



## KEW COLLEGE PREP

### Additional Information for Parents

This information applies to the whole school including the EYFS

Dear Parents,

The following policies, procedures and information are available on our School website at [www.kewcollegeprep.com](http://www.kewcollegeprep.com) and from the School Office on request:

- Additional Information for Parents
- Admissions Policy
- Aims and Ethos (School Mission Statement)
- Anti-Bullying Policy
- Anti-Cyber Bullying Policy
- Attendance and Registration Policy
- Complaints Policy and Procedure
- Curriculum Policy
- Data Protection Policy
- English as an Additional Language (EAL) Policy
- Environmental and Sustainability Policy
- Failure to Collect a Child Procedure
- First Aid Policy
- Good Behaviour, Discipline and Sanctions including Exclusions Policy
- Health and Safety policy
- Internet and Online Safety Policy
- Personal, Social, Health and Economic Education and Citizenship Policy
- Privacy Notice
- Recruitment and Selection Policy
- Relationships and Sex Education Policy
- Safeguarding and Child Protection Policy
- Special Educational Needs including Children with Learning Difficulties and/or Disabilities Policy
- Staff Code of Conduct

In addition, you will find on the website our last inspection report from ISI (EQI- October 2019 and Regulatory Compliance - November 2016) and an account of the School's academic performance during the past year and prior years. This will give you a good indication of the secondary schools that most of our children move on to after Year 6.

Our Parent Handbook is sent to parents in the Autumn term and is available on Teams.

The following policies are available upon request from the School Office:

- CCTV Policy
- Equal Opportunities Policy
- Missing Child Procedure
- Supervision of Pupils in the EYFS Policy
- Supporting Pupils with Medical Conditions and Administration of Medicines Policy
- Taking Storing and Using Images of Pupils Policy

Information about the EYFS setting, the range and type of activities and experiences, daily routines, how to share learning at home and the names of staff in the setting are available on our website. The role of the keyworker is explained on the website and the name of a child's keyworker is given to parents before they join the setting and is posted on the doors to the setting. Food is not provided in the setting, but water is freely available. Website logons will be provided to parents prior to joining the setting.

Parents of children in the Early Years Foundation Stage (Nursery and Kindergarten) may have access to their child's developmental records; a written request must be made for personal files in accordance with Data Protection rules. Written reports are sent home every term.

We strive for high levels of parent satisfaction. However, in the event of needing to raise a complaint externally:

**For complaints concerning non-fulfilment of the EYFS requirements only**, Ofsted can be contacted on **0300 123 4666** quoting our reference number 3186056. Alternatively, parents can write to:

Early Years, Ofsted,  
Piccadilly Gate,  
Store St,  
Manchester M1 2WD

ISI (the Independent Schools Inspectorate) can be contacted on **020 7710 9900** or email [concerns@isi.net](mailto:concerns@isi.net) or in writing to:

ISI  
9-12 Long Lane  
CAP House  
London EC1A 9HA

**Number of formal complaints in 2022-2023: NONE**

#### **Chair of Governors**

The Chair of Governors, Mrs Andrea Samuelson, can be contacted via the school at:

24 - 26 Cumberland Road  
Kew, Surrey  
TW9 3HQ  
Tel: 020 8940 2039

#### **Emergency Contact Number**

The emergency contact number for parents during the school day is: **020 8940 2039**