



*This policy applies to all pupils at Town Close House including those in EYFS.*

## EQUAL OPPORTUNITIES POLICY

Promoting equal opportunities is fundamental to the aims and ethos of Town Close House 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.

Town Close House School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation, disability, learning difficulty, body image or social background. We are a non academically 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 policies covering Special Education Needs (SEN) and Learning Difficulties, and Disability Policy.

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 web site or obtained from the Bursar's office.

### CODE OF CONDUCT

The Headmaster, the Senior Management Team and all teaching and medical staff play an active role in monitoring the implementation of the School's policy on equal opportunities. Use is made of Assemblies, PSHE, RE, Drama, English and other lessons to:

- Promote tolerance of each other and respect for each other's position within the Town Close House School community.
- 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 unlawful and unacceptable; our Behaviour and Anti-Bullying Policies contain clear procedures for dealing with unlawful discrimination. All our staff receive anti-discrimination training. Teaching and medical staff attend regular INSET sessions on the subject.

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

## **MONITORING**

Town Close House School monitors its equal opportunities policy regularly and reports to the Governors annually in order to ensure its effectiveness. As part of that process, we invite all parents of prospective pupils, 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**

In order to cope with the academic and social demands of Town Close House School, pupils must be fluent English speakers.

## **REQUESTS FOR VARIATION IN THE SCHOOL UNIFORM**

Although Town Close House School espouses Christian values, 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 Town Close 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.