

East-the-Water Primary School - Published guide to information September 2025

Information	How the information can be obtained.	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) Current information only.		
Who's who in the school	Website https://www.east-the-water.devon.sch.uk/our-school/staff/ Hardcopy – Available on request – contact the school	Free 5p per page
Who's who on the governing body and the basis of their appointment	Website https://www.east-the-water.devon.sch.uk/our-school/board-of-governors/ Hardcopy – Available on request – contact the school	Free 5p per page
Contact details for the head teacher and chair of governors.	Website https://www.east-the-water.devon.sch.uk/contact-us/ Hardcopy – Available on request – contact the school	Free 5p per page
Staffing structure	Website https://www.east-the-water.devon.sch.uk/our-school/staff/ Hardcopy – Available on request – contact the school	Free 5p per page
School session times and term dates	Website https://www.east-the-water.devon.sch.uk/parent-zone/opening-times-calendar/ Hardcopy – Available on request – contact the school	Free 5p per page
Address of school	Website https://www.east-the-water.devon.sch.uk/contact-us/ Hardcopy – Available on request – contact the school	Free 5p per page

Information	How the information can be obtained.	Cost
Class two: 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)		
Annual budget plan and financial statements	Hardcopy – Available on request – contact the school	5p per page
Capital funding	Hardcopy – Available on request – contact the school	5p per page
Financial audit reports	Hardcopy – Available on request – contact the school	5p per page
Details of expenditure items over £2000 – published at least annually but at a quarterly or six-monthly interval where practical	Hardcopy – Available on request – contact the school	5p per page
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority)	Hardcopy – Available on request – contact the school	5p per page
Pay policy	Hardcopy – Available on request – contact the school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid	Hardcopy – Available on request – contact the school	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries of senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; more for junior posts, by salary range.	Hardcopy – Available on request – contact the school	5p per page
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hardcopy – Available on request – contact the school	5p per page

Information	How the information can be obtained.	Cost
Class three: What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
School profile (if any) And in cases: - Performance data supplied to the English Government or a direct link to the data - The latest Ofsted report - School improvement plan	Website: https://www.compare-school-performance.service.gov.uk/school/113130/east-the-water-community-primary-school Website: https://reports.ofsted.gov.uk/provider/21/113130 Hardcopy – Available on request – contact the school	Free Free 10p per page
Performance management policy and procedures adopted by the governing body	Hardcopy – Available on request – contact the school	10p per page
The school's future plans ; for example, proposals for and any consultation on the future of the school, such as a change in status	Hardcopy – Available on request – contact the school	10p per page
Safeguarding and child protection	Website - https://www.east-the-water.devon.sch.uk/safeguarding/ Hardcopy – Available on request – contact the school	Free 10p per page

Information	How the information can be obtained.	Cost
Class four: How we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy (not individual admission decisions)	Website: https://www.east-the-water.devon.sch.uk/our-school/admissions/ Hardcopy – Available on request – contact the school	Free 10p per page
Agendas and minutes of meetings of the governing body and its committees (N.B this will exclude any information that is regarded as private to the meetings – Part II)	Hardcopy – Available on request – contact the school	Free

Information	How the information can be obtained.	Cost
Class five: Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only; as a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the British government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: - Information security policies - Records retention, destruction and archive policies - Data protection (including information sharing policies)	Website: https://www.east-the-water.devon.sch.uk/key-information/gdpr-general-data-protection-regulation/ Hardcopy – Available on request – contact the school	Free 10p per page
Charging and remission policies This includes details of any statutory charging. 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.	Website: https://www.east-the-water.devon.sch.uk/policies-procedures/ Hardcopy – Available on request – contact the school	Free 10p per page

Information	How the information can be obtained.	Cost
Class six: Lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum letters	Parentmail – every half-term Website: https://www.east-the-water.devon.sch.uk/curriculum/curriculum-letters/ Hardcopy – Available on request – contact the school	Free Free 10p per page
Disclosure logs	Inspection only – contact school	Free
Asset register	Inspection only – contact school	Free
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact school	Free

Information	How the information can be obtained.	Cost
Class seven: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Website: https://www.east-the-water.devon.sch.uk/parent-zone/clubs/	Free
	Parentmail – Half-termly	Free
	Hardcopy – Available on request – contact the school	10p per page
Out of school clubs (wraparound care)	Website: https://www.east-the-water.devon.sch.uk/parent-zone/clubs/	Free
	Hardcopy – Available on request – contact the school	10p per page
School publications (newsletters, leaflets and guidance)	Website: https://www.east-the-water.devon.sch.uk/parent-zone/newsletters/	Free
	Parentmail	10p per page
	Hardcopy – Available on request – contact the school	

Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/printing @ pence per sheet (black and white)	Actual cost	10p per page
	Photocopying/printing @ pence per sheet (colour)	Actual cost	15p per page
	Postage	Actual cost of Royal Mail Standard Class	From £1.70