



# Old Vicarage School

## Annual Provision of Information to Parents

2021 (updated September 2021)

We are required to provide the following information to parents on an annual basis:

**School contact details:**

Old Vicarage School  
48 Richmond Hill  
Richmond  
Surrey TW10 6QX  
Telephone number: 020 8940 0922  
Website address: [www.oldvicarageschool.com](http://www.oldvicarageschool.com)

**Head:** Mrs Gillian Linthwaite, MA (Oxon), PGCE

**Chair of the Governors:** Mr Greg Caplan

To contact the Chair of Governors, please write to:

Mr G Caplan  
c/o Old Vicarage School  
48 Richmond Hill  
Richmond  
Surrey TW10 6QX

Email: [g.caplan@oldvicarageschool.com](mailto:g.caplan@oldvicarageschool.com)

**Child Protection and Safeguarding arrangements at Old Vicarage**

The staff responsible for Child Protection & Safeguarding at Old Vicarage are:

Designated Safeguarding Lead

Mrs Gillian Linthwaite, Head  
Email: [g.linthwaite@oldvicarageschool.com](mailto:g.linthwaite@oldvicarageschool.com)

Deputy Designated Safeguarding Lead

Mrs Mandy Fawcett, Deputy Head  
Email: [m.fawcett@oldvicarageschool.com](mailto:m.fawcett@oldvicarageschool.com)

Deputy Designated Safeguarding Lead

Miss Lizzy Grayson, Head of Little Vic  
Email: [l.grayson@oldvicarageschool.com](mailto:l.grayson@oldvicarageschool.com)

Deputy Designated Safeguarding Lead

Miss Franky Hendry  
Email: [f.hendry@oldvicarageschool.com](mailto:f.hendry@oldvicarageschool.com)

Please advise any concerns about a pupil to one of the above. Further information may be found in the School's Child Protection & Safeguarding Policy on the school website, a copy of which can be sent to parents upon request from the Old Vicarage School office.

The Governor with responsibility for Child Protection & Safeguarding is:

Mrs Lucy Barnes

Email: [l.barnes@oldvicarageschool.com](mailto:l.barnes@oldvicarageschool.com)

### **Information, Policies and Documents available to Parents**

Please find below a list of the information, policies and documents, which are available to parents of current and prospective pupils on the school website.

You may request hard copies by contacting the Old Vicarage School Office on 020 8940 0922 or by Email: [office@oldvicarageschool.com](mailto:office@oldvicarageschool.com)

The following documents are on the policies page in the 'Useful Information' section:

- Accessibility Policy & Plan
- Admissions Policy
- Anti-Bullying Policy
- Behaviour, Discipline and Sanctions Policy
- Child Protection & Safeguarding Policy
- Complaints Procedure
- Curriculum Policy
- Data Protection Policy
- Early Years Children – Information for Parents
- E-Safety Policy
- English as an Additional Language (EAL) Policy
- Equal Opportunities Policy
- Fire Risk Assessment (OVS & Little Vic Pre-School)
- First Aid, Medicines & Medical Conditions Management Policy
- Health and Safety Policy
- Individual Needs Policy
- ISI inspection reports
- Missing Child Policy & Procedures
- Privacy Notice
- Recruitment Policy
- Remote Teaching & Learning Policy
- Supervision of Pupils
- Trips (Day & Residential) Policy

The following information is in the 'About Us' section:

- School Ethos and Aims

The following documents are in the 'Admissions' section:

- Destination of Leavers
- School Prospectus

### **List of Staff**

A list of staff and their qualifications can be found in the 'About Us' section of the school website.