



PATCHAM  
HIGH SCHOOL  
One Team, One Dream

**Patcham High School  
Publication Scheme on information  
available under the Freedom of Information  
Act 2000**

# **Patcham High School**

## **Publication Scheme on information available under the Freedom of Information Act 2000**

The governing body is responsible for maintenance of this scheme.

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. Information in our publication scheme is either available for you on our website to download and print off or available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **2. Aims and Objectives**

The school' encompasses its aims and objectives in the following statements which outline our vision and values:

#### **Aspiration statement**

Patcham High School is our school and we are proud of it. Our aspiration is to:

- Provide opportunities for all of us to achieve our full potential in a safe, caring and enjoyable learning environment
- Maintain an environment where we all feel welcomed, supported, included, valued, challenged, respected and celebrated

- Inspire and encourage us all to have the highest expectations for our own success
- Make our school a place where we all take responsibility for the success and well-being of our community, both within and beyond school
- Develop us all as life-long learners, who can confidently and responsibly contribute to the wider community

All our policies are based on these aims.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- School Prospectus.
- The School Profile and other information relating to the governing body.
- Students & Curriculum
- School Policies and other information related to the school

### **4. How to request information**

Many of the documents are available on our website or on government websites. If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, or letter. Contact details are set out below. Alternatively you can visit our website at [www.patchamhigh.brighton-hove.sch.uk](http://www.patchamhigh.brighton-hove.sch.uk)

Email: [office@patchamhigh.org.uk](mailto:office@patchamhigh.org.uk)

Tel: 01273 503908

Contact Address: Patcham High School  
Ladies Mile Road  
Brighton BN1 8PB

To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

If the information you're looking for isn't available via the scheme and isn't on our website, you can still contact the school to ask if we have it.

## 5. Paying for information

Information published on our website is free, although you may incur costs from your Internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

## 6. Classes of Information Currently Published

**School Prospectus** – this section sets out information published in the school prospectus.

Class	Description
<b>School Prospectus</b>	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none"><li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li><li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li></ul>

**The School Profile and other information relating to the governing body**– this section sets out information published in the School Profile and in other governing body documents.

Class	Description
<b>School Profile</b>	<p>The contents of the school profile is as follows:</p> <ul style="list-style-type: none"><li>• list information included in the school profile e.g.<ul style="list-style-type: none"><li>○ performance data</li><li>○ summary of Ofsted report</li><li>○ school's intentions for the future, etc.</li></ul></li></ul>
<b>Instrument of Government</b>	<ul style="list-style-type: none"><li>• The name of the school</li><li>• The category of the school</li><li>• The name of the governing body</li><li>• The manner in which the governing body is constituted</li></ul>

	<ul style="list-style-type: none"> <li>• The term of office of each category of governor if less than 4 years</li> <li>• The name of any body entitled to appoint any category of governor</li> <li>• Details of any trust</li> <li>• If the school has a religious character, a description of the ethos</li> <li>• The date the instrument takes effect</li> </ul>
<b>Minutes <sup>1</sup> of meeting of the governing body and its committees</b>	Agreed minutes of meetings of the governing body and its committees <i>[current and last full academic school year]</i>

**Students & Curriculum Policies** - This section gives access to information about policies that relate to pupils and the school curriculum.

<b>Class</b>	<b>Description</b>
Home – school agreement**	Statement of the school’s aims and values, the school’s responsibilities, the parental responsibilities and the school’s expectations of its students.
Curriculum Policy**	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
Sex and Relationship Education Policy**	Statement of policy with regard to sex and relationship education
Special Education Needs Policy**	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy**	Statement of policy for promoting race equality
Collective Worship**	Statement of arrangements for the required daily act of collective worship

---

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Careers Education Policy**	Statement of the programmes of careers education provided for Key Stage 4.
Child Protection Policy**	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy**	Statement of general principles on behaviour and discipline
Anti-bullying policy**	Statement of arrangements made to prevent bullying.

**School Policies and other information related to the school** - This section gives access to information about policies that relate to the school in general.

<b>Class</b>	<b>Description</b>
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school
Self-Evaluation Form <sup>1</sup>	The school's self evaluation of its performance.
Charging and Remissions Policies	A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff**	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance

<sup>1</sup> Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pay Policy	Statement of the school's policy regarding teachers' pay including procedures for determining teachers' grievances in relation to their pay.
Staffing Structure Implementation Plan	The school's plan for the implementation of any changes to its staffing structure following statutory review.
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum
Admissions policy	The school adheres to the Local Authority Admissions policy
Annex A - Other documents	Annex A provides a list of other documents that are held by the school and are available on request

(\*\* Information available on our website [www.patchamhigh.brighton-hove.sch.uk](http://www.patchamhigh.brighton-hove.sch.uk) )

## 7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to

Clerk to the Governors  
Patcham High School  
Ladies Mile Road  
Brighton BN1 8PB

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted as follows:

Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk).

Website : [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

## Patcham High School

### Freedom of Information Publication Scheme

#### Annex A – Further documents held by the school

<b>Name of Document</b>	<b>Description</b>
Attendance policy	Statement of policy for promoting attendance
CPD policy	Statement of policy for promoting staff continual professional development
Drugs policy	Statement of policy for safeguarding students against drug related issues in school and promoting drug related awareness
Examinations policy	Statement of policy for examinations procedures
Gifted and Talented policy	Statement of policy for promoting activities for gifted and talented students
Homework policy	Statement of policy for promoting student achievement through work set at home
Staff Welfare policy	Statement of policy for promoting the well-being of staff