



Department
for Education

**Bishopgates House
Feethams
Darlington
Co Durham
DL1 5QE**

Mr D Sturdy
Gloucestershire International School
Wootton House
Horton Road
Gloucester
GL1 3PT

Direct line: 01325 340850

Email:
Merrielle.wilson@education.gsi.gov.uk

Our ref: 916/6006

Date: 9 September 2015

Dear Mr Sturdy

Registration as an Independent School

I can now confirm that following inspections by Ofsted Gloucestershire International School has been entered on to the Register of Independent Schools and is now registered to admit pupils. The registration number for your school is 916/6006 which should be quoted in all correspondence.

Details of your entry on the Register of Independent Schools is as follows:

Name and Address of school: Gloucestershire International School
Wootton House
Horton Road
Gloucester
GL1 3PT

Date of registration: 5 September 2016

Proprietor: International Village Education Limited

Registered to admit boys and girls aged from 11 to 16 years old

Maximum number of pupils the school can admit: 250 (including 65 boarders)

I should be grateful if you will complete and return the enclosed form which requests details of pupil numbers, employee details (both teachers and other employees) and fees within three months of the date of this letter or the admission of pupils, whichever is the later. Once you have submitted this form, we will arrange for your school to be inspected by OFSTED during the first year of operation. This second inspection will confirm that you continue to meet the standards for registration once pupils have been admitted and the

school is operational.

Now that you are registered you may be interested to know that your school may apply to be accepted under the teachers' pensions' regulations. Enquiries should be made, in writing, to Capita Employee Benefits, 11B Lingfield Point, Darlington DL1 1AX.

You should also note that the Equality Act 2010 makes it illegal for employers to recruit staff, or treat them differently on religious grounds, unless they can demonstrate they have a genuine occupational requirement to do so. However, the regulations provide an exception, with regard to teaching staff only, for schools designated as having a religious character by the Secretary of State. Schools which discriminate against non teaching staff should be aware that they will be acting unlawfully unless they can demonstrate they have a genuine occupational requirement to do so and that it is proportionate to apply that requirement in the particular case.

The Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003, set out in detail how independent schools can become designated as having a religious character. If you wish to apply for an order designating the school as having a religious character please contact this department. If an order is not made and you adopt employment practices in respect of teaching staff which in any way apply religious grounds, you will be liable to challenge under The Employment Equality (Religion and Belief) Regulations 2003 and may have acted unlawfully.

In addition you must be aware that Section 109 of the Education and Skills Act 2008 requires that all registered independent schools must gain approval from the Secretary of State before making any of the changes listed below.

- change of proprietor
- change of school premises
- the age range of pupils
- the maximum number of pupils
- propose to admit boys instead of girls or girls instead of boys or become co-educational
- introduce or make changes to boarding facility
- admit pupils with special educational needs

Application for approval must be made in writing, and in the case of approval of a change of proprietor, must be made by the proposed new proprietor. The Secretary of State has the right to remove a school from the register if it has not obtained approval prior to making material changes.

Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO) (see www.opsi.gov.uk/si/si2005/20051541.htm) places responsibility on a 'responsible person', which in the case of an independent school is the proprietor. Under the order the 'responsible person' has a duty to:

- carry out a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date);
- produce a fire risk policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the school premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventive and protective measures (including fire fighting and evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (the maintenance should be by a 'competent person' (for example, ISO9001 certified or BAFE approved);
- provide staff and any others working on the school site with fire safety information.

Additionally, staff are required to take reasonable care.

Further advice about risk assessments can be found in Fire Safety Risk Assessment – Guide 5- Educational Premises ISBN: 978 1 85112 819 8. It explains how the law applies, what risk assessment is and how you may go about it. It also gives guidance on fire precautions. Information relating to boarding schools' sleeping accommodation can be found in Fire Safety Risk Assessment –Guide 3 -Sleeping Accommodation ISBN: 978 1 85112 817 4.

These publications can be downloaded at <http://www.communities.gov.uk/index.asp?id=1162101> or purchased from the online shop <http://shop.communities.gov.uk/publications/> or ordered from Fire Safety Guides, PO Box 236, Wetherby, LS23 7NB, Tel: 0870 830 7099.