



PROVISION OF INFORMATION

This policy applies to all members of our school community, including those in our Early Years setting.

The School 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.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties in accordance with the School's Provision of Information Policy on request from the main school office and should be read in conjunction with all other school policies.

- Pupil and Parent Privacy Notice
- Employee Data Protection Policy

This document is reviewed annually by Mrs C Sweeting or as events or legislation change requires.

Provision of Information	
Reviewed by:	Cath Sweeting, Headmistress
Date of last review:	April 2025
Approved by:	Mr Paul Grimwood, Chair of LGB
Date of approval:	September 2024
Reason for changes:	Change of Headteacher
Next scheduled date for review:	September 2025

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School address: **Tranby, Tranby Croft, Anlaby, East Yorkshire HU10 7EH**

Telephone number: **01482 657016**

Email: enquiries@tranby.org.uk

Website: www.tranby.org.uk

Name of Head: **Mrs Cath Sweeting**

United Learning Central Office (registered address):

United Learning
Worldwide House
Thorpe Wood
Peterborough
PE3 6SB

Telephone: 01832 864 492

Email: enquiries@unitedlearning.org.uk

Web: www.unitedlearning.org.uk

Chair of UCST Board:

Dr Rosalind Given Wilson
C/O United Learning
Worldwide House
Thorpe Wood
Peterborough
PE3 6SB

Chair of the Local Governing Body:

Mr Paul Grimwood
Tranby
Tranby Croft
Anlaby
East Yorkshire
HU10 7EH

United Learning have a group registration with the Information Commissioners Office (ICO)

Registration Number: Z533407X

Date Registered: 8th October 2001

Expiry Date: 7th October

Data Controller: The United Church Schools Trust

Policy Statement

The School has due regard to its responsibilities and, in particular, about the processing of personal information, under the Data Protection UK 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 Headmistress. The Data Controller for the School as part of United Learning is Alison Hussein (Company Secretary).

Aims

- To ensure that all current and prospective parents of pupils are informed of relevant school policies and procedures.
- To ensure that staff and external bodies (such as ISI) are informed of relevant policies and procedures.
- To ensure that ISI is provided with the information required for the inspection process.
- A more detailed statement of the school's aims and ethos can be found here [Aims and Ethos](#) or requested in hard copy from the main school office.

Information for parents/guardians

The School provides the following information to parents of pupils and of prospective pupils 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:

- Contact Information [Contact Information](#)
 - the school's address and telephone number
 - the name of the Headmistress
 - the address and telephone number of UCST's registered office
 - the name and address for correspondence of the Chair of the UCST Board and the Chair of the LGB
- Inspection Report
- a statement of the school's Aims and Ethos.
- Pupils Annual Progress Report

This information is available on the school website [Tranby](#), as part of the information pack sent to parents and parents of prospective pupils, and by request from the school office.

The School will also make available to parents (published on the website OR sent to parents on request OR available for inspection on the school's premises during the school day):

- a. Academic Performance Statement
- b. Admissions policy
- c. Anti-bullying policy
- d. Behaviour and Discipline policy
- e. Child Protection policy (Safeguarding)
- f. Complaints policy
- g. Curriculum policy
- h. Exclusions, Expulsion and Removal Policy
- i. Health & Safety policy
- j. Inspection Report (as soon as the school receives it)
- k. First Aid policy
- l. SEN policy
- m. Mobile digital devices policy

- n. Missing child policy
- o. Uncollected Child policy

Prospective parents will be made aware of this information in or with the school prospectus and current parents through a letter or other communication (e.g., newsletter). The form in which the information is available will be made clear and every item will be specified.

The School will publish the Child Protection (Safeguarding) Policy. This can be accessed on an unrestricted part of the School's website and the policy will, on request, be sent to parents in paper format via post or electronic format via email.

Parents will also be sent a copy of the inspection report and an annual report of pupil progress and attainment (on paper or by email) and published on the parent portal.

Inspection Reports since 5th January 2015 are available on the school website. The ISI publication will be made available within two working weeks (term-time) from the email sending the final report to the school.

Information and publications can be provided upon request.

Information for other organisations and individuals

The School will provide information to other organisations as follows:

To anybody conducting an inspection under section 109 of the 2008 Act:

- access to the School's admissions and attendance registers
- any information reasonably requested in connection with it that is necessary for the purposes of the inspection.

To other organisations or individuals:

- information requested by the local authority for the purpose of a statement review
- annual accounts of income and expenditure concerning any pupil registered at the school wholly or partly funded by a local authority
- information about individual pupils who transfer to another school as requested
- information about individual pupils for the purposes of external educational assessments (with the permission of the parents of the pupil).

The School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk). The School information is also noted on the Edubase register which is available at: www.edubase.gov.uk