

**West Sussex Alternative Provision College
Incorporating APC Online/Chalkhill**

Key Contacts		
Position	Name	Email address
Executive Head Teacher	Doug Thomas	hcentral@wsapc.co.uk
Director of Learning	Jemma Lyons (DSL)	
Chief Operations Officer and Head of Medical Provision and Inclusion	Sam Channon	
Head of School Crawley (Interim)	Kate Goater Jemma Lyons (DSL)	kgoater@wsapc.co.uk jlyons@wsapc.co.uk
Head of School Burgess Hill	James Walters (DSL)	jwalters@wsapc.co.uk
Head of School Lancing	Anthony Carlo (DSL)	acarlo@wsapc.co.uk
Head of School Littlehampton and Chichester	Alex Jones (DSL)	ajones@wsapc.co.uk
APC Online	Sam Channon (DSL)	apconline@wsapc.co.uk

School Details			
	Yes	No	Comment
Registered DFE Number	X		WSAPC - 938/1110 (inc. APC Online) https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/131182 WSAPC Chalkhill 938/1109 (inc. Springtide) Chalkhill Education Centre, Chalkhill Hospital - GOV.UK (get-information-schools.service.gov.uk)
OFSTED Inspection	x		WSAPC: 22/05/2024 – Good Information West Sussex APC (apcollege.co.uk) Chalkhill Education Centre: 22/02/2023 – Outstanding Information West Sussex APC (apcollege.co.uk)
School TYPE	X		PRU https://www.get-information-schools.service.gov.uk/Establishments/Establishment/Details/131182

Staff / Volunteer Recruitment			
	Yes	No	Comment
Qualifications, verified	X		<ul style="list-style-type: none"> Checked & verified at interview stage and data held on MIS, including QTS numbers.
Enhanced DBS. Check without disclosure completed for all staff/volunteers	X		<ul style="list-style-type: none"> Processed during pre-employment period, and start date confirmed once DBS is issued and verified. Information held on School SCR.
Identification verified	X		<ul style="list-style-type: none"> Checked & verified at interview stage

Policies and Procedures			
	Yes	No	Comment
Admissions and register	X		Information West Sussex APC (apcollege.co.uk)


Attendance and register	X	Information West Sussex APC (apcollege.co.uk)
Health and Safety (include Risk Assessments)	X	Information West Sussex APC (apcollege.co.uk)
Educational Visits and Outings	X	Information West Sussex APC (apcollege.co.uk)
Code of Conduct and Behaviour (to include drugs policy and anti-bullying policies)	X	Information West Sussex APC (apcollege.co.uk)
Data Protection	X	Information West Sussex APC (apcollege.co.uk)
Equality information and objectives (public sector equality duty) statement for publication	X	Information West Sussex APC (apcollege.co.uk)
Child Protection / Safeguarding	X	Information West Sussex APC (apcollege.co.uk)
Sex and Relationships Education	X	Information West Sussex APC (apcollege.co.uk)
Complaints	X	Information West Sussex APC (apcollege.co.uk)
Statement of procedures for dealing with allegations of abuse against staff	X	Information West Sussex APC (apcollege.co.uk)
Visitor Policy	x	Information West Sussex APC (apcollege.co.uk)

Insurance	
Public Liability	
Name of policy holder:	West Sussex County Council via Risk Management Partners Ltd
Date of commencement of insurance:	29 September 2024
Date of expiry:	28 September 2025
Motor Vehicle	
Name of policy holder:	West Sussex County Council via QBE UK Ltd
Date of commencement of insurance:	29 September 2024
Date of expiry:	28 September 2025
Policy number:	Y108032FLT0123A

Health and Safety			
	Yes	No	Comment
The premises are fit for purpose	X		
Health and safety arrangements are of an appropriate standard	X		

Security Present	x		CCTV present:
			<ul style="list-style-type: none"> Burgess Hill Lancing Littlehampton Crawley
Procedure for security for Front of House on entry and exit	x		<ul style="list-style-type: none"> Limited access to school Inentry Signing In technology Visitor Policy Front of House staff

Quality of Provision			
	Yes	No	Comment
The commissioned course meets the educational and SEMH needs of each pupil	X		
Teaching and learning is of a high standard	X		
Suitable resources and teaching materials are available	X		
Behaviour management is strong	X		<ul style="list-style-type: none"> All staff PRICE Trained
Attendance recording and reporting are robust	X		<ul style="list-style-type: none"> Attendance Policy in place Monitored by Attendance officers Weekly reporting for DOS Placements
Tracking and reporting on progress is robust	X		<ul style="list-style-type: none"> Half termly / Termly data capture 4-6 weekly reviews for DOS Placements
Suitable accreditation and other outcomes are on offer	X		<ul style="list-style-type: none"> GCSE, Functional Skills, BTEC, A Levels, Entry level awards
Due attention is paid to reintegration or progression to post-16 pathways	X		<ul style="list-style-type: none"> Student readiness for reintegration in monitored monthly Reintegration plan used to support students on exit Tutors and Pastoral leads support with post 16 applications and transition.

Agreement
I confirm the information provided is correct
I confirm that I will inform all Stakeholders immediately if there are any changes that would require an amendment to this form
 Signed:
Print Name: Doug Thomas
Position: Executive Head Teacher
Date: 18 September 2024