

CONFIDENTIALITY POLICY



It is the intention of Colston Bassett School to respect the privacy of children and their parents and carers, while ensuring that they access a high quality education in our school. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the education and welfare of their children.

- Confidentiality is maintained at all times within school and by all members of staff. Information concerning children and their parents is never discussed outside the school to anyone.
- All information provided by parents concerning their child is held confidentially at the school.
- Parents' personal information is kept confidential at all times, and never divulged to anyone.
- Each staff contract will have a confidentiality clause drawn into it, and is signed by staff members. The contract states that staff members must not divulge or communicate to any person (other than with the express permission of those with appropriate authority) any of the trade secrets, policies, development plans or any other confidential information concerning the affairs of the school or its staff, pupils or parents, whether acquired before or after the date of their contract, and this restriction continues to apply if their employment is terminated. Staff induction includes an awareness of the importance of confidentiality.
- Information shared by parents with staff members regarding their child is passed to other staff on a 'need to know' basis.

We keep two kinds of records on children attending Colston Bassett School:

DEVELOPMENTAL/ASSESSMENT RECORDS AND SCHOOL REPORTS

These are kept in the school office and can be accessed, and contributed to, by staff, and the child's parents.

PERSONAL RECORDS

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Child Admission forms containing emergency contact numbers and health information are stored in the school office and on ScholarPack, both of which staff can access quickly.
- Parents will be asked to sign a 'Standard Photography, Video and Voice Consent Form' when their child enrolls. This ensures that Colston Bassett School respects the wishes of parents with regard to the use of images of their child/ren on publications and promotional materials. This form will be kept in the child's personal file.
- Parents can access the files and records of their own children but do not have access to information about any other child.

- All personal records are stored securely in each child's personal file in the filing cabinet and in files on the shelves in the school office. All this information is also available on ScholarPack.

OTHER RECORDS

- Issues to do with the employment of staff remain confidential to the School Directors.
- Students who are training, and when they are observing in the school, are advised of our confidentiality policy and required to respect it.

Similarly, if special educational needs or a disability become apparent after admission, the school will consult with parents about reasonable adjustments/individual cost frameworks that may allow the child to continue at the school.

Admission Procedures

ENTRY

- Entry to the school is at the discretion of the Head Teacher in consultation with the School Directors and subject to the availability of places. These procedures apply to: Reception (4+) and also to candidates for vacancies in any other year group.
- Priority is given to siblings of pupils already in the school.
- Once the spaces have been filled, names are put on a waiting list in the order of registration. Parents are told when they visit the school whether, at that stage, there is an available place for their child (subject to the assessment procedure below) or a waiting list place.
- It is the duty of parents to disclose information on their child's health or learning needs.

REGISTRATION

- On initial enquiry parents are sent a school prospectus and are invited to have a tour of the school.
- Prospective parents also receive a Registration Form and the school's **Admission Policy** which should be completed and returned with a non-refundable £50 registration fee. This is acknowledged and the place (or Waiting List place) is provisionally confirmed in writing.
- Twelve months prior to joining Reception (usually less for other years) prospective entrants are requested to pay a fee deposit of £250 (which will be refunded on the leaver's fee account after completion of Year 6) upon receipt of which their places are confirmed as guaranteed, subject to satisfactory completion of assessment procedures set out below.
- In the event of a place not being available, the prospective pupil's name is carried forward on the waiting lists until such time as he/she can be accommodated, or his/her name is withdrawn.
- A Registration Form and Fee is required for each individual child.

ASSESSMENT PROCEDURES FOR ENTRY INTO DIFFERENT YEAR GROUPS ARE AS FOLLOWS:

Reception: Entrants to Reception are not formally assessed at this time but development records from a previous pre-school or nursery will be requested (if applicable).

For all entrants above Reception level, reports from the previous school will be requested. Applicants will be invited to taster sessions with their prospective classmates. They will meet their teacher and be informally assessed to establish whether Colston Bassett School is a suitable environment for them.