



The Lloyd Williamson Schools Foundation



PROVISION OF INFORMATION POLICY

2025

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| Updated by | Aaron Williams | 30 th May 2025 |
| Due for update | August 2025 | |

1. Introduction

LWSF is committed to excellence in education and transparent, accountable governance. As an independent school inspected by the Independent Schools Inspectorate (ISI), we recognise the importance of making accurate, timely, and relevant information readily available. This policy sets out our framework for disseminating details about school governance, operations, and educational practices.

2. Policy Objectives

The main objectives of this policy are to:

- **Ensure Transparency and Accountability:** We openly share key details regarding governance, curriculum, safeguarding, and performance.
- **Maintain Consistency with ISI Standards:** Information is published in accordance with ISI's regulatory demands for clarity, timeliness, and accuracy.
- **Promote Effective Communication:** We make it easy for parents, pupils, and stakeholders to access and request additional information when necessary.

These objectives guide our proactive approach, ensuring that all stakeholders receive a clear picture of our school's operations and commitments.

3. Scope of the Policy

This policy covers all information and data provided by LWSF. Our published materials include:

- **General School Information:** History, vision, ethos, and leadership structure. Contact details and practical information – found on our website
- **Governance and Performance:** Key policy documents, inspection reports, and improvement plans
- **Educational Provision:** Curriculum outlines and extra-curricular activity details, Support provisions catering to our varied age range, from nursery, Lower School through to Upper School.
- **Safeguarding and Child Protection:** Policies and procedures designed to ensure the wellbeing and safety of every pupil
- **Financial Information:** Details on fees, payment policies, and relevant statistical data

4. Principles

At the heart of our information provision are a set of core principles that shape our approach:

- **Proactive Publication:** All key policies and governance information are published on our website and kept up-to-date as relevant changes are made.
- **Accuracy and Clarity:** We ensure all information is clear, accessible, and written in plain language to reach a wide audience.
- **Responsive Communication:** Requests for further or clarifying details are handled promptly, ensuring queries are resolved efficiently.
- **Data Protection:** While committed to openness, we strictly adhere to the UK Data Protection Act and UK GDPR, ensuring that sensitive personal data remains confidential (See Data Protection Policy).

5. Provision of Information

5.1. Information Published on the Website

LWSF maintains a dedicated section on its website where we proactively publish key details. This section includes:

- **School Overview:** A comprehensive look at our history, ethos, leadership, and structure.
- **Policies:** A complete list of our standing policies, including safeguarding, admissions, health and safety, and inclusion.
- **Curriculum and Educational Provision:** Extended descriptions of our curriculum, extra-curricular offerings, and support for special educational needs.
- **Performance and Inspection:** The latest inspection reports, exam result summaries, and school improvement plans.
- **Practical Information:** Term dates, the school calendar, details of events, and our contact information.

5.2. Responding to Requests for Information

In addition to the published materials, we commit to providing further details when requested:

Request Process: Requests can be submitted in writing via email:
admin@lws.org.uk

Response Timeframe: We aim to respond to all reasonable requests within 20 working days in line with best practice guidelines.

Limitations: Requests involving confidential or sensitive personal data will be treated in accordance with data protection laws, and only non-confidential information will be disclosed.

By detailing both the online publication and our request process, we ensure that all stakeholders know how to obtain complete, clear, and accurate information.

6. Roles and Responsibilities

The effective implementation of this policy is a shared responsibility:

Headteacher and Senior Leadership Team: They ensure that all information published is accurate, current, and accessible, regularly reviewing key documents and reports.

Designated Information Manager (Head of Admin – Deborah Thackeray): Serving as the primary contact for information requests, this role is charged with tracking requests and ensuring timely responses in accordance with this policy.

All School Staff: Contributing to the upkeep and accuracy of published information, every staff member plays a part in maintaining transparency.

7. Publication and Accessibility

Ensuring that our information is both accessible and understandable is paramount:

- All key information is presented in plain language and made available via the LWSF website.
- For those requiring hard copies, printed versions of the policy and other key documents can be requested free of charge from our administrative office.
- The policy document, along with all related materials, is prominently referenced on our website to reinforce our commitment to transparent governance.

8. Policy Review and Amendments

LWSF guarantees that this policy remains relevant and compliant by scheduling regular reviews:

- **Annual Review:** A review is conducted annually by the Headteacher with input from the senior leadership and the Designated Information Manager / Head of Admin.
- **Amendments:** Any necessary changes will be approved by the Board of Governors before being published online, and stakeholders will be informed of significant updates via our established communication channels.

9. Contact Details

For inquiries or requests for further information, please contact our designated Information Manager / Head of Admin:

Designated Information Manager/Head of Admin: Email: admin@lws.org.uk FAO
Deborah Thackeray

Queries regarding specific aspects of this policy can also be directed to the Headteacher through our general contact channels provided on the website.