



**United Learning**  
The best in everyone™

Dunottar School

# Provision of Information

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## Policy Statement

Dunottar 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 Dunottar School as part of the United Learning group is Alison Hussain (Company Secretary). (Additional information about how United Learning handles data is available through the United Learning employee data protection policy).

This policy applies to all members of our school community and forms part of our School commitment to the United Learning Framework for excellence. This includes 'The best from everyone', 'Powerful Knowledge', 'Education with Character', 'Leadership in every role' and 'Continuous Improvement'.

Dunottar 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.

Dunottar School 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 on our website or on request from the main school office.

This document is annually reviewed by Mark Tottman or as events or legislation change requires. The next scheduled date for review is October 2024.

## Procedures

Dunottar School meets its obligation to make available key contact 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 by putting such information on the Dunottar School website. It is also available as part of the information pack sent to parents and parents of prospective pupils, as well as on request from the main school office either as a hard copy or sent to a valid electronic mail address.

The key contact information is as follows:

- Dunottar School, High Trees Road, Reigate, Surrey RH2 7EL
- Telephone number: 01737 761945
- Headmaster: Mr Mark Tottman
- The address of United Learning's registered office is United Learning, Worldwide House, Thorpe Wood, Peterborough PE3 6SB

Telephone - 01832 864492

Email: [enquiries@unitedlearning.org.uk](mailto:enquiries@unitedlearning.org.uk)

- the name and address for correspondence of the Chair of the UCST Board is Mrs Rosalind Given-Wilson, United Learning, Worldwide House, Thorpe Wood, Peterborough PE3 6SB

Telephone - 01832 864492

Email: [enquiries@unitedlearning.org.uk](mailto:enquiries@unitedlearning.org.uk)

- Chair of the LGB is Mr Andrew Porteous, Dunottar School, High Trees Road, Reigate RH2 7EL

## Dunottar's Aims and Ethos

The aim of Dunottar is to offer an outstanding education to boys and girls and, through excellent teaching and high levels of individual support and pastoral care, to enable our pupils to achieve added value comparable with what is achieved in the top schools in the UK. Dunottar is a vibrant, co-educational secondary school which, as part of United Learning's family of schools, we are proud to share the Group's core values of ambition, confidence, determination, creativity, respect and enthusiasm along with the objective of bringing out the "Best in Everyone". Dunottar celebrates achievement in its broadest sense resulting in a community of happy, confident pupils who achieve their first choice ambition for their future education and employment.

This information can be accessed (free of charge) from our website:

<https://www.dunottarschool.com/wp-content/uploads/2019/07/Contact-Information-1.pdf>

Dunottar School makes the following documents available to the 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 by having them available from the school, at New Parent Welcome Evenings in September or via the website under Policies and Procedures <https://www.dunottarschool.com/about-us/policies-procedures/>

- Policy and arrangements for admissions, discipline and exclusions
- Special Educational Needs policy (including pupils with statements/ EHC Plans and provision for pupils for whom English is an additional language)
- Curriculum policy
- Anti-bullying policy
- Policy for Health and Safety provision
- Good behaviour and sanctions policy (Behaviour and Discipline Policy)
- Academic performance in previous school year
- Complaints procedure/number of formal complaints in previous school year
- Policy for First Aid provision
- Previous inspection report

Dunottar School publishes the Child Protection Policy and procedures to parents via the website or will give a hard copy (free of charge) to parents on request. It can also be found at <https://www.dunottarschool.com/wp-content/uploads/2019/07/Child-Protection-Safeguarding.pdf>

Dunottar School sends by mail or by email the following to parents of registered pupils:

- a) A copy of any school inspection report
- b) An annual written report of the pupil's progress and attainment in the main subject areas taught (unless a parent has agreed otherwise with the school)- details of this can be found in the school's Assessment Recording and Reporting Policy

Any inspection body conducting an inspection under section 109 of the 2008 Act will be provided with electronic information or hard copy of:

- a) any information reasonably requested in connection with it, that is necessary for the purposes of the inspection and
- b) access to the school's admission and attendance registers.

Dunottar School provides to the local authority, and on request, to the Secretary of State by post or electronically by email, an annual account of income received and expenditure incurred by the school in respect of a pupil wholly or partly funded by a local authority who is registered at the school, (except where funding is solely free of charge Early Years provision in accordance with the duty contained in section 7 of the Childcare Act 2006).

The school will also submit by post or by email to the LEA information required for the purpose of an annual review of the statement of a pupil with a statement, wholly or partly funded by the local authority or other body through public funds, who is registered at the school. More information regarding this can be found in the School's SEN Policy.

In line with the Provision of Services Regulations 2009 United Learning has a group registration with the Information Commissioner's Office. The details of this are:

Registration number - Z533407X  
Date registered - 8th October 2001  
Date expires - 7th October 2016  
Data controller - The United Church Schools Trust

Dunottar School is regulated by the Department for Education and the relevant contact details can be found on the DfE website [www.education.gov.uk](http://www.education.gov.uk). Dunottar School is also noted on the Edubase register which is available at: [www.edubase.gov.uk](http://www.edubase.gov.uk). All Inspection reports since 5 January 2015 are available on the school website and any ISI publication will be made available within two working weeks (term-time) from the school receiving the email with the final report.

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Governor responsible	Suzanne Laird	
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Date document reviewed	Sep 22	A.Tarrant
Date document reviewed	Sep 23	L.Wooton
Date document reviewed	Sep 24	L.Wooton
Next Review date	Sep 25	Or when events of legislation require