



# Riverview C of E Primary and Nursery School

with Riverview Day Nursery

Every child matters, every moment counts

Headteacher: Mrs M Atkins

## Freedom of Information

### Guide to information available from Riverview School under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost         |
|---|--|--------------|
| <b>Class 1 – Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | (hard copy and/or website)<br>School Address<br>School Website<br>School Brochure<br>School Office | Free<br>Free |
| Who's who in the school   | As above   |              |
| Who's who on the governing body and the basis of their appointment  | Hard copy – governors meeting  | free         |
| Instrument of Governance  | Link to website  |              |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))           | Website<br>Office<br>N.B. Non personal detail only   | Free         |



Riverview Road, West Ewell, Surrey KT19 0JP

Tel: 020 8337 1245 | Email: [info@riverview.surrey.sch.uk](mailto:info@riverview.surrey.sch.uk)

[www.riverview.surrey.sch.uk](http://www.riverview.surrey.sch.uk)



|   |   |              |
|---|---|--------------|
| School Profile  | <a href="http://www.riverview.surrey.sch.uk">www.riverview.surrey.sch.uk</a>                        | Free         |
| Staffing structure  | Hard copy on request  |              |
| School session times and term dates   | Brochure – Website – School Office – Staff Handbook   | Free         |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | Hard copy on request  | Nominal cost |
| Annual budget plan and financial statement  | Hard copy on request  | Nominal cost |
| Capitalised funding   | Hard copy on request  | "            |
| Additional funding including: Children’s Centre Income – Day Care etc, Breakfast Club   | Hard copy on request  | "            |
| Procurement and projects  | Hard copy on request  | "            |
| Pay policy  | Governors Terms of Pay & Conditions and Surrey Pay and Conditions Downloads<br>Hard copy on request | "            |
| Staffing and grading structure  | Hard copy – Policy Statement  |              |
| Governors’ allowances – Governor’s Allowance Policy   | In the Governor’s Handbook – Hard copy on request   |              |
| Pupil Premium Expenditure   | Website   |              |
| Sports Premium  | Website   |              |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  | (full hard copy on request)<br><br>Summary on website   |              |

|   |  |                          |
|---|--|--------------------------|
| School Strategic Improvement Plan   |  |                          |
| Current information as a minimum  |  |                          |
| School profile <ul style="list-style-type: none"> <li>- Government supplied performance data</li> <li>- The latest Ofsted report <ul style="list-style-type: none"> <li>o Summary</li> <li>o Full report</li> </ul> </li> </ul> | Website –<br><a href="http://www.riverview.surrey.sch.uk">www.riverview.surrey.sch.uk</a><br>Website – Hard copy | Free<br><br>Nominal cost |
| Performance management policy and procedures adopted by the governing body  | Hard copy on request   | Nominal cost             |
| Schools future plans  | Hard copy – SSIP   | Nominal cost             |
| 3 year strategic plan   | Website  |                          |
| <b>Class 4 – How we make decisions</b><br>(Decision making processed and records of decisions)<br>Current and previous three years as a minimum   | Governor’s meeting minutes – Hard copy on request<br>Governor’s Committee minutes – Hard copy on request         |                          |
| Admissions policy/decisions (not individual admission decisions)  | Hard copies and school website   | Free                     |
| Agendas of meetings of the governing body and committees  | Hard copies on request   | Free                     |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings  | Hard copies on request   | Free                     |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)   | (hard copy or website)   |                          |

|   |   |   |
|---|---|---|
| Current information only  |   |   |
| <p>School policies including:</p> <ul style="list-style-type: none"> <li>- Charging policy</li> <li>- Health and Safety</li> <li>- Complaints procedure</li> <li>- Staff conduct policy</li> <li>- Discipline and grievance policies</li> <li>- Information request handling policy</li> <li>- Equality and diversity (including equal opportunities) policies</li> </ul> | <p>Hard copy on request</p> <p>Website</p>  | <p>Cost</p>                               |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>- Home-School Agreement</li> <li>- Curriculum (all subjects)</li> <li>- RSE</li> <li>- Special educational needs</li> <li>- Accessibility</li> <li>- Race equality</li> <li>- Collective worship</li> <li>- Behaviour Policy</li> </ul>   | <p>Hard copy on request</p> <p>Identify those in school brochure</p> <p>Website</p> | <p>Nominal unless within the brochure</p> |
| <p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>- Information security policies</li> <li>- Records retention destruction and archive policies</li> <li>- Data protection (including information sharing policies, Fair Processing Notice)</li> </ul>  | <p>Refer to SCC policy</p> <p>Hard copy on request</p>                              | <p>Free of charge</p>                     |
| <p>Charging regimes and policies</p> <p>This should include details of any charging regimes. Charging policies should include charges made for information routinely published. They should clearly state</p>   | <p>Website</p>  |   |

|  |   |                |
|--|---|----------------|
| what costs are to be recovered, the basis on which they are made and how they are calculated.  |   |                |
| <b>Class 6 – Lists and Registers</b>   |   |                |
| Currently maintained lists and registers only  | (information is only available by inspection)   |                |
| DBS & Safeguarding logs  | By inspection only  | N/A            |
| Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>  |   |                |
| <ul style="list-style-type: none"> <li>- Attendance records and registers</li> <li>- Free School Meals</li> <li>- Looked After Children</li> <li>- Child Protection</li> <li>- Pupil Data</li> </ul> | Inspection Only<br>Inspection Only<br>Inspection Only<br>Inspection Only<br>Inspection Only | N/A            |
| <b>Class 7 – The services we offer</b>   |   |                |
| (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)   | (hard copy or website; some information may only be available by inspection)                |                |
| Current information only   |   |                |
| Extra-curricular activities  | Circular newsletter – hard copy – website   | Free           |
| Out of school clubs – Breakfast Club etc   | Circular – hard copy – website  | Free           |
| School publications / Profile / Newsletters  | Hard copy on request – website – ParentMail   | Free           |
| Services for which the school is entitled to recover a fee, together with those fees   | N/A   |                |
| Leaflets, books and newsletters  | Newsletters – hard copy – website – ParentMail  | Free of charge |

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|-------------------------------|--|--|
| <b>Additional information</b> |  |  |
|-------------------------------|--|--|

This will provide schools with the opportunity to publish information that is not itemised in the lists above

**Contact details:**

**Riverview CofE Primary and Nursery School (VA)**

**Riverview Road**

**West Ewell**

**Surrey**

**KT19 0JP**

## **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 @ 4p per sheet (black & white) | Actual cost * 0.0106p based on copy cost and 6 month rental cost, not including paper, not including ink/paper TOTAL 0.02p per sheet/copy   |
|                          | Photocopying/printing @ ..p per sheet (colour) N/A   | Actual cost<br>N/A  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class  |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation and Parliament Statute School charging policy   |
| <b>Other</b>             |  |   |
| Surrey County Council    | Freedom of information and publication scheme        | <a href="http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/information-on-our-publication-scheme">http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/information-on-our-publication-scheme</a> |

\* the actual cost incurred by the public authority