

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

Information to be published	How the information can be obtained	Cost
<p><u>Class 1 - Who we are and what we do</u> (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 Mrs Stephen Lawlor. 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>Nominated Governors</u> – Mr S Miles (Chair of Governors), Mr R Brown, Mrs R Cornish, Mr J Oster, Mr R Vass, Mrs Y Wickers, Mr M Worboys <u>Parent Governors</u> – Mr A Bonwick, Mrs De Souza-Ingle, Mrs J Fowle, Mrs L Smith <u>Staff Governors</u> – Mr S Lawlor (Headteacher), Mrs S Clements (Teacher), Mr M Rowell (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 18th 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</p>	<p>The Governors' annual report is contained in the annual accounts available on the School website.</p>	<p>Free</p>
<p>Staffing Structure</p>	<p>Hard copy. Non-confidential information is available from the Business Manager.</p>	<p>10p per page</p>
<p>School session times and term dates</p>	<p>Hard copy from the Main School Office. Website.</p>	<p>Free</p>

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<u>Class 2 – What we spend and how we spend it</u> (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 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 Free of charge to staff.
Staffing and grading structure	Hard copy. Non-confidential information may be obtained from the Business Manager.	10p per page
Governors' Allowances	N/A. Allowances are not paid to governors. Governors may request reimbursement of out of pocket expenses.	N/A

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

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<u>Class 5 – Our policies and procedures</u> Current written protocols, policies and procedures for delivering our services and responsibilities	Contact the Clerk to Governors at the School.	10p per page
The School has various policies some of which are listed below: <ul style="list-style-type: none"> • Admissions Policy • Anti-bullying Policy • Child Protection Policy • Internal Assessment Policy • Race Equality Policy • School Discipline & Pupil Behaviour Policy • Disability Equality Scheme All other School policies are available on demand from the School.	Student-relevant policies are all on the School website. Paper copies available from School from Clerk to Governors.	10p per page Free to staff Free of charge from the School website.
Records management and personal data policies, including: <ul style="list-style-type: none"> • Student Records are maintained for up to seven years after a student has left the school. • The school is registered under the Data Protection Act 1998. Our Registration No. is Z2560322. 	Contact the Headteacher via her 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.
<u>Class 6 – Lists and Registers</u> Inventories / Asset register	Contact the Business Manager for details	10p per page
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance register)	Contact the Business Manager for details.	10p per page

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<u>Class 7 – The services we offer</u> Current Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. 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

Fax: 01245 345746

email: office@cchs.essex.sch.uk

Website: 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
Disbursement cost	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.
Statutory Fee		Nil – (or in accordance with the relevant legislation / actual statute)

Date of last review – January 2020