



Welcome to the Bury Grammar Schools' Digital Archive.

The Archive is divided into two sections entitled 'Boys' and 'Girls' Archives. Each section contains historical documents and photographs, along with Publications including 'The Clavian' and 'School Yearbooks' for the Boys and 'The Record' and 'School Magazines' for the Girls.

It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and each article extracted to provide a comprehensive search facility that enables the user to locate items of interest contained within a specific magazine or across the whole archive. In addition, each article is categorised to enable quick-link searches to be placed over the system.

The results are returned in a tabular format with the ability to select a title and view either the whole magazine or just the article as a pdf.

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option or the embedded bookmarks.

It is recommended that the system is viewed in Internet Explorer 9 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

For more details on how to use the system, please refer to the User Guide which can be accessed from the Home page.

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Welcome Screen.

On entering the system, the ‘Welcome Screen’ will be displayed.



This screen gives access to the ‘About the Archive’; ‘Privacy Statement’; ‘Copyright & Conditions of Use’; ‘Contact BGS Archive Details’; ‘Donate to BGS Archives’ and a link to the BGS Websites, the Alumni Website and the Henry Dunster Society Website. It also provides the option to enter either the Boys’ or the Girls’ School archives.

This screen is the main ‘Hub’ for navigation between the main archives. It can be accessed at any time from within any part of the archive, and contains the menu and tabs to all areas of the archive.

The following to be formatted as you have it in your user guide currently.

- Home Displays the main ‘Welcome’ and system description screen.
- About Contains the ‘About the Archive’, ‘Privacy Statement’; Copyright & Conditions of Use’ and the ‘External Links’ options.
- BGS Boys’ Archive This section contains the archives for the Boys’ School.
- BGS Girls’ Archive This section contains the archives for the Girls’ School.
- Donate to BGS Archive Opens the BGS Virgin Money Giving Page.
- Contact BGS Archive Opens the default email programme complete with contact details.

This screen can be opened from any point in the archives by selecting the ‘Home’ option.

Browse Screen.

The 'Browse' screen provides the access to all of the different archives.

To access the main archives select the required archive at the top, 'BGS Boys' Archive' or 'BGS Girls' Archive'. For the purpose of the Manual, the 'BGS Boys' Archive' section will be used. Select the 'BGS Boys' Archive' tab at the top of the 'Welcome' screen.



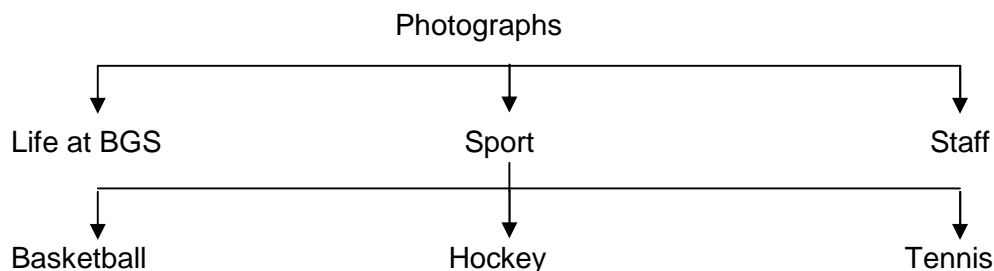
The main 'Browse' screen will open.



From the 'Browse' screen, the different category archives access is available.

The system works on a 'Tree' style method, each section, once opened, will provide additional levels down to the actual image/document which will be displayed either as a pdf file or a jpg file.

A good example of the 'Tree' style method can be seen in the 'Photograph' section as detailed below:



The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the relevant 'BGS Boys' Archive' or 'BGS Girls' Archive' tab at the top of the screen

Viewing Magazines/Journals

All Magazines/Journals are PDF based files and will require a pdf reader or viewer to allow the files to be displayed.

Select the required archive.



This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.



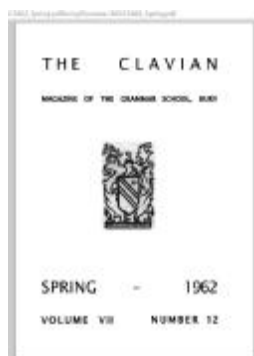
On Selecting a 'Decade', the individual 'Years' will be displayed.



Once a specific 'Year' has been chosen, the screen will display all available issues from that year.



To open the Issue Pdf file select the required 'Issue'.



and the Required PDF file will open in a separate window.

Note: The PDF view returned is dependent on the local machines setup for handling PDF files.

At any time the 'Back' button

Back

may be used to return to the previous level of the archive.

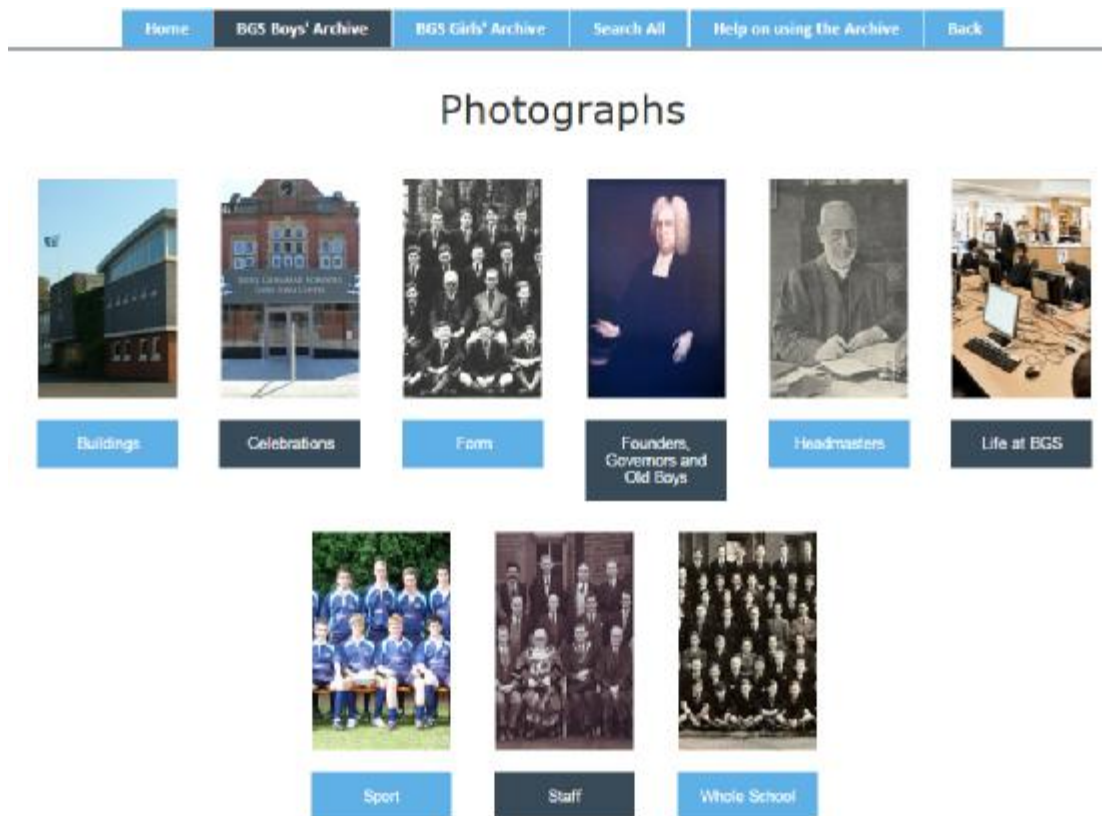
Viewing the Photographic Archives

Similar to the Journal archives, the 'Photographic' Archives uses the 'Tree' method for displaying the images.

Select the 'Photographs' section.



The 'Photograph' browse screen will be displayed.



Select the required 'Photographic' archive. ie 'Life at BGS'.

This will open the 'Thumbnail' page for all photographs allotted to this category.



To view the required 'Photograph' select the 'Thumbnail' of the image.



Once the image is open, additional controls become available:

- Previous Displays the previous photograph image in this category.
- Next Displays the next photograph image in this category.
- Zoom On Select this to apply a 'Zoom' function over the image.
Note: The zoom function will only work on the individually select image.
- Zoom Off Select this to stop 'Zoom' function.

At any time the 'Back' button  may be used to return to the previous level of the archive.

Please Note: Additional category levels may appear below the icons to help identify sections within an archive.

Viewing the Document Archives

Similar to both the Journal and the Photographic archives, the 'Document' Archives uses the 'Tree' method for displaying the images.

All miscellaneous documents are stored within the system as Pdf files.

Select a 'Document' section.



Military History

The chosen browse screen will be displayed

Military History



Cadets



Roll of Honour



Carlman Archive

Select a section.



Roll of Honour

Any documents or additional levels will be displayed.

Roll of Honour

A commemoration of the Old Boys on the BGS War Memorial as we reach the centenary of the death of each serviceman.



Hall, Reginald



Wardleworth, Douglas



Brown, William



Mason, George



Buxton, Gilbert



Ratcliffe, Harry



Whittam, John



Wild, Richard




Barlow, Harold

Select the document and the pdf file will be displayed in a separate window.

Bury Grammar School Centenary Roll of Honour

**Private Harry Ratcliffe, 1/4th Battalion Seaforth Highlanders,
Died of Wounds 9th or 12th May 1915, aged 21.**



Private H. Ratcliffe, of Seaforth, 1/4th Bn. Seaforth Highlanders, died of wounds on 12th May 1915. He was a young married man, and joined the Seaforth Highlanders. His parents live at 1, Lifford Avenue, Walsingham. He had two children, a son, and was 22 years of age. He attended the grammar school.

Harry was originally posted to the 2/4th (Territorial) Battalion Seaforth Highlanders but was sent out to France as part of a replacement draft to the 1/4th Battalion which had suffered heavy losses in battle. He joined No 1 (Tain and Dingwall) Company. It appears to have been a total coincidence that he ended up in the same unit as fellow Bury Grammar old boy John Whittam; they are the only BGS boys known to have served with the Seaforth Highlanders in the entire war. A few weeks after his arrival, Harry took part in the disastrous attack on Aubers Ridge in which John Whittam was killed. Harry was badly injured and died later of his wounds. There is some confusion as to his exact date of death. His Commonwealth War Graves headstone records 5th May, the day of the Aubers Ridge attack but other paperwork indicates that he survived until 12th May. He was originally buried in Vieille Chapelle Old Military Cemetery but after the war the burials here were relocated to the large Cabaret Rouge British Cemetery at Souchez, some miles away. His grave reference is NV8.D.12. A wreath was laid on his grave during the 2005 Bury Grammar School battlefields tour and another visit is planned for October 2015. His widow subsequently remarried, becoming Elma Greenwood.

Searching

The 'Search All' facility allows a search across the whole system using keyword text entry.

Search All

The 'Search All' option provides the user with a 'Text' field search option.

The screenshot shows a navigation bar with the following items: Home, BGS Boys' Archive, BGS Girls' Archive, Search All (highlighted), Help on using the Archive, and Back. Below the navigation bar is a large 'Search' heading and a search input field containing the text 'Search'. A 'Search' button is located to the right of the input field.







Enter the required 'text' criteria into the 'Search' text field.

The screenshot shows the search input field with the text 'lewis' entered. The 'Search' button is still visible to the right of the field.

For this example we have used 'lewis'.

Select the 'Search' button, and the results will be displayed in a tabular results screen.

The screenshot shows the search results screen. At the top, there is a search input field with 'lewis' and a 'Search' button. Below this, there is a table of results. The table has four columns: 'From', 'Title', 'Year', and 'Icons'. The results are as follows:

| From | Title | Year | Icons |
|----------------------------|---------------------------|--|---|
| Old Girls Association | Old Girls News | 2006 |   |
| Old Girls Association | Births, Deaths, Marriages | 2006 |   |
| Girls_Historical Documents | 70th Anniversary Booklet | Bury Grammar School (Girls) 1881-1951. HEADMISTRESSES: Miss J. P. KITCHENER -- 1881--1919 Miss M. M. J. C. ... 1915--1940 Miss C. ... 1940 |  |
| Boys_Historical Documents | School Bazaar 1924 | BURY GRAMMAR SCHOOL BAZAAR, 1924. OFFICIAL GUIDE BOOK TO THE BAZAAR IN THE ATHENAEUM AND TOWNHALL, BURY. IN AID OF THE NEW PLAYING |  |

This screen will show in the 'First Column' from which section of the archive the search criteria was found.

In this example, 'lewis' was found in 'Old Girls Association', 'Girls_Historical Documents', and the 'Boys_Historical Documents' archives.

By selecting one of the icons on the right side of the results panel, the user may open the 'Text' file, the 'Article' pdf file (if available) or the full 'Pdf' file.



Select this symbol to open the PDF file directly from the search screen.



Select this symbol to open the text file for the article/document/photograph directly from the search screen.

The results panel can be navigated by use of the arrows above the results section.

To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

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We have made the best effort to adhere to all known copyright, but due to the age of some of the records and photographs it has not always been possible to establish rights owners. Requests for removal of digital records from this website should be sent to archive@bgsdev.co.uk with details of the item and an explanation of why it should be removed, including any claim to rights.

Technical Support



For general help and support please contact the Bury Grammar School archives - archive@bgsdev.co.uk