**New CEMOS**

The Diocese is moving to a new web provider and this has necessitated changes to CEMOS, both website and design.

CEMOS can now be found at <http://www.chesterdbe.co.uk/cmos>.

When you enter the website, there is a sign-in page. Enter your email address and the password you currently use on CEMOS and click on ‘Access’.

You will then have the Main Menu. Click on **Schools** under Available tables.

You will then see a table of all schools in what they term ‘grid view’.

Move up and down the table until you see the school you are interested in and double click on that school and you can access the information on that school.

On the page you see there is the contact information for the school and information about relevant post-holders. You will also see whether they have subscribed to the Family of Schools. You cannot change any of these details.

Near the top of the page you will also see a series of buttons. By clicking on these you have access to further information which you can add to:

|  |  |  |
| --- | --- | --- |
| Button | Information | Action |
| Family of Schools – Free Visits | Each subscriber school can have one ‘free’ consultant visit per year. You will be contacted if we wish you to undertake such a visit. They also receive a visit once every five years to support their SIAMS work. | Having undertaken the visit, enter the details |
| Charged Visits | Schools can opt to purchase additional support. You will be contacted if we wish you to undertake such a visit. | Having undertaken the visit, enter the details |
| Ofsted Grades | Records the overall Ofsted judgement and the year of the inspection |  |
| Other Contact | Shows any other contact that has been with the school | Record any contact you have had |
| SIAMS Focus | Lists the items from SIAMS inspections that the school should focus on |  |
| SIAMS Grades | Lists all grades from SIAMS inspections, the year of inspection and inspector’s name |  |
| Strengths | Lists particular strengths identified in the SIAMS inspection |  |
| Training Needs | Lists any training needs identified in the SIAMS inspection |  |
| Other Visits | Lists any other visits made to the school | Record any visit you have made not covered by the other buttons |
| Map | Shows on Google Maps the school’s location |  |
| Ofsted Report | Gives access to Ofsted reports for the school |  |
| SIAMS Report | Gives access to the latest SIAMS Report for the school | This link is currently not working – awaiting the new website going live |
| Website | Links to the school’s website |  |

**Note:** When adding a record, click ‘New Record’ (it will appear at the bottom of the records) and enter dates in the numerical format: yyyy-mm-dd. When completed, click the ‘Save’ button. To leave the sub-form, click ‘Close’.