



PROVISION OF INFORMATION POLICY

Owner(s)	Vice Principal
Last review date	September 2026
Governor committee	Education
Governor review date	Autumn Term 2026
Next review date	August 2027
Document availability	Internal: T:\School Management\POLICIES\Whole School External (if applicable): www.queensgate.org.uk

Policy statement

Queen's Gate is proud of our close-knit community and warm, regular communication with parents and other stakeholders.

Our website provides a wide range of information, and we adhere rigorously to the standards laid out by the Independent School Inspectorate in relation to the provision of information.

Policies

The following School policies are published on our website, available to all viewers:

- Admissions
- Anti-Money Laundering
- Attendance
- Behaviour
- Complaints (which also contains the number of formal complaints made during the previous academic year)
- Equal Opportunities
- Exclusions
- Fire Safety
- Health and Safety
- Medical Care
- Privacy
- Provision of Information
- PSHE & RSE
- Safeguarding & Child Protection
- Safer Recruitment
- Visitors & Visiting Speakers

All other policies are available on request; these will be provided either electronically or as a printed copy, and there will be no charge. These include our arrangements for pupils with SEND or EAL and our Curriculum Policy.

School website

As well as policies, the School website carries the following information:

- Contact details, including how to share a safeguarding concern and how to contact the Chair of Governors
- Up-to-date list of staff and governors
- A statement of our ethos and aims
- Copies of our inspection reports received since 2015
- Recent public examination results (summary only)

- Term dates
- Pupil dress code

Parents wanting more detailed information on any aspect of school life are warmly welcomed to contact the School.

Pupil progress

Queen's Gate aims to provide regular updates to parents on their daughter's progress. This is undertaken through parents' consultation evenings, gradesheets and reports. Additional updates are provided on request.

Parents should note that both parents of a pupil are entitled to receive her formal school reports, regardless of who is responsible for meeting the financial obligations of the School.

Questions and concerns

Should any parent have a question or concern about the provision of information at Queen's Gate, they should contact the Vice Principal in the first instance.