



St HELEN'S COLLEGE

Dear Parents,

### **Availability of General Information for Parents**

Information about the school, including many policies and procedures, is available from a number of sources, including:

- School prospectus - available on request from the school office.
- School information booklet - updated annually and is posted to all current parents each September.
- School website at [www.sthelenscollege.com](http://www.sthelenscollege.com). A number of school policies and procedures are provided on the website on the Downloads/School Policies page. The website also contains a very wide range of information about the school. Urgent notices, such as closure notices in the event of severe weather, will be posted on the website home page.
- School virtual learning environment, accessible via the VLE button on the website home page. The VLE, parents can visit as a Guest, is a very rich source of school information, including current and archived newsletters, the school diary, learning resources and much more.

The following policies and procedures, which all schools are legally required to make available, are all accessible through the media listed above.

- The school's full contact details
- Proprietor's name and contact details
- Safeguarding and child protection policy
- Policy and arrangements for admissions, discipline and exclusions
- Curriculum policy
- Anti-bullying policy
- Education and welfare provision for pupils with statements and pupils or whom English is an additional language
- Policy for health and safety on school visits
- Rewards and sanctions policy
- Academic performance in the previous academic year
- Complaints policy and the number of formal complaints in the previous school year
- Staff list, including temporary staff, and their qualifications

Should you require further copies of any of these documents, or would prefer to have them in printed rather than electronic format, please contact the school office and we shall be pleased to assist.

Yours faithfully,

D.A. Crehan