

EQUAL OPPORTUNITIES POLICY

Promoting equal opportunities is fundamental to the aims and ethos of Westbrook Hay Prep School. We welcome applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each individual feels valued and can flourish.

Westbrook Hay Prep School is committed to equal treatment for all, regardless of an individual's race, sex, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity. We are a selective school and we believe that the educational experience can only be enriched if children are exposed to as wide a range of cultural experiences as possible whilst they are developing.

We also welcome applications from pupils with special needs and disabilities, and refer parents to our policy covering Special Education Needs (SEN), learning difficulties, and disability.

Generous bursaries are offered in order to make it possible for as many as possible who meet the school's admission criteria to attend the school. Details of our provision for bursaries can be found on our website or obtained from the bursar's office.

Code of Conduct

The Headmaster, the senior management team and all other staff play an active role in monitoring the implementation of Westbrook Hay Prep School's policy on equal opportunities.

Use is made of assemblies, PSCHEE, RE, Drama, English and all other lessons to:

- Promote tolerance and respect for each other, paying particular regard to the protected characteristics set out in the Equality Act 2010.
- Promote positive images and role models to avoid prejudice and raise awareness of related issues.
- Foster an open-minded approach and encourage pupils to recognise the contributions made by different cultures. Bias should be recognised.
- Understand why and how we will deal with offensive language and behaviour.
- Understand why we will deal with any incidents promptly and in a sensitive manner.

Harassment in all its forms is unlawful and unacceptable; our behaviour and anti-bullying policies contain clear procedures for dealing with unlawful discrimination. All our staff receive anti-discrimination training. Staff attend regular INSET sessions on the subject.

A successful equal opportunities policy requires strong and positive support from parents and guardians, and full acceptance of the school's ethos of tolerance and respect.

Monitoring

Westbrook Hay Prep School monitors its equal opportunities policy regularly and reports to the governors in order to ensure its effectiveness. As part of that process, we invite all parents of candidates for our entrance assessments, together with all parents who accept places at the school for their child to complete an anonymous ethnic monitoring form. The form uses the same ethnic categories as the Government uses in the national census. When the completed

forms arrive at the school, they are separated from any other material that might identify the individual child. The data is logged onto a computer spreadsheet by year of both entrance examination and entry. The individual forms are then shredded.

Under no circumstances would we link our ethnic monitoring data with our pupil records. We hope that all parents will feel able to participate in the ethnic monitoring scheme.

English as an Additional Language

Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

Requests for Variation in The School Uniform

Although Westbrook Hay Prep School has Christian roots, we do not select for entry on the basis of religious belief, and we welcome pupils of all faiths and offer the opportunity for Jews, Hindus, Muslims etc to practise their own faiths. However, parents should be aware that all pupils at Westbrook Hay Prep School are required to wear a uniform. The Headmaster will consider written requests from parents for variations in the uniform on religious grounds that are consistent with the school's ethos and its policy on health and safety. The Headmaster may take expert advice, and will normally arrange to meet with the parents to discuss the implications of such a request.

Complaints

We hope that you and your child do not have any complaints about the operation of our equal opportunities policy; but copies of the school's complaints procedure can be sent to you on request.