

## Beaver Road Primary School

### School Prospectus

Date	Review Date	Coordinator	Nominated Governor
January 2017	January 2018	Deputy Headteacher Chris Warren	Chair of Governors

We are aware that the Education Act 2005 clearly states that we have a statutory duty to provide detailed information for parents about the School in the School prospectus.

We will update the School prospectus annually or when the need arises. Our School Prospectus is an e-Prospectus. The School Prospectus and the School Profile are placed on the School website for parents to download.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a School community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Aims

- To provide statutory detailed School information to all parents.
- To work with other schools to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

### Role of the Governing Body

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 parents;
- responsibility for ensuring of the School Prospectus are made available to any prospective parent on request;
- responsibility for ensuring that the School complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the School regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### School Policy – School Prospectus (Statutory)

## Beaver Road Primary School

### Role of the Headteacher

The Headteacher will:

- ensure all School personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure the School Prospectus is updated annually;
- ensure the School Prospectus conforms with all statutory requirements;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the School is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### Role of the School Council

The School Council will be involved in:

- help in determining the content and layout of the School Prospectus with the Governing Body;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- helping to review the effectiveness of this policy with the Governing Body

### Formats

The Governing Body will give consideration to providing the School Prospectus in different formats such as:

- Braille
- Any other appropriate community language
- in an additional format

### Contents

Contents will include:

- Introduction from the Headteacher
- Type of school
- School details

## Beaver Road Primary School

- Administration and daily routine
- Holiday dates and training days
- School times
- Governing Body and their responsibilities
- School personnel
- Aims, values, ethos, mission statement
- School admissions
- 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 parents
- PTA
- Links with other schools
- School performance information
- Attendance information
- Extra-curricular activities
- Arrangements for parents to visit the School
- Induction and transition arrangements

### School Policies

The School Prospectus will indicate where to find Curriculum Policies such as:

- Sex and Relationships Policy
- Special Education Needs and Disabilities Policy
- Learning at Home (Homework)
- Collective Worship

And other School Policies such as:

- Equal Opportunities
- Charging and Remissions Policies
- Health and Safety Policy and Risk Assessment
- Complaints Procedure
  
- Child Protection Policy
- Behaviour & Pupil Discipline
- Anti-bullying
- Internet Access
- Freedom of Information
- Attendance
- Off-site Activities

## Beaver Road Primary School

### School Inspection Reports

Copies of the latest Ofsted Inspection Report will be included in the school prospectus.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- meetings with School personnel
- communications with home such as weekly newsletters
- reports to the Governing Body
- information displays

### Training

We ensure all School personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all School personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### Links

▪ Governors	▪ School Council	▪ Curriculum	▪ Teaching & Learning
▪ Ethos	▪ School Security	▪ Health & Safety	
▪ Safeguarding and Child Protection		▪ Special Educational Needs & Disabilities	

## Beaver Road Primary School

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<b>Headteacher:</b>	D How	<b>Date:</b>	30/01/2017
<b>Chair of Governing Body:</b>	P Barker-Matthews	<b>Date:</b>	30/01/2017

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### Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>School Prospectus</b>	<ul style="list-style-type: none"> <li>To provide statutory detailed School information to all parents.</li> </ul>		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups															Conclusion										
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
<b>Does or could this policy have a negative impact on any of the following?</b>		✓			✓			✓			✓			✓			✓			✓			✓			✓
<b>Does or could this policy help promote equality for any of the following?</b>		✓			✓			✓			✓			✓			✓			✓			✓			✓
<b>Does data collected from the equality groups have a positive impact on this policy?</b>		✓			✓			✓			✓			✓			✓			✓			✓			✓

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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### School Policy – School Prospectus (Statutory)

## Beaver Road Primary School

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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

Policy Evaluation
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Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				

### School Policy – School Prospectus (Statutory)

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**A statement outlining the overall effectiveness of this policy**