

CHELMSFORD COUNTY HIGH SCHOOL for GIRLS – FREEDOM OF INFORMATION PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p><b><u>Class 1 - Who we are and what we do</u></b>                      (Organisational information, structures, locations and contacts)                      Chelmsford County High School for Girls (CCHS) is a selective grammar school with academy status for girls.</p> <p>Prospectuses for the School and Sixth Form</p>	<p>Hard copy from Main School Office and website.</p>	<p>Free of Charge</p>
<p>Who's who in the school:</p> <p>The Headteacher is Mrs Nicole Chapman.                      The Senior Leadership Team can be contacted via the Headteacher's PA.</p>	<p>Contact the Headteacher's PA on 01245 352592.</p>	
<p>Who's who on the Governing Body and the basis of their appointment:</p> <p><u>Community Governors</u> – Mrs S Shanahan (Chair of Governors), Professor D Cardwell, Mr P Cook, Mr M Cresswell, Mr S Packham, Mr D Stevens, Mr R Talbut  <u>Parent Governors</u> – Dr W Ahmed, Mr G Bell, Mrs K Bird, Mr S Miles, Mr L Palmer, Dr S Raybould, Mr G Williams  <u>Authority Governor</u> – Mrs C Wiles  <u>Partner Governors</u> – Mrs A Walker, Mr M Worboys  <u>Staff Governors</u> – Mrs N Chapman (Head), Mrs M Cousins (Teacher), Mrs M Gulliver (Teacher)  <u>Associate Members</u> – Mrs M Argent  <u>Clerk to Governors</u> – Mrs W Newton</p>	<p>Contact the Clerk to Governors c/o the School on 01245 245732.</p>	
<p>The Articles of Association for the School were registered at Companies House on 18<sup>th</sup> December 2010</p>	<p>Contact the Clerk to the Governors c/o the School on 01245-245732.</p>	<p>10p per page</p>
<p>Annual Report - The School does not produce an annual report.</p>	<p>N/A</p>	
<p>Staffing Structure</p>	<p>Hard copy. Non confidential information is available from the Business Manager on 01245 245707.</p>	<p>10p per page</p>

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School session times and term dates	Hard copy from the Main School Office. Website.	Free
<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)  Current and previous financial year as a minimum	Hard copy. A copy of the School's Financial Regulations and / or most recent annual accounts can be obtained from the Business Manager.	10p per page
Annual Budget Plan and financial statements	Hard copy. Non confidential data is available upon request from the Business Manager.	10p per page
Capitalised Funding	Hard copy. Details available upon request from the Business Manager.	10p per page
Additional Funding	Hard copy. A copy of the most recent annual School Fund accounts can be obtained from the Business Manager.	10p per page
Procurement and Projects - The School has adopted Essex County Council's contract procedure regulations.	Hard copy. Please contact the Business Manager.	10p per page
Pay Policy	Hard copy. A copy of the School's Pay Policy is available from the Business Manager.	10p per page Free of charge to staff.
Staffing and grading structure	Hard copy. Non confidential information may be obtained from the Business Manager on 01254 245707.	
Governors' Allowances	N/A. Allowances are not paid to governors. Governors may	

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	request reimbursement of out of pocket expenses.	
<p><b><u>Class 3 – What our priorities are and how we are doing</u></b>            (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy or website.	
<p>School Profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	The School Profile can be found at <a href="http://www.direct.gov.uk">www.direct.gov.uk</a> . Details of Ofsted inspections are available from the Ofsted website and the School website.	
Performance Management Policy and procedures adopted by the Governing Body.	Hard copy. A copy of the School's Performance Management Policy is available from the Business Manager.	£3 Free of charge to staff.
Schools future plans	Contact the Headteacher via her PA.	
Every Child Matters – policies and procedures	Contact the Headteacher via her PA.	
<p><b><u>Class 4 – How we make decisions</u></b>            (Decision making processes and records of decisions)            The School Governing Body meet regularly as does its sub-committees:</p> <ul style="list-style-type: none"> <li>• Management Committee</li> <li>• Staff &amp; Student Matters Committee</li> <li>• Finance Committee</li> <li>• Premises Committee</li> <li>• Curriculum Committee</li> </ul> <p>The Senior Leadership Team, Heads of Faculties and School staff committees also meet regularly.</p>	Agendas and minutes of governors' meetings are available from the Clerk to Governors.	10p per page
<p>Admissions Policy - (not individual admission decisions)            The Admissions Policy is updated annually.</p>	A copy of the Admissions Policy is available from the Headteacher's PA and on website.	Free of Charge

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<p><b><u>Class 5 – Our policies and procedures</u></b>            (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Contact the Clerk to Governors at the School.</p>	<p>10p per page</p>
<p>The School has various policies some of which are listed below:</p> <ul style="list-style-type: none"> <li>• Admissions Policy</li> <li>• Anti-bullying Policy</li> <li>• Child Protection Policy</li> <li>• Internal Assessment Policy</li> <li>• Race Equality Policy</li> <li>• School Discipline &amp; Pupil Behaviour Policy</li> <li>• Disability Equality Scheme</li> <li>•</li> </ul> <p>All other School policies are available on demand from the School.</p>	<p>Paper copies available from School from Clerk to Governors.</p> <p>Website.</p>	<p>10p per page Free to staff</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Student Records are maintained for up to seven years after a student has left the school.</li> <li>• The school is registered under the Data Protection Act 1998. Our Registration No is Z2560322</li> </ul>	<p>Contact the Business Manager</p>	
<p>Charging regimes and policies. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p>	<p>A copy of the School's Charging and Remissions Policy is available from the Business Manager.</p>	<p>Free of charge</p>
<p><b><u>Class 6 – Lists and Registers</u></b>  Inventories / Asset register</p>	<p>Contact the Business Manager for details</p>	<p>10p per page</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>10p per page</p>
<p><b><u>Class 7 – The services we offer</u></b>            (Current Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)            Leaflets, booklets and newsletters</p>	<p>Copies of the School's newsletter are available on the School website. Other documents are available via the Main Office.</p>	<p>Free of Charge</p>

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Extra-curricular activities - The School offers a broad range of extra curricular activities and clubs.	Contact the activity leader via the Main Office.	Free of charge
School publications	Contact Main Office or the Headteacher's PA.	Free of charge
Services for which the school is entitled to recover a fee, together charges for accommodation with those fees The school may levy actual on residential study courses and for extra curricular activities.	A copy of the Charging and Remissions policy is available from the Business Manager.	Free of charge

### **CONTACT DETAILS**

The School address is: Chelmsford County High School, Broomfield Road, Chelmsford, Essex, CM1 1RW.

Tel 01245 352592

Fax 01245 345746

Website: [www.cchs.co.uk](http://www.cchs.co.uk)

### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @10p per sheet (black & white)	Approximate cost of paper, toner, machine and labour.
	Photocopying/printing @20p per sheet (colour)	Approximate cost of paper, toner, machine and labour.
	Postage	Actual cost of First or Second class Royal Mail, or courier charge.
<b>Statutory Fee</b>		Nil – (or in accordance with the relevant legislation / actual statute)