

The White House Preparatory School Woodentops Kindergarten and Woodentops Day Nursery

PREP SCHOOL and FOUNDATION YEARS DATA PROTECTION POLICY (8)

This is The White House Preparatory School and Woodentops Kindergarten and Day Nursery Publication Scheme on information available under the Freedom of Information Act 2000.

Schools hold information on pupils in order to run the education system, and in doing so have to follow the Freedom of Information Act. This means, among other things, that the data held about pupils must only be used for the purposes allowed by law. The school holds information on pupils in order to support their teaching and learning, to monitor their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, and characteristics such as ethnic group, special educational needs and any relevant medical information.

One of the aims of the Freedom of Information Act 2000 (FOIA) that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we produce a publication scheme, setting out:

- the classes of information which we publish or intend to publish
- the manner in which the information will be published, and
- whether the information is available free of charge or on payment.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is available in paper form. Some information which we hold may not be made public, for example personal information.

Information about the child

The school hold records containing the following information for each child; full name; date of birth; name and address of parent and/or carer who is known to the child and the address where the child normally lives; (and information about any other person who has parental responsibility for a child in the school); and emergency contact details.

Categories of information published and available to parent and carer

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information, organised into four broad topic areas:

- School Website and magazine – school information published on the school website for example daily routines and school activities.
- Pupils & Curriculum – information about policies that relate to pupils and the school curriculum and how the EYFS is delivered.
- School Policies and other information related to the school – information about policies that relate to the school in general. Staffing, designated people and key persons.

- How to request information – see Recording and reporting policy.

Categories of information currently published

- School website including how to access the latest Ofsted/ISI inspection of the school, details of fees and charges for the current academic year including, for example, school publications, music tuition, and trips. Details of school day and dates of school terms and holidays. Day Nursery fees and holidays closures.
- Curriculum policies
- School policies and other information about policies that related to the school in general including Access policy, Anti-Bullying policy, Complaints policy, Discipline policy, Inclusion policy.
- If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email or letter. Contact details are set out below
Email: office@whitehouseschool.com
Tel: 020 8674 9514
Contact Address: 24 Thornton Rd, London SW12 0LF.

If you don't have Internet access at home, you may access our website using a local library or an Internet café. Our website is www.whitehouseschool.com

Single copies of information covered by this publication are provided free.

Feedback and complaints

We welcome any comments or suggestions you may have about the information we publish. More information about compliance with the Freedom of Information Act 2000 may be obtained from:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Or Enquiry/Information Line: 01625 545 700

Email: publications@ic-foi.demon.co.uk

Website: www.informationcommissioner.gov.uk

| Policy will be reviewed annually | | | |
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| Policy reviewed: | Sept 16 | By: | Headteacher |
| Policy reviewed: | Sept 17 | By: | Headteacher |
| To be reviewed: | Sept 18 | By: | Headteacher |