

4 November 2021

Dear Parents

Re: School Information

Following the intake of new students in September, I am writing to all of our parents to make certain that you have received the following updated information. This is required to ensure that we continue to comply with regulatory obligations which apply to all independent schools.

Name of School: Our Lady of Sion School, Worthing

Company No: 06084975

Registered Office: Gratwicke Road, Worthing, West Sussex, BN11 4BL

Telephone Number: 01903 204063

Headteacher: Mr Steven Jeffery

Chair of Governors: Mrs K Henwood

Address for correspondence: Our Lady of Sion School, Gratwicke Road, Worthing, West Sussex, BN11 4BL

Both the Headmaster and the Chair of Governors can be contacted via the school.

The school has published the following information, policies and procedures which appear upon the School's website www.sionschool.org.uk. These are also available on written request:

Policies available on the school's website:
Acceptable use of ICT Policy
Accessibility Plan
Admissions Policy
Alcohol and Drugs & Substance Policy
Anti-bullying Policy
Assessment Policy
Behaviour and Discipline Policy
Bursary Policy
Complaints Procedure (<i>information about the number of formal complaints received during the preceding school year is available on the website</i>).
COVID-19 Risk Assessment and Appendix
Curriculum Policy
Data Protection Policy
Disability Policy
Educational Visits Policy

Emergency Policy Plan
Equal Treatment Policy
EAL Policy
Exclusion, Fixed-Term Exclusion and Permanent Exclusion, Removal and Review Policy
Fire Regulations Policy
First Aid Policy
Health & Safety General Policy
Looked After Children Policy
Minibus Code of Practice and Guidance Policy
Missing Child Policy
Online and E-Safety Policy
PREVENT Policy
PSHEE Policy
Pupil Medication Policy
Recruitment, Selection & Disclosure Policy
Risk Assessment Policy
RSE Policy
Safeguarding Policy with COVID-19 Update
Scholarship Policy
Searching and Confiscation Policy
SEND Policy
Supervision Before and After School Policy
Teaching and Learning Policy
Uniform Policy
Whistleblowing Policy

The following information is also available on the school's website:

Details of the School Curriculum, including provisions for the evaluation of student performance and public examination results.

Details of our members of staff also appear on the School website and a summary of their qualifications together with particulars of the School's academic performance during the preceding school year, including the results of our GCSE and A Level examinations.

The School's Mission Statement (Statement of Aims and Ethos).

A copy of the latest ISI Inspection Reports (2019).

Yours sincerely



Mr Steve Jeffery
HEADTEACHER