

Brynnau Primary School

Ysgol Gynradd Brynnau



POLICY: School Prospectus

2024-2025

'Helping each other to succeed'
'Helpu ein gilydd i lwyddo'



School Prospectus

Date	Review Date	Coordinator	Nominated Governor
Autumn 2024	Autumn 2025	Mrs B Atkin	Cllr C Parker

We believe this policy relates to the following legislation:

- Standards and Framework Act 1998
- Equality Act 2010
- Education Act 2005
- Education and Inspections Act 2006
- Education Act 2011
- School Information (England) (Amendment) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

Safeguarding Statement

At Brynnau Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Brynnau Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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 parents and prospective parents.

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

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.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

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.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority 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;
- make effective use of relevant research and information to improve this policy;
- 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.

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;
- make effective use of relevant research and information to improve this policy;
- 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 by speaking with pupils, school personnel, parents and governors;
- 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;
- attend training related to 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:

- 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;
- reviewing the effectiveness of this policy with the Governing Body

Formats

The Governing Body will consider providing the school prospectus in different formats such as:

- Braille
- Another language other than English
- in CD format

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 policy
- Arrangements for prospective parents to visit the school
- Aims, values, ethos, mission statement
- Additional Learning Needs Policy plus current amendments
- Religion Values and Ethics policy
- Pupil absence - rates of authorised and unauthorised pupil absence
- Assessment arrangements

Additional information:

<ul style="list-style-type: none"> ▪ Introduction from the Headteacher ▪ Introduction from the Chair of Governors ▪ Local Authority contact details 	<ul style="list-style-type: none"> ▪ Teaching and Learning ▪ Assessment ▪ Academically More Able and Talented Policy
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<ul style="list-style-type: none"> ▪ Description of the locality ▪ Administration and daily routine ▪ Holiday dates and training days ▪ School times ▪ Governing Body and their responsibilities ▪ School personnel ▪ 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 ▪ Attendance information ▪ Extra-curricular activities ▪ Arrangements for parents to visit the school ▪ Induction and transition arrangements ▪ Curriculum Policy ▪ Curriculum areas 	<ul style="list-style-type: none"> ▪ Relationships and Sexual Education Policy ▪ Additional Learning Needs Policy ▪ Homework ▪ Monitoring ▪ Inclusion ▪ Collective Worship ▪ Home-School Agreement ▪ Food and Fitness ▪ 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 ▪ Positive Relationships Policy ▪ Anti-bullying ▪ Staff Development ▪ Internet Access ▪ Information Management Systems ▪ Freedom of Information ▪ Attendance ▪ Off-site Activities ▪ The latest inspection Report
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Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- 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 and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Governors
 - School Council

- Curriculum
- Teaching and Learning
- Ethos
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

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.

Headteacher		Date:	Autumn 2024
Chair of Governing Body:		Date:	Autumn 2024