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Government

11 October 2011

Mr Howard James
Secretary
Board of Trustees of the Brisbane Grammar School
Gregory Terrace
BRISBANE QLD 4000

Non-State Schools
Accreditation Board

Dear Mr James

I am writing to you about the participation of **Brisbane Grammar School (Brisbane)** in the Non-State Schools Accreditation Board's cyclical review program.

The Board understands that the school is scheduled to complete the cyclical review during 2012.

The Board would like to remind the Board of Trustees of the Brisbane Grammar School that the review should include adjustments to the review process that were introduced in the review program in 2009 and are to be implemented from the planning stage. These include:

- the use of the principle of peer validator whereby the governing body appoints at least one person as an "external validator" in the validation phase of the review process to add a degree of independence to the review process;
- the way aggregated data about student outcomes is used by the school and governing body to better understand the effectiveness of the educational program to inform improvement processes, thereby enhancing compliance with the accreditation criteria prescribed under the *Education (Accreditation of Non-State Schools) Regulation 2001*; and
- the school's annual reports since 2008 or the last cyclical review are to accompany the submission of the review report.

For information about the Board's cyclical review program and for assistance in participating in the program, including developing a review plan, I refer you to the Board's website at <http://www.nssab.qld.edu.au/Schools/CyclicalReview.php>. This site contains a specific set of *Cyclical Review Program Guidelines* to which I would encourage you to refer in framing your review plan and final report.

The Board would appreciate receiving by Tuesday, 30 November 2011 the following information to acknowledge that the school will conduct a review and to notify the timeline on which you anticipate the 2012 cyclical review will be conducted:

- when the Board can expect to receive the review plan; and
- when the summary review report will be forwarded to the Board for its consideration.

Please contact the Non-State Schools Accreditation Board Secretariat on telephone (07) 3237 9947 or e-mail reviews@nssab.qld.edu.au if you have any questions or concerns regarding the cyclical review program.

Yours sincerely

Mr Pat Parsons
Director
Non-State Schools Accreditation Board Secretariat

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