

Provision of Information Policy

Policy agreed by Directorate: February 2017

Policy Review Date: February 2018

Policy Statement

Bury Grammar School Boys is required to provide the following information to parents and prospective parents under the Independent Schools Standards Regulations (ISSRs):

- The school's address, telephone number and the name of the Headmaster
- The name and address for correspondence for the Chair of Governors
- A statement of the school's ethos and aims which are contained in the Core Aims and Values document.

These are all provided on the website and, in addition, as part of the package sent to prospective parents who request a prospectus from the school. The ISSRs also require the school to make this information available on request to the Chief Inspector, the Secretary of State or a body approved for the purpose of section 162A(1) of the 2002 Act.

Similarly, the following policies are made available on our website or information on how to obtain them is available for parents and prospective parents on our website:

- The arrangements for admissions, discipline and exclusions – (see Admissions and Behaviour Policy)
- Education and welfare provision for pupils with EHC plans and pupils for whom English is an additional language – (see SEND and English as an Additional Language Policy)
- Our Curriculum Policy
- Our Anti-Bullying Policy
- Our Health and Safety Policy
- Our First Aid Policy
- The performance of students in public exams in the previous year
- Our Complaints Policy together with the number of formal complaints received under this procedure in the previous year
- Our most recent inspection report (2010) which is also sent to all parents following an inspection
- Our Safeguarding Policy.

Information sent to parents

When the School is inspected, a copy of the inspection report is sent to all parents electronically. The report may also be inspected on the school's premises by arrangement with the School Office and is available on the school website. Parents may also request that the School Office send them the report on paper. Written reports of pupil progress and attainment are sent to parents of all current pupils annually, with interim assessments and statements of exam results sent at more frequent intervals.

Data and Information provided to other agencies

Any body conducting an Inspection under section 162A of the 2002 Act will be provided, by the Senior Leadership Team (SLT), with any information reasonably requested in connection with it that is necessary for the purposes of the inspection. The School will also give the Inspector access to the admissions and attendance registers.

The School submits to the local authority, and on request from the Secretary of State, an annual account of income received and expenditure incurred by the school in respect of a pupil wholly or partly funded by a local authority who is registered at the school.

Where a pupil with an EHC plan wholly or partly funded by a local authority or other body through public funds is registered at the school, such information as may reasonably be required for the purpose of the annual review of the EHC plan is provided to the responsible local authority.

BGSB has due regard to its responsibilities, and in particular the processing of personal information, under the Data Protection Act. All electronic data is held securely on the school's networks which is accessible only via password and ID log-on. Data is only ever released to authorised personnel with the approval of the Headmaster. The Data controller for BGSB is the Bursar.

The school is also required to publish online details of certain regulatory actions as may be required by the Independent Schools Inspectorate.