

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><br/>(Organisational information, structures, locations and contacts)</p> <p>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 Mr Stephen Lawlor.<br/>The Senior Leadership Team can be contacted via the Headteacher's PA.</p>  | <p>Contact via the Headteacher's PA on 01245 352592.</p>  |                       |
| <p>Who's who on the Academy Trust and the basis of their appointment:</p> <p><b><u>Academy Trust Members</u></b> – Miss V Brignell, Mr S Miles, Mr Richard Vass, Dr S Warhurst.</p> <p><b><u>Academy Trust Board</u></b><br/><b><u>Nominated Trustees</u></b> – Mr S Miles (Chair of Trustees), Mr A Bonwick, Mr R Brown, Mrs M Cousins, Mrs S de Souza-Ingle, Mrs J Kazik, Mrs P Agarwal, Dr A Sohail, Dr N Whittle, Dr S Warhurst (Vice Chair of Trustees)</p> <p><b><u>Parent Trustees</u></b> –Mrs N Dobson, Mrs P Rangaswamy, Mr M Unhale,<br/><b><u>Headteacher</u></b> – Mr S Lawlor<br/><b><u>Clerk to Trustees</u></b> – Mrs F McSweeney</p> | <p>Contact via the Clerk to Trustees c/o the School on 01245 245732.</p>  |                       |
| <p>The Articles of Association for the School were initially registered at Companies House on 18th December 2010, a revised set was registered on 1<sup>st</sup> September 2015, and the current set registered on 1<sup>st</sup> January 2024.</p>   | <p>Contact the Clerk to the Trustees c/o the School on 01245-245732.</p>  | <p>10p per page</p>   |
| <p>Annual Report</p>  | <p>The Trustees' Annual Report is contained in the Academy's annual accounts available on the School website.</p> |                       |
| <p>Staffing Structure</p>   | <p>Hard copy. Non-confidential</p>  | <p>10p per page</p>   |

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

| <b>Information to be published</b>   | <b>How the information can be obtained</b>   | <b>Cost</b>                              |
|--|--|--|
|  | information is available from the Business Manager.  |  |
| School session times and term dates  | Hard copy from the Main School Office.<br>Website.   | Free                                     |
| <b><u>Class 2 – What we spend and how we spend it</u></b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | Hard copy. Details available upon request 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. Financial statements available on the website. | 10p per page<br><br>Free of charge       |
| Capitalised Funding  | Hard copy. Details available upon request from the Business Manager.   | 10p per page                             |
| Additional Funding   | Hard copy. Details available upon request from the Business Manager.   | 10p per page                             |
| Procurement and Projects   | Hard copy. Details available upon request from 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<br>Free of charge to staff. |
| Staffing and grading structure   | Hard copy. Non-confidential information may be obtained from the Business Manager.   | 10p per page                             |
| Trustees' Allowances   | N/A. Allowances are not paid   | N/A                                      |

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

| Information to be published   | How the information can be obtained   | Cost                           |
|---|---|--------------------------------|
|   | to Trustees. Trustees may request re-imbursement of out-of-pocket expenses.   |                                |
| <p><b><u>Class 3 – What our priorities are and how we are doing</u></b><br/>Strategies and plans, performance indicators, audits, inspections and reviews</p>   | Hard copy,<br>Website   | 10p per page<br>Free of charge |
| <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.get-information-schools.service.gov.uk">www.get-information-schools.service.gov.uk</a> . Details of Ofsted inspections are available from the Ofsted website and the School website. | Free of charge                 |
| Performance Management Policy and procedures adopted by the Academy Trust.  | Hard copy. A copy of the School's Performance Management Policy is available from the Business Manager.   | £3<br>Free of charge to staff. |
| School's future plans   | Contact the Headteacher via his PA.   |                                |
| Every Child Matters – policies and procedures   | Contact the Headteacher via his PA.   |                                |
| <p><b><u>Class 4 – How we make decisions</u></b><br/>(Decision making processes and records of decisions)</p> <p>The Academy Trust Board meets 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>• Facilities &amp; Finance 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 Trustees' meetings are available from the Clerk to Trustees.   | 10p per page                   |
| Admissions Policy - (not individual admission decisions)  | A copy of the Admissions  | 10p per page or                |

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

| <b>Information to be published</b>   | <b>How the information can be obtained</b>  | <b>Cost</b>  |
|--|---|--|
| The Admissions Policy is updated annually.   | Policy is available from the Headteacher's PA and on website.   | free of charge via the School website.   |
| <p><b><u>Class 5 – Our policies and procedures</u></b><br/>           (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>  | Contact the Clerk to Trustees at the School.  | 10p per page   |
| <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>• Equalities Policy</li> <li>• School Discipline &amp; Pupil Behaviour Policy</li> <li>• Disability Equality Scheme</li> </ul> <p>All other School policies are available on demand from the School.</p> | <p>Student-relevant policies are all on the School website.</p> <p>Paper copies available from School from Clerk to Trustees.</p> | <p>10p per page<br/>Free to staff</p> <p>Free of charge from the School website.</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>   | Contact the Headteacher via his PA.   |  |
| 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.  | A copy of the School's Charging and Remissions Policy is on the School website.   | Free of charge.  |
| <p><b><u>Class 6 – Lists and Registers</u></b><br/>           Inventories / Asset register</p>   | Contact the Business Manager for details  | 10p per page   |
| Any information the school is currently legally required to hold in publicly   | Contact the Business Manager  | 10p per page   |

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

| Information to be published   | How the information can be obtained   | Cost  |
|---|---|---|
| available registers ( <b>This does not include the attendance register</b> )  | for details.  |   |
| <b><u>Class 7 – The services we offer</u></b><br>(Current Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Leaflets, booklets and newsletters | Copies of the School’s newsletter are available on the School website. Other documents are available via the Main Office. | Free of charge via School website or 10p per page |
| Extra-curricular activities - The School offers a broad range of extra curricular activities and clubs.   | Summary details are available on the School website or contact the activity leader via the Main Office.                   | Free of charge via the School website.            |
| 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 School website.  | Free of charge                                    |

## **CONTACT DETAILS**

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

Telephone: 01245 352592

email: [office@cchs.essex.sch.uk](mailto:office@cchs.essex.sch.uk)

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.

| TYPE OF CHARGE           | DESCRIPTION  | BASIS OF CHARGE   |
|--------------------------|--|---|
| <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) |

Date of last review: March 2026