

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
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(hard copy and/or website) School Address School Website School Brochure School Office</p>	<p>Free Free</p>
<p>Who's who in the school</p>	<p>As above</p>	
<p>Who's who on the governing body and the basis of their appointment</p>	<p>Hard copy – governors meeting Governing body newsletters – hardcopy and brochure – school office – school Website</p>	<p>Free</p>
<p>Instrument of Governance</p>	<p>Link to web site</p>	
<p>Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))</p>	<p>Web site Brochure Office N.B. Non personal detail only Governors Newsletter annually</p>	<p>Free</p>
<p>School prospectus</p>	<p>On website</p>	

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School Profile	www.riverview.surrey.sch.uk	Free
Staffing structure	Hard copy on request	
School session times and term dates	Brochure – Website – School Office – Staff Handbook	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy on request	Nominal cost
Annual budget plan and financial statements	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 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	

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<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>School Strategic Improvement Plan</p> <p>Current information as a minimum</p>	(hard copy on request)	
<p>School profile</p> <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	<p>Website – www.riverview.surrey.sch.uk Website – Hard copy</p>	<p>Free Nominal Cost</p>
<p>Performance management policy and procedures adopted by the governing body.</p>	<p>Hard copy on request</p>	<p>Nominal cost</p>
<p>Schools future plans</p>	<p>Hard copy – SSIP</p>	<p>Nominal cost</p>
<p>Every Child Matters – policies and procedures</p>	<p>Hard copies – Surrey CC website/ DCSF</p>	<p>Nominal cost</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>Governor’s meeting minutes - Hard copy on request Governor’s Committee minutes – Hard copy on request</p>	

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Admissions policy/decisions (not individual admission decisions)	Hard copies and school website	Free
Agendas of meetings of the governing body and (if held) its sub-committees / Children's Centre Steering Group	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
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
School policies including: <ul style="list-style-type: none"> • Charging policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Information request handling policy • Equality and diversity (including equal opportunities) policies 	Hard copy – on request Website	Cost
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Curriculum (all subjects) • Sex education • Special educational needs 	Hard copy on request Identify those in school brochure	Nominal unless within the brochure

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<ul style="list-style-type: none"> • Accessibility • Race equality • Collective worship • Behaviour Policy • Children's Centre 	Web site	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies, Fair Processing Notice) 	Refer to SCC policy Hard copy on request	Free of charge
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. 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.</p>	Web site	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
CRB & Safeguarding logs	By inspection only	N/A

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Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)		
<ul style="list-style-type: none"> • Attendance records and registers • Free School Meals • Looked After Children • Child Protection • Pupil Data 	Inspection Only Inspection Only Inspection Only Inspection Only Inspection Only	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
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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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Anything to publish of Children's Centre, Day Care etc, Toy Library	Hard copies	
Parents/Carers views of schools results are available through Governor's Newsletters	Hard copies on request	

Contact details:

Riverview C of E School (VA)
Riverview Road
West Ewell
Surrey KT19 0JP

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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 @ 4p per sheet (black & white)	Actual cost * 0.0106p based on copy cost & 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 N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation and Parliament Statute School charging policy
Other		
Surrey County Council	Freedom of information and publication scheme	http://www.surreycc.gov.uk/your-council/accessing-information-that-we-hold/information-on-our-publication-scheme

* the actual cost incurred by the public authority