

TRANSFER TO SECONDARY EDUCATION

At the end of Key Stage 2/Year 6/age 11 children can choose to attend:-

*Bishop Luffa C.E. School (Chichester)
Chichester High School for Boys (Chichester)
Chichester High School for Girls (Chichester)
Manhood Community College (Selsey)
St. Philip Howard R.C. School (Barnham)*

Teachers from the secondary schools visit during the Summer Term to talk to the children. The children are also invited to spend an induction day at their new schools. Transfer is often a nervous time for the children and so we make every effort to ensure that it goes as smoothly as possible.

PUBLIC ACCESS TO DOCUMENTS

In accordance with the requirements of the 1989 Education Act, parents may have access, by prior arrangement to the following documents held in school:-

- *The Local Education authority (LEA) statement of curriculum policy and the governing body's statement of curriculum aims.*
- *DES orders and circulars about the curriculum.*
- *Any HMI reports which refer expressly to the school.*
- *Schemes of work and syllabuses currently used by teachers in the school.*
- *A full copy of the arrangements for the consideration of complaints about the school curriculum made by the LEA.*
- *Ofsted Report*

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the scheme or provide you with a copy free of charge.

COMPLAINTS

Initial concerns regarding any aspect of schooling should be addressed to the classteacher or Headteacher. The Chairman of Governors should be contacted if the matter is not resolved satisfactorily. There are appeals procedures for admissions/ exclusions. Details are available from the school office. The LEA deals with admissions appeals.

INSURANCE

Parents are advised that loss or damage to private property is not covered by any LEA insurance except where it may be due to the negligence of one of its employees. Parents should ensure that such situations are covered by their household policy,. Similarly, personal accidents occurring during the course of any school activity are not covered; however the school can provide details of insurance schemes which do cover personal accident.

