



ARRANGEMENTS FOR PROVISION OF INFORMATION TO PARENTS AND PROSPECTIVE PARENTS

Authors:	Principal
Committee for Review and Approval: Governors' Compliance sub-Committee	SMT and
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Availability of this document:

Copies of this document are available on MyQG, QGBuzz and copies are also available from Mrs Evans, Principal's PA.



ARRANGEMENTS FOR PROVISION OF INFORMATION TO PARENTS AND PROSPECTIVE PARENTS

We believe that education is a partnership between School and parents where the values and ambitions of one reinforce the other. Communication is essential in a successful partnership and we therefore aim to provide parents with relevant information in the following ways:

- At least one Parents' evening is held for each year group annually
- Welcome meetings in the Junior and Senior Schools at the beginning of the year, new parents' evenings in the Junior School, Remove parents' drinks party, Junior School parents' drinks party
- Parents' briefing meetings before every residential trip
- Formal written reports are sent home twice each year with other report cards sent at other times
- Prospectuses/ handbooks/ GCSE choices booklet/ A Level Options booklet/ homework diaries
- Regular parents' letters from the Principal/ Director of the Junior School
- QG newsletter published weekly
- QG News published each term
- Regular feeds to our social media platforms
- Whole school emails/text messages in the case of an emergency
- Regular meetings with the PTA and use of Form reps to convey information, PTA coffee mornings
- Details and analysis of results are sent home each September and posted on our website as well as being included in our prospectuses. Destinations of leavers are also included
- All letters and other relevant information and policies/procedures are posted on the Parent Portal or QGBuzz/MyQG to which all parents have access using a username and password. Prospective parents may request copies of any such policies or may consult these in School. A list of policies available on the website is attached as Appendix A. This list is also included in our prospectuses

- Contact details of the School, including contact details of the Principal and Chairman of Governors, and lists of Governors, as well as the aims and ethos of the School are included in the School prospectus, which is given to every prospective parent. These are also included in joining packages for new pupils
- A complaints procedure is in place and this available on the public section of the School website – a copy may also be requested from the Principal's PA
- The Safeguarding and Staff Behaviour policy is available on the public section of the School website – a copy may also be requested from the Principal's PA.

APPENDIX A

The following policies are on MyQG/QGBuzz or our website – all may be requested from Mrs Evans, the Principal's PA



List of Policies

- Arrangements for Provision of Information to Parents and Prospective Parents
- Accessibility Plan 2019-2022
- Administration of Medicines Policy
- Admissions Policy
- Alcohol and Tobacco Policy- Senior School
- Anti-Bullying Policy- Senior School/Junior School
- Assessment and Recording Policy
- Attendance Policy- Senior School/Junior School
- Behaviour Policy
- Complaints Procedure
- Curriculum Policy- Senior School/Junior School/EYFS
- COVID-19 Policy Senior School and COVID-19 Risk Assessment
- COVID-19 Policy Junior School and COVID-19 Risk Assessment
- Drugs and Substance Policy- Senior School
- EAL Policy

- Exclusions Policy
- Equal Opportunities Policy
- Fire Evacuation Procedure- Senior School/Junior School
- First Aid Policy
- Health and Safety Policy
- IT Acceptable Use Policy
- Missing Child Policy and Procedures when a child is not collected on time
- Pastoral Care Policy- Senior School/Junior School
- Peer on Peer Abuse Policy
- Privacy Notice
- PSICHE Policy and Programme – Senior School/Junior School
- Queen's Gate Parent Contract
- Recruitment Selection and Disclosures Policy
- Remote Learning and Safeguarding Policy
- Risk Assessment Policy
- RSE Policy
- SEND Policy- Senior School/Junior School
- Safeguarding and Staff Behaviour Policy
- Supervision Policy- Senior School
- Taking and Storing Photos Policy
- Teaching and Learning Policy- Senior School/Junior School
- Use of Force to Restrain Pupils Policy
- Welfare of EAL Pupils Policy