



**Riverside Community Special School
Information Available from Riverside Community
School**

Policy by: ICO/Catherine Le Roux

Date: 13.01.2025

Presented to Full Governing Body : 15.01.2025

To be reviewed annually.

Admin/current Policies/2024

This policy is available on our school website and is available on request from the school office.

This policy will be reviewed in full (by the Governing Body) on at least annual basis.

Information available from **Riverside Community Special School** under the model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How you can obtain the information
Class 1 - Who we are and what we do	
Information about us; our structures, locations and contacts	Website
Current information only	Website
Contact details for the school, postal and email address (if used). Where possible, named contacts with telephone number and email address	Website
Head teacher's contact details	Website
Who's who in the school	Website
Who's who on the governing body.	Website
Governing body's contact details	

	Website
<p>Class 2 - What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>	Hard copy
Annual budget and financial statements	Hard copy
Capital funding	Hard copy
Financial Audits reports	Hard copy
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy
Staff pay - details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy

Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy
Procurement and contracts we have entered into	Hard copy
Details of any premiums we receive such as Pupil premium.	Website
Class 3 - What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy & website
Annual Report	Hard copy
Latest reports from regulators (Ofsted) - Summary - Full report	Website
Exam and assessment results	Not held
Performance tables	Not held
Careers programme information	Not held
The school's future plans. Eg. proposals for and any consultation on the future of our school/academy, such as a change in status.	Not held
	Not held

School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy
<p>Class 4 - How we make decisions</p> <p>Decision making processes and records of decisions</p> <p>Current and previous three years as a minimum</p>	Hard copy
Admissions policy and, where applicable, admission decisions (<i>eg application numbers/patterns of successful applicants, including criteria on which applications were successful</i>)	Website
Agendas and minutes of meetings of the governing body and its committees, unless an	Hard copy

exemption applies to the information or parts of it.	
<p>Class 5 - Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	Website/ Hard copy
School policies and other documents, such as behaviour policy, anti-bullying policy, eSafety, values and ethos etc.	Website
Safeguarding and child protection, including protecting children's personal data	Website & hard copy
Equality and Diversity	Website
Policies and procedures relating to recruitment and human resources	Hard copy
Special educational needs	Website
Customer service and Complaints policies and procedures (including those covering handling requests for	Website

information and operating the publication scheme)	
Pay Policy	Hard copy
Records management (Information security policies Records retention, destruction and archive policies)	Hard copy
Data protection (including information sharing and CCTV usage policies)	Hard copy
Charging regimes and policies	Website
Class 6 - Lists and Registers Currently maintained lists and registers only (this does not include the attendance register)	Hard copy
Curriculum circulars and statutory instruments	Hard copy
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy

Disclosure logs, ie information provided in response to FOIA/EIR requests	Hard copy
Asset register and Information Asset register	Hard copy
Any information we are currently legally required to hold in publicly available registers	Hard copy
<p>Class 7 - The services we offer</p> <p>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
Extra-curricular activities	Website
Out of school/academy clubs	Website
Services for which we are entitled to recover a fee, together with those fees	Website
Requests for paper copies of information	Hard copy
Our publications, leaflets, books and newsletters	Website & hard copy

Additional Information	
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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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred