19) SEND policy, including provision for students with English as an additional language
- 20) Vision, Missions and Aims Statement

All the policies named above are made available on the College website or can be requested from the General Office. Induction information for parents references the website and policies, and the 'About Us' section has clear links.

### **Provision (3) – Other Policy Documents**

All other College policy documents are available on request to any current or prospective parent.

### **Provision (4) – Inspection**

Following an inspection under section 109 of the 2008 Education Act, the College will send to the parents of every registered student, by a date to be specified by the body who conducted the inspection, a copy of the report of the inspection. The most recent inspection was in 2022.

### **Provision (5) – Reports**

The College sends to the parents of each registered student an annual written report of the student's progress and attainment in the main subject areas taught, except that no report need be sent to a parent who has agreed otherwise with the College. Further details are available in the College's *Assessment, Recording and Reporting* policy. Reports are provided to parents through the Parent Portal, of which parents are advised every single time. Hard copy are printed on request, at no charge.

### **Provision (6) – Information for External Bodies**

The College will provide any body conducting an inspection under section 109 of the 2008 Education Act with:

- 1) any information reasonably requested in connection with it that is necessary for the purposes of the inspection;
- 2) access to the College's admission and attendance registers.

Where a student wholly or partly funded by a local authority is registered at the College, an annual account of income received and expenditure incurred by the College in respect of that student will be submitted to the local authority and on request to the Secretary of State.

Where a student with a statement is registered at the College, the College will supply such information to the responsible local authority as may reasonably be required for the purpose of the annual review of the statement.

Abbey Gate College 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). Abbey Gate College is also noted on <https://get-information-schools.service.gov.uk/>.

**Provision (7) – Internal Dissemination of Information**

All College policies and Handbook documents are available on the College intranet. Any significant changes to College policies are highlighted during staff training, or other meetings.