

Provision of Information

1. Policy Statement

Bournemouth Collegiate School welcomes open communication with parents and is committed to making information on the schools policies and procedures available to all interested parties, including parents and parents of prospective pupils.

BCS has due regard to its responsibilities, and in particular about the processing of personal information, under the Data Protection Act. All electronic data is securely held on the school's network which is accessible only via a password and ID log-on. Data is only ever released to authorised personnel with the approval of the Principal.

BCS is fully committed to ensuring that the application of this Provision of Information policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Senior Leadership Team or as events or legislation change requires. The next scheduled date for review is August 2012.

2. Key Personnel

School policies and procedure documents are coordinated by the Senior Leadership Team.

The Data Controller for BCS as part of the United Church Schools Trust is James Nicholson (Company Secretary, UCST).

3. Procedures

The school's key policies and procedures are available to all interested parties via our website and on request from the Senior school and Prep school offices. Documents can also be inspected on the school's premises during the school day. In addition, relevant documentation – including admissions and attendance registers - will be given, on request, to the Chief Inspector (ISI), The Secretary of State and a body approved for the purposes of section 162A (1) of the 2002 Education Act.

Basic Information Provided

The following information is available on the 'Contact Us' section of the school's website:

- The school's address
- The school's telephone number
- The name of the Principal
- The address and telephone number of the United Church Schools Trust
- The name and address for correspondence of the Chair of the UCST Board, Lord Carey of Clifton and Chair of the Local Governing Body, Nina Dunne
- An Aims and Ethos Statement
- Information about where key policies and further information about the school may be obtained
- A statement that Bournemouth Collegiate School is regulated by the Department for Education and the relevant contact details can be found on the DfE website (www.education.gov.uk) and that the school is also noted on the Edubase register, available at www.edubase.gov.uk.

For parents of prospective pupils such information is provided as an insert in the school's prospectus.

Information Made Available

A variety of information is made available to parents at BCS. This includes:

- Staff lists
- An academic Performance Statement for the previous year

It also includes policy and procedures about the following:

- Admissions
- Anti-Bullying
- Attendance
- Behaviour, Rewards and Sanctions
- Curriculum
- Expulsion, Removal and Review
- Learning Difficulties and/or Disabilities
- Educational Visits and Activities Off-Site
- Complaints

Information Published

The school publishes its Child Protection (Safeguarding) Policy on an unrestricted section of the school's website. It is also available to be read in school and will be sent to parents on request in either paper format via the post or electronic format via email.

Information Sent to Parents of Current Pupils

BCS sends to parents of all current pupils, a written report of the pupil's progress and attainment in the subjects taught. The schedule of reporting is set out in the Assessment, Recording and Reporting Policy document and is available from the Vice Principal/Head of Prep.

The school also sends to all registered parents a copy of any ISI Inspection report once it is published.

Information provided to Outside Agencies

Anybody conducting an Inspection under section 162A of the 2002 Act, will be given access by the Senior Leadership Team to any information reasonably requested in connection with the Inspection. The school will also give the Inspector access to the Admissions and Attendance registers.

BCS will meet its obligation to submit annually to both the Bournemouth Borough Council (Senior) and the Borough of Poole (Prep), or the Secretary of State, details of expenditure and income received in respect to any pupil at BCS who is in receipt of any funding from these local authorities.

BCS will also supply to both the Bournemouth Borough Council (Senior) and the Borough of Poole (Prep) any information requested in relation to the annual review of any pupil at BCS with a statement.