PROVISION OF INFORMATION POLICY

Policy Statement (1)

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

The school 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 Headmaster. The Data Controller for AKS as part of the United Church Schools Trust is Alison Hussain (Company Secretary, United Learning).

The school 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 school office, at no additional charge.

Policy Statement (2)

1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
2) AKS 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 school website at www.akslytham.com. It should be read in conjunction with the school's *Data Protection* policy.
4) AKS 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.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) David Harrow: Headmaster
2) Amanda Ilhan: Head of Nursery and Preparatory School
3) Allan McKeown: Senior Deputy Head

Provision (1) – Contact & School Information

The school meets its obligation to provide key contact and school 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 162A (1) of the 2002 Act by including the following information in annual school induction materials, as well as by posting on the school website (in the policy section> school contact details and also under the Contact Us section of the website) and making available in hard copy, at no charge, on request from school Reception:

1) School Contact Details:
    a. the school's address and telephone number
    b. the name of the Headmaster
    c. the address and telephone number of United Learning's registered office
    d. the name and address for correspondence of the Chair of the UCST board and the Chair of the Local Governing Body
2) The school's ethos (including any religious ethos) and aims

Provision (2) – Policies & Documents

The school 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 and discipline policy
5) child protection (safeguarding) policy
6) complaints policy
7) curriculum policy
8) exclusions, expulsion and removal policy
9) fire policy and risk assessment
10) first aid policy
11) health and safety policy
12) inspection report
13) rewards and sanctions document
14) SEN policy, including provision for students with English as an additional language and those with an EHC plan
15) supervision of students' policy
16) staff, including temporary staff, and qualifications

All the policies named above are available on the school website or can be requested from the General Office. The following statement is also on the school website and is referenced in school induction materials:

Our website is updated several times each week with all the daily news and stories about life in our busy school. It also has a lot of other information, which we hope you will find helpful. For example, in our About AKS section, full contact details for the school's leaders and governors are available, as well as a selection of some key policies and a statement of the school's aims.

Academic Performance	Discipline and Exclusions	Mobile Device (Staff)
Administration of Medicines	Drugs Misuse	Online Safeguarding
Admissions	Educational Visits	Physical Restraint
Aims and Ethos	Equal Opportunities	Premises and Accommodation
Anti-Bullying	Fire Management Plan	Privacy Notice
Assessment, Recording and Reporting	Fire Risk Assessment	Provision of Information
Attendance	Fire Safety Management Policy	PSHE
Behaviour	First Aid Local Policy	Relationship and Sex Education
Careers	Gifted and Talented (Highly Able Pupils) Policy	Risk
Child Protection/Safeguarding	Health and Safety	Rules, Rewards and Sanctions
Complaints	Health and Safety Statement of Intent	School Contact Details
Controlled Assessments	ICT Acceptable Usage	SENDA
Curriculum	Missing Pupils	Special Educational Needs
Data Protection	Mobile Device (Pupils)	Supervision of Pupils
		Uncollected Child

All these documents are also available in hard copy, should you prefer, on request from our school office.

The school meets its obligation to publish the Child Protection (Safeguarding) Policy to parents of students and of prospective students by the policy be accessed on an unrestricted part of a school's website and also the policy will, on request, be provided (free of charge) to parents in paper format via post or electronic format via e-mail.

Provision (3) – Other Policy Documents

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

Provision (4) – Inspection

Following an inspection under section 162A of the 2002 Act, the school 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 October 2025 for the whole school. ISI publication will be made available within two working weeks (term- time) from the email sending the final report. All inspection reports since 5 January 2015 are published and maintained on the website.

Provision (5) – Reports

The school 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 school. Further details are available in the school's *Assessment, Recording and Reporting* policy. Reports are provided to parents through the Parent Portal, of which parents are advised every single time.

Provision (6) – Information for External Bodies

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

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

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

Where a student with an EHCP (Education, Health and Care Plan) is registered at the school, the school will supply such information to the responsible local authority as may reasonably be required for the purpose of the annual review of the EHCP.

The school has the name, home address and telephone number of any other person living and employed on the premises and anyone else who will regularly be in contact with the children attending the provision.

As stated on the 'Contact' page of the school website, AKS is regulated by the Department for Education and the relevant contact details can be found on the DfE website

www.education.gov.uk. AKS is also noted on the Edubase register which is available at www.edubase.gov.uk.

In addition, United Learning has a group registration with the Information Commissioner's Office. The details of this are:

Registration number – Z533407X
Date registered – 08 October 2001
Date expires – 07 October
Data controller – The United Church Schools Trust

Provision (7) – Internal Dissemination of Information

All school policies and guidance documents are available on the Group's United Hub, and a link is provided on the school intranet. Any significant changes to school policies are highlighted during staff training, or other meetings.

Updated	7th July 2026
Reason for changes	Annual review
Name of the owner	Allan McKeown – Senior Deputy Head/ Amanda Ilhan – Head of Nursery and Prep School
Audience	Staff/School community
Location	Whole School Team and School website
Review date	July 2027