



# PROVISION OF INFORMATION

## 1. Policy Statement

*Bournemouth Collegiate School welcomes open communication with parents and is committed to making information on the school's 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 Head. The Data Controller for BCS is the Business Manager, Robin Foster. Additional information about how BCS handles data is available through the Employee Data Protection policy.*

*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*

*BCS is regulated by the Department for Education and the relevant contact details can be found on the DfE website ([www.education.gov.uk](http://www.education.gov.uk)) and the school is also noted on the Edubase register, available at [www.edubase.gov.uk](http://www.edubase.gov.uk).*

*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 Deputy Head (Senior) and Head of Prep or as events or legislation change requires. The next scheduled date for review is Feb 2019.*

## 2. Key Personnel

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

## 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. Parents are reminded of this annually. 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 or a body approved for the purposes of section 162A (1) of the 2002 Education Act.

### Basic Information provided

BCS meets its obligation to make available key contact information to parents of pupils and prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of Section 162A (1) of the 2002 Act by putting such information on the website where the information or a copy of the document can be downloaded.

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 Head
- The name and address for correspondence of Bright Scholar and the Chair of the Local Governing Body

- A statement of the school's ethos and aims
- 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](http://www.education.gov.uk)) and that the school is also noted on the Edubase register, available at [www.edubase.gov.uk](http://www.edubase.gov.uk).

This information is also either available as part of the information pack sent to parents and parents of prospective pupils, or on request from the office. Where an interested party has provided the school with a valid email address the information or copy of documents that are requested will be provided in electronic format. Also they will be given the school website address where the information or copies of the documents can be downloaded. The information or copy of the documents is available for inspection on the school premises during the school day or a copy may be sent or given in person.

### **Information made available**

BCS school meets its obligation to make available to parents of pupils or prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of Section 162A (1) of the 2002 Act the following information:

- Policy and arrangements for Admissions
- Aims and Ethos statement
- Misbehaviour and exclusions - Expulsion, Removal and Review Policy
- SEND Policy - Education and welfare provision for pupils with statements and pupils for whom English is an additional language
- Curriculum policy
- Anti-Bullying policy
- Health and Safety Policy
- First Aid Policy
- Behaviour, Rewards and Sanctions
- Academic Performance Policy – academic performance in the previous school year
- An academic Performance Statement for the previous year
- Complaints Policy – including number of complaints in the previous year
- Previous inspection report
- Safeguarding children and Child protection Policy

These documents along with all compliance policies can be accessed on the school's website [www.bournemouthcollegiateschool.co.uk](http://www.bournemouthcollegiateschool.co.uk). They can be accessed on the school's premises during the school day and can be sent to parents or prospective parents on request in either paper format via the post or electronic format via email. The school is proactive in ensuring that parents of pupils or prospective pupils are informed of the information that is available to them. Reminders are provided on the Parent Portal.

### **Information Sent to Parents of Registered Pupils**

A copy of any ISI Inspection report once it is published is made available to parents via the BCS website. This is also made available on the schools website where the information or a copy of the documents can be downloaded by a parent.

Reports on pupil's progress and attainment in the subjects taught are made available to parents of registered pupils via the Parent Portal. A paper copy can be made available upon written request. The schedule of reporting is available in the relevant year group handbook.

### **Information provided to Outside Agencies**

BCS meets its obligation to provide any body conducting an Inspection under section 162A of the 2002 Act, 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, except where funding is solely free of charge early years provision in accordance with the duty contained in section 7 of the Childcare Act 2006.

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, wholly or partly funded by the local authority or other body through public funds who is registered at the school.

BCS registration with the Information Commissioner's Office. The details of this are:

Registration number – ZA471312  
Date registered – 31 October 2018  
Date expires – 30 October 2019  
Data Controller – Bright Scholar (BCS) Management Limited