

Information	How the information can be obtained	Cost
<b>Class One: Who we are and what we do (organizational information, structures and contacts) (current information only).</b>		
Who's who in the school	Website <a href="http://www.limes.bristol.sch.uk/?page_id=101">http://www.limes.bristol.sch.uk/?page_id=101</a> Hard copy available on request. Contact the school.	Free
Who's who in the Governing Body and the basis of appointment	Website <a href="http://www.limes.bristol.sch.uk/?page_id=161">http://www.limes.bristol.sch.uk/?page_id=161</a> Hard copy available on request. Contact the school.	
Instrument of Governance	Website <a href="http://www.limes.bristol.sch.uk/?page_id=161">http://www.limes.bristol.sch.uk/?page_id=161</a> Hard copy available on request. Contact the school.	
Contact details for the headteacher and the governing body via the school	Website <a href="http://www.limes.bristol.sch.uk/?page_id=13">http://www.limes.bristol.sch.uk/?page_id=13</a> Hard copy available on request. Contact the school.	
Staffing structure	Website <a href="http://www.limes.bristol.sch.uk/?page_id=101">http://www.limes.bristol.sch.uk/?page_id=101</a> Hard copy available on request. Contact the school.	
School session times and term dates	Website <a href="http://www.limes.bristol.sch.uk/?page_id=79">http://www.limes.bristol.sch.uk/?page_id=79</a> <a href="http://www.limes.bristol.sch.uk/?page_id=82">http://www.limes.bristol.sch.uk/?page_id=82</a> <a href="http://www.limes.bristol.sch.uk/?page_id=61">http://www.limes.bristol.sch.uk/?page_id=61</a>	
Address of the school and contact details	Website <a href="http://www.limes.bristol.sch.uk/?page_id=13">http://www.limes.bristol.sch.uk/?page_id=13</a>	
<b>Class 2. What we spend and how we spend it</b>		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit (current and previous two financial years, as a minimum).		
Annual budget plan and financial statements (sources of funding, and income from local or central government, or elsewhere, including the annual budget plan and the school's annual income and expenditure returns	Hard copy available on request. Contact the school.	
Details of expenditure over 5,000 including cost, supplier and transaction information (annual)	Hard copy available on request. Contact the school.	
Capital funding allocated to and by the school together with any building or capital projects	Hard copy available on request. Contact the school.	
Financial audit reports	Hard copy available on request. Contact the school.	
Procurement and contracts – procedures for the acquisition of	Hard copy available on request. Contact the school.	

goods and services and details of contracts that have gone through formal tendering		
Pay policy	Hard copy available on request. Contact the school.	
(a) Staff allowances and expenditure – what can be claimed and (b) the total paid to senior staff whose salary is at least £60,000 by reference to categories.	(a) Hard copy of policy available on request. Contact the school. (b) N/A	
<b>Staff pay and grading structures</b> Organizational structure with staff as a salary range	Hard copy available on request. Contact the school.	
Governors allowances that can be claimed and a record of total allowances paid to governors	Website <a href="http://www.limes.bristol.sch.uk/?page_id=161">http://www.limes.bristol.sch.uk/?page_id=161</a> Hard copy available on request. Contact the school.	
<b>Class 3: What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews. (current information)		
Performance data supplied to the government	N/A	
Latest Ofsted report	Website <a href="http://www.limes.bristol.sch.uk/?page_id=66">http://www.limes.bristol.sch.uk/?page_id=66</a> Hard copy available on request. Contact the school.	
Performance management policy and procedures	Hard copy available on request	
The school's future plans – any major proposals	Hard copy available on request	
Safeguarding and child protection	Website <a href="http://www.limes.bristol.sch.uk/?page_id=63">http://www.limes.bristol.sch.uk/?page_id=63</a> Hard copy available on request. Contact the school.	
<b>Class Four: how we make decisions (decision making processes and records of decisions) (current and previous three years)</b>		
Admissions policy	Website <a href="http://www.limes.bristol.sch.uk/?page_id=63">http://www.limes.bristol.sch.uk/?page_id=63</a> Hard copy available on request. Contact the school.	
Agendas and minutes of meetings of the governing body (N.B. this will exclude information properly regarded as private to the meetings)	Hard copy available on request. Contact the school.	
<b>Class Five: Policies and procedures for delivering our services and responsibilities (current only)</b>		
Those the school is required to have by statute, or funding	Hard copy available on request. Contact the school.	

agreement or equivalent, to include those listed on the Dfe Website		
Records management and personal data policies	Hard copy available on request. Contact the school.	
Equality and diversity	Website <a href="http://www.limes.bristol.sch.uk/?page_id=63">http://www.limes.bristol.sch.uk/?page_id=63</a> Hard copy available on request. Contact the school.	
Policies and procedures for the recruitment of staff	Hard copy available on request. Contact the school.	
Charging and remissions	Website <a href="http://www.limes.bristol.sch.uk/?page_id=63">http://www.limes.bristol.sch.uk/?page_id=63</a> Hard copy available on request. Contact the school.	
<b>Class Six: Lists and registers (current only) (does not include the attendance register)</b>		
Curriculum circulars and statutory instruments received	Hard copy available on request. Contact the school.	
Disclosure logs	Inspection only. Contact the school.	
Asset register	Inspection only. Contact the school.	
Any information the school is required to hold on publicly available registers	Inspection only. Contact the school.	
<b>Class Seven: The services we offer</b> Information about the services the school provides including leaflets, guidance and newsletters (current only)		
School prospectus and curriculum, including extra-curricular	Website <a href="http://www.limes.bristol.sch.uk/?page_id=85">http://www.limes.bristol.sch.uk/?page_id=85</a> <a href="http://www.limes.bristol.sch.uk/?page_id=82">http://www.limes.bristol.sch.uk/?page_id=82</a> Hard copy available on request. Contact the school.	
Leaflets and newsletters	Website <a href="http://www.limes.bristol.sch.uk/?page_id=5">http://www.limes.bristol.sch.uk/?page_id=5</a> <a href="http://www.limes.bristol.sch.uk/?page_id=75">http://www.limes.bristol.sch.uk/?page_id=75</a> Hard copy available on request. Contact the school.	
Paid services – daycare	Website <a href="http://www.limes.bristol.sch.uk/?page_id=79">http://www.limes.bristol.sch.uk/?page_id=79</a> <a href="http://www.limes.bristol.sch.uk/?page_id=82">http://www.limes.bristol.sch.uk/?page_id=82</a> Hard copy available on request. Contact the school.	

We aim to respond within 20 working days of the receipt of the request

#### Schedule of charges

Type of charge	Description	Basis of charge	Charge
Disbursement cost	Black and white photocopying	Actual cost	£0.005
Disbursement cost	Colour photocopying	Actual cost	£0.046

Disbursement cost	Postage	Actual cost of royal mail postage – second class	£0.61
Statutory fee	In accordance with the relevant legislation		Not applicable