



LANESEND PRIMARY SCHOOL
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Lanesend Primary School

School Prospectus Policy Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2019 (Yearly)

Reviewed By: Headteacher and Child-Centred Group

Lanesend Primary **School Prospectus Policy**

We are aware that we are no longer required to publish a prospectus but we are required to publish key information online. However, we have decided to continue to produce both a detailed school prospectus and key information online for families and prospective families.

The school prospectus will be updated annually, or when the need arises, and will be available in different formats on request and on the school website.

Aims

- To provide statutory detailed school information to all families.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body and Child Centred Group

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure the school prospectus is updated annually;
- responsibility for ensuring updated copies of the school prospectus are made available to families;
- responsibility for ensuring of the school prospectus are made available to any prospective family on request;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to families;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure the school prospectus is updated annually;
- ensure the school prospectus conforms with all statutory requirements;

Formats

The Governing Body will give consideration to providing the school prospectus in different formats if requested. These may include:

- Braille
- Another language other than English (there is a facility on the school website to change all documents to another language)

Contents of the School Prospectus

Statutory requirements:

- School's name, address and telephone number
- Type of school
- Name of the Headteacher
- Name of the Chair of the Governing Body
- Admissions information linked to our Admissions Policy
- Arrangements for prospective families to visit the school
- Aims, values, ethos, mission statement
- Additional Educational Needs information linked to Special Educational Needs and Disabilities Policy plus current amendments
- Religious Education information linked to our Collective Worship and Curriculum Policy including:
 - statement that families can withdraw their children from all or part of religious education and collective worship
 - statement on the alternative provision for those children withdrawn from religious education and collective worship
- Pupil absence
- National curriculum assessment results

Additional information may include any of the following:

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| <ul style="list-style-type: none">▪ Introduction from the Headteacher▪ Introduction from the Chair of Governors▪ Department for Education contact details▪ Description of the locality▪ Administration and daily routine▪ Holiday dates and training days▪ School times▪ Governing Body and their responsibilities▪ School personnel▪ School admissions | <ul style="list-style-type: none">▪ Teaching and Learning▪ Assessment▪ Remarkable Children▪ Sex and Relationships Policy▪ Special Education Needs Policy▪ Personal, Social and Health Education▪ Homework▪ Drugs Education▪ Monitoring▪ Inclusion▪ Collective Worship▪ Home-School Agreement▪ Food |
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| <ul style="list-style-type: none"> ▪ Admission arrangements for disabled pupils ▪ School procedures ▪ Pupil welfare and pastoral care ▪ School uniform ▪ Home and school ▪ Communications ▪ Medical ▪ Curriculum organisation ▪ Assessment ▪ School events ▪ Partnership with families ▪ LEAF ▪ Links with other schools ▪ School performance information ▪ Attendance information ▪ Extra-curricular activities ▪ Arrangements for families to visit the school ▪ Induction and transition arrangements ▪ Curriculum statement | <ul style="list-style-type: none"> ▪ Equal Opportunities ▪ Cultural Diversity ▪ Charging and Remissions Policies ▪ Health and Safety Policy and Risk Assessment ▪ Complaints Procedure ▪ Performance Management of Staff ▪ Staff, Discipline and Grievance ▪ Accessibility Plans ▪ Race Equality Policy ▪ Child Protection Policy ▪ Behaviour and Pupil Discipline ▪ Anti-bullying ▪ Staff Development ▪ Internet Access ▪ Information Management Systems ▪ Freedom of Information ▪ Off-site Activities ▪ The latest inspection Report |
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