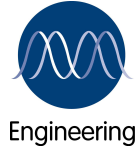




CHELMER VALLEY HIGH SCHOOL

## FREEDOM OF INFORMATION PUBLICATION SCHEME



### **What is 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) 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 type 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. All information in our publication scheme is available in paper form. Some information which we hold may not be made public, for example personal information. The publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

### **Aims and Objectives**

The Aims of Chelmer Valley High School are:

1. To encourage young people to love learning by achieving personal excellence and regarding learning as a life long process.
2. To become a centre of excellence for Engineering by promoting an educational culture that is challenging, interesting and innovative.
3. To develop students' skills, talents and abilities to their maximum potential.
4. To provide opportunities for personal reflection and to encourage a deeper awareness of spiritual, cultural and social issues.
5. To provide a safe and secure environment.
6. To develop self-discipline and a sense of responsibility within our students for others and the environment.
7. To foster a considerate community based on goodwill and concern for others.
8. To promote equal opportunities and to deal with issues of prejudice and discrimination as they arise.

This publication is a means of showing how we are pursuing these aims.

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

*School Prospectus* – information published in the school prospectus.

*Governance & School Profiles* – information published on School profile and in other governing body documents.

*Curriculum Policies* – information about policies that relate to pupils and the school curriculum

*School Policies and other information related to the school* – information about policies that relate to the school in general

### **How to request information**

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below.

Email: school@chelmer.essex.sch.uk

Tel: 01245 440232

Fax: 01245 441774

Contact Mrs M Clarke,  
Clerk to Governors at Chelmer Valley High School, Court Road, Broomfield, Chelmsford,  
CM1 7ER

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 you can still contact the school to ask if we have it.

### **Charging for Information**

Governing bodies may charge a fee for complying with requests, as calculated in accordance with FOIA regulations. 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 items such as some printed publications or videos we will let you know the cost before fulfilling your request. In the event of a large amount of photocopying we would expect to charge 10p per sheet of paper. Material which is published and accessed on our website will be provided free of charge.

**School Prospectus** – this section sets out information published in the school prospectus. The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school’s discretion):

- the name, address and telephone number of the school, and the type of school
- the names of the head teacher and chair of governors
- information on the school policy on admissions
- a statement of the school’s ethos and values
- details of any affiliations with a particular religion or religious denomination, the religious education provided, parents’ right to withdraw their child from religious education and collective worship and the alternative provision for those pupils
- information about the school’s policy on providing for pupils with special educational needs
- number of pupils on roll and rates of pupils’ authorised and unauthorised absences
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE/GNVQ results in the school, locally and nationally
- A summary of GCE A/AS level results in the school and nationally
- The number of pupils studying for a percentage achieving other vocational qualifications
- The destination of school leavers
- The arrangements for visits to the school by prospective parents
- The number of places for pupils of normal age of entry in the preceding school year and the number of written applications/preferences expressed for those places

### **Governance and School Profile**

- Details of the governing body membership, including name and contact address of chair and clerk

- A statement on progress in implementing the action plan drawn up following an inspection
- A financial statement, including gifts made to the school and amounts paid to governors for expenses
- 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
- 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
- A statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning
- Number of pupils on roll and rates of pupils' authorised and unauthorised absence
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- GCSE/GNVQ results in the school, locally and nationally
- GCE A/AS and vocational qualification results in the school and nationally
- The number of pupils studying for and percentage achieving other vocational qualifications
- The destinations of school leavers

#### **Instrument of Government**

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of any body entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

Minutes of meeting of the governing body and its committees:

Agreed minutes of meetings of the governing body and its committees

*[current and last full academic school year]*

#### **Curriculum Policies**

Assessment

Attendance

Attitude and Behaviour

Behaviour Management

Bullying

Careers

Child Protection

Code of Conduct

Curriculum

Disability Equality

Drugs

Exams

Exclusion

Gifted & Talented

Home School Agreement

Homework

Internet Security

Literacy  
Numeracy  
Race equality  
Religious Education and Collective Worship  
Sex Education  
Special Educational Needs  
Target Setting  
Teaching and Learning

**School Policies and other information related to the school**

Last Ofsted Inspection Report  
Charging & Remissions Policy  
School session times and term dates  
Health & Safety Policy and risk assessment  
Complaints procedure  
Personnel Policies relating to staff

**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 the Headteacher, Chelmer Valley High School.

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 Commissioners' 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 at:

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

**Enquiry/Information Line: 01625 545 700**

**Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

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