

# PENDLE COMMUNITY HIGH SCHOOL AND COLLEGE



## Freedom of Information

### Guide to information available from Pendle Community High School & College under the model publication scheme

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website <a href="http://www.pchs.lancs.sch.uk">www.pchs.lancs.sch.uk</a>
Who's who in the school	Website
Who's who on the governing body / board of governors and the basis of their	Website

appointment	
Instrument of Government / Articles of Association	Hard Copy
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website
School prospectus (if any)	Website
Annual Report (if any)	Not Applicable
Staffing structure	Hard Copy
School session times and term dates	Website
Address of school and contact details, including email address.	Website
<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	
Annual budget plan and financial statements	Hard Copy
Capital funding	Hard Copy
Financial audit reports	Hard Copy

Details of expenditure items over £2000	Hard Copy
Procurement and contracts	Hard Copy
Pay policy	Hard Copy
Staff allowances and expenses	Hard Copy
Staffing, pay and grading structure.	Hard Copy
Governors' allowances	Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum	(hard copy or website)
School profile (if any)  And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	Website and/or Hard Copy  Website and/or Hard Copy

Performance management policy and procedures adopted by the governing body.	Hard Copy
Performance data	Website
The Schools Development Plan	Hard Copy
Safeguarding and child protection	Website
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	
Admissions policy	Website
Agendas and minutes of meetings of the governing body and its committees.	Hard Copy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	
<b>School policies, including:</b> <ul style="list-style-type: none"> <li>• Lettings Policy – December 2016</li> <li>• Charging &amp; Remissions Policy – November 2016</li> <li>• Debt Management Policy – October 2016</li> <li>• Disposal of Assets Policy – August 2016</li> <li>• Governors Allowance &amp; Expenses Policy - October 2017</li> <li>• SEN Policy - Nov 16</li> <li>• Positive Behaviour and SEMH Policy - May 17</li> <li>• Anti-Bullying – September 17</li> </ul>	Website and/or Hard Copy

<ul style="list-style-type: none"> <li>• Child Protection – November 2017 (not sure of date)</li> <li>• Accessibility and Equality Policy - March 16</li> <li>• Intensive Interaction – November 2015</li> <li>• Code of Conduct - September 2017 (model)</li> <li>• Statement of Ethical Standards – model – September 2017</li> <li>• Care &amp; Control Policy</li> <li>• Joint H&amp;S Policy – May 2017</li> <li>• Model Smoke Free Policy – Oct 2017</li> <li>• CCTV Policy – H&amp;S policy Appendices 14 – May 2017</li> <li>• Moving and Handling Policy – Dec 16</li> <li>• Minibus Policy – March 2017</li> <li>• Administration of Medicines - May 17</li> <li>• Admissions Policy Statement – Dec 2016</li> <li>• Attendance Policy – Jun 2017</li> <li>• Complaints Policy – Dec 2016</li> <li>• Examinations Policy – August 17 (VDE) draft</li> <li>• Outreach Policy – March 2014</li> <li>• Curriculum Statement Policy</li> <li>• British Values Policy Statement</li> </ul>	
<p><b>Records management and personal data policies, including:</b></p> <ul style="list-style-type: none"> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection – due 2017 but awaiting info re GDPR</li> <li>• Online safety policy - June 17</li> <li>• Use of social networking sites and other forms of Social Media Feb 17</li> </ul>	<p>Website and/or Hard Copy</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>
<p>Curriculum circulars and statutory instruments</p>	<p>Hard Copy</p>
<p>Disclosure logs</p>	<p>Hard Copy</p>
<p>Asset register</p>	<p>Online App/hard copy</p>
<p>Any information the school is currently legally required to hold in publicly available registers – <b>THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER</b></p>	<p>Hard Copy</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
<p>Extra-curricular activities</p>	<p>Website</p>
<p>Out of school clubs</p>	<p>Website</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p>	<p>Website – Charging &amp; Remissions Policy</p>

School publications, leaflets, books and newsletters	Website
<b>Schedule of Charges</b>	
Disbursement - Photocopying/printing per sheet (black and white or colour)	*Actual cost
Postage costs	*Actual cost
Statutory Fee – in accordance with the relevant legislation	
*The actual cost incurred by Pendle Community High School & College	