



## Provision of Information Policy

### Related documents include:

- Student Guide
- College website – [www.abbeyCollege.co.uk](http://www.abbeyCollege.co.uk)
- Report Template

### Legal Status:

### Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **December 2018**

### Introduction

The Abbey College is required to ensure certain information is 'provided' or 'made available' to parents of students and prospective students.

### Provided

- the information or a copy of the document in electronic form, or
- the address for an internet website where the information or a copy of the document can be downloaded by the person, in which case the information or copy of the document must be available for inspection by the person on the College's premises during the school day, or
- a hard copy of the information or document is sent or given to the person.

### Made Available

- Putting the information/document on the College website, making parents and prospective parents aware, and ensuring that the document is available for inspection by the person in College, or
- Making parents and prospective parents aware that they can request the information/document, and not charging for responding to such requests.

Produced by:	CS	Date:	27/01/2017	Checked by:	WR	Date:	03/03/2017	Approved by:	MW	Date :	31/11/17
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	----------



# ABBEY COLLEGE IN MALVERN

The College must ensure that the following information is provided to parents and parents of prospective students, and to an inspector if requested:

- The College's address and telephone number of the Principal
- Where the proprietor is an individual, their full name, address for correspondence during both term time and holidays and a telephone number or numbers on which they may be contacted at all times, or, where the proprietor is a corporation or a body of persons, the address and telephone number of its registered or principal office.
- Where there is a board of governors, the name and address for correspondence of its chairperson.
- A statement of the school's ethos (including any religious ethos) and aims.

The **Abbey College Principal** is Colin Spicer and his name and contact details are on the Student Guide sent out alongside the College brochure, and is also available from the website [www.abbeyCollege.co.uk](http://www.abbeyCollege.co.uk).

Abbey College is owned by a **limited company**. Relevant details are included on the Abbey College website ([www.abbeyCollege.co.uk](http://www.abbeyCollege.co.uk)) along with a link to the College address and email address should a parent wish to contact a Director.

This information is also available on the 'Student Guide', an insert that is sent out with each brochure.

The College does not have a Board of Governors.

The College Mission Statement, which states its ethos and aims, is available on the College website ([www.abbeyCollege.co.uk](http://www.abbeyCollege.co.uk))

The College must ensure that the following information is made available to parents of pupils, parents of prospective pupils and, on request, to inspectors:

- The College's policy on and arrangements for admissions, discipline and exclusions.
- The College's policy on the educational and welfare provision for pupils with statements of special educational needs and for pupils for whom English is an additional language.
- The College's curriculum policy
- College policies relating to bullying, health and safety, the promotion of good behaviour, and sanctions adopted in the event of pupils misbehaving
- Particulars of the arrangements for tackling bullying, and for promoting pupils' health and safety on the school premises and on educational visits
- Particulars of academic performance during the preceding school year, including the results of any public examinations.
- Details of the complaints procedure adopted by the school, together with details of the number of complaints registered under the formal procedure during the preceding school year.
- The number of staff employed at the school, including temporary staff, and a summary of their qualifications.

The College is also required to publish their **Safeguarding Policy** on the website, this has been done.

Produced by:	CS	Date:	27/01/2017	Checked by:	WR	Date:	03/03/2017	Approved by:	MW	Date :	31/11/17
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	----------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



# ABBHEY COLLEGE IN MALVERN

On the 'About Us' the following documents are listed:

- Admissions Policy
- Anti-Bullying Policy
- Attendance Policy
- Bed-Check Policy (Missing Students)
- Behaviour Management Policy
- Citizenship & Personal Tutor Policy
- Complaints Policy
- Curriculum Policy
- G1 Curriculum Summary
- G2 Curriculum Summary
- A Level Curriculum Summary
- Foundation Business Curriculum Summary
- Foundation Engineering Curriculum Summary
- Foundation Science Curriculum Summary
- Foundation Art Curriculum Summary
- Foundation Medical Curriculum Summary
- English as an Additional Language Support Policy
- E-Safety Policy
- Exeat Policy
- Exclusion Policy
- Excursion Policy
- First Aid & Medication Policy
- Health and Safety Policy
- Healthy Lifestyle Policy
- Homework Policy
- Managing Academic Performance Policy
- Out of Bounds Policy
- Physical Intervention Policy
- Prevent Policy
- Provision of Information Policy
- PSHEE Policy
- Recruitment & the Single Central Register Policy
- Rewarding Good Behaviour Policy
- Safeguarding Children Policy
- Searching Policy
- Student Induction Policy
- Student Voice Policy
- Students Going Off-Campus Policy
- Visitors Policy

Produced by:	CS	Date:	27/01/2017	Checked by:	WR	Date:	03/03/2017	Approved by:	MW	Date :	31/11/17
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	----------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026



# ABBHEY COLLEGE IN MALVERN

It also states that parents can request details of the previous year's **public examination results**.

During **inspections** staff at the Abbey College will do all they can to supply inspectors with any information they request. Once the inspection is completed and the inspection report has been received a copy will be made available to all current and prospective parents.

The Abbey College send **progress reports** to parents (often via agents) up to four times per year. Additional information is available if requested.

The Abbey College does not currently have any students who are wholly or partially funded by the local authority.

Produced by:	CS	Date:	27/01/2017	Checked by:	WR	Date:	03/03/2017	Approved by:	MW	Date :	31/11/17
--------------	----	-------	------------	-------------	----	-------	------------	--------------	----	--------	----------

Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026