



Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

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
<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>
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 web site	
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	<p>Web site Office N.B. Non personal detail only</p>	Free
School Profile	www.riverview.surrey.sch.uk	Free



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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	



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	Statement	
Governors' allowances – Governor's Allowance Policy	In the Governor's Handbook - Hard copy on request	
Pupil Premium Expenditure	Website	
Sports Premium	Website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(full hard copy on request)	
School Strategic Improvement Plan	Summary on website	
Current information as a minimum		
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 	Website – www.riverview.surrey.sch.uk Website – Hard copy	Free Nominal Cost
Performance management policy and procedures adopted by the governing body.	Hard copy on request	Nominal cost



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Schools future plans	Hard copy – SSIP	Nominal cost
3 year strategic plan	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Governor’s meeting minutes - Hard copy on request 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
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)	



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<p>School policies including:</p> <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 	<p>Hard copy – on request Website</p>	<p>Cost</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-School Agreement • Curriculum (all subjects) • RSE • Special educational needs • Accessibility • Race equality • Collective worship • Behaviour Policy 	<p>Hard copy on request</p> <p>Identify those in school brochure</p> <p>Web site</p>	<p>Nominal unless within the brochure</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies 		



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<ul style="list-style-type: none"> 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>	(information is only available by inspection)	
<p>DBS & Safeguarding logs</p>	By inspection only	N/A
<p>Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</p>		
<ul style="list-style-type: none"> Attendance records and registers Free School Meals Looked After Children Child Protection 	<p>Inspection Only</p> <p>Inspection Only</p> <p>Inspection Only</p> <p>Inspection Only</p>	N/A



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<ul style="list-style-type: none"> Pupil Data 	Inspection Only	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(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
<p>Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		



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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