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## Provision of Information Policy

<p><b>Date Approved: September 2019</b> <b>Review Date: August 2021</b> <b>This policy is for Bury Grammar Schools</b> <b>Author: D Cassidy</b></p>
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*This policy has been written to meet the standards as set out in the Education (Independent Schools Standards) Regulations 2014 (ISSR) as amended under section 94 of the Education and Skills Act 2008 and has particular regard for the interpretation of these as set out in paragraphs 534 to 553 of the Commentary on the Regulatory Standards September 2019*

### Policy Statement

Bury Grammar Schools are 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 Principal
- The address and telephone number of the Trustee's registered office
- The name and address for correspondence for the Chair of Governors
- A statement of the school's ethos and aims.

These are all provided on the website. The ISSRs also require the school to make this information available on request to the Chief Inspector, the Secretary of State or an independent inspectorate.

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)
- The 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 Behaviour Policy
- Our Anti-Bullying Policy
- Our Health and Safety Policy
- Our First Aid Policy
- The school's academic performance in public examinations during the preceding school year

- Our Complaints Policy together with the number of formal complaints received under this procedure in the previous academic year
- Our most recent inspection report (Nov 2018) 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. Separated parents each receive a copy of the report.

### **Data and Information provided to other agencies**

Any body conducting an Inspection under section 109 of the 2008 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.

Bury Grammar School has due regard to its responsibilities, and in particular the processing of personal information, under the Data Protection Act. This policy has regard for the School's Data Protection policy and all associate policies aligned with GDPR. 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 Principal. The Data controller for Bury Grammar Schools is the Bursar.

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