



Freedom of Information
Publication Scheme

March 2026

*WALKING IN LOVE,
INSPIRING TRANSFORMATION*

1. Vision & Aims

At St Anne's, we Walk in love (Ephesians 5:2), nurturing Compassion, Curiosity and Confidence in our pupils and adults.

We create a Community of belonging in which each person can Shine their Light (Matthew 5:16).

Rooted in Christ, we celebrate our rich diversity and inspire transformation through inclusive leadership and learning

At St Anne's CofE Primary School, we are committed to openness and transparency in all that we do.

The Freedom of Information Act 2000 (FOIA) is different legislation from the UK General Data Protection Regulation (UK GDPR).

This publication scheme sets out the information we routinely make available to the public, reflecting our Christian values of compassion, curiosity, and confidence.

Our values underpin our approach to information sharing:

- **Compassion** – We respond to requests with understanding and care, recognising that access to information supports our school community
- **Curiosity** – We encourage questions and enquiries, welcoming the opportunity to share how our school operates
- **Confidence** – We are transparent about our practices and confident in our accountability to parents, carers, and the wider community

2. What is a publication scheme?

A publication scheme is a commitment to make certain information routinely available to the public. It describes the classes of information we publish, how the information can be obtained, and whether there is a charge for it.

3. How to request information

The request must:

- Be in writing (e.g. in a letter, email, via Parentmail messaging)
- Include the requester's real name or the name of the person or organisation they are acting on behalf of
- Include an address for correspondence (e.g. a residential or work postal or email address)
- Describe the information requested.

4. How to submit your request

- Email: enquiries@st-annes.lincs.sch.uk
- Post: St Anne's CofE Primary School, Harrowby Road, Grantham, Lincolnshire NG31 9ED
- In person: At the school office during school hours (8:30am-3:30pm)

The standard time limit is 20 school days, or 60 working days if that's sooner. We will acknowledge your request and aim to respond within this timeframe.



5. Classes of information we publish

Organisational information, structures, locations and contacts

Available information includes:

- School prospectus
- Governance structure (governing body members and their responsibilities)
- Staff structure and key contact details
- School location and contact information
- Term dates and school hours

How to access: School website, school office or upon request.

6. What we spend and how we spend it

Financial information relating to projected and actual income and expenditure

Available information includes:

- Annual budget plans
- Financial audit reports
- Capital funding
- Pay policy
- Staff allowances and expenses

How to access: Upon request to the school office.

7. What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Available information includes:

- School Development Plan (SDP)
- Ofsted reports
- Performance data (including statutory assessment results)
- School School Evaluation Framework (SEF)
- Safeguarding policies and procedures

How to access: School website or upon request.

8. How we make decisions

Decision-making processes and records of decisions

Available information includes:

- Governing body meeting agendas and minutes (excluding confidential items)
- Admissions policy and decisions process
- Records of major decisions affecting the school

How to access: Upon request to the school office.

9. Our Policies and Procedures

Current written protocols, policies and procedures for delivering our services



Available on our School website here (<https://www.st-annes.lincs.sch.uk/school-information>) or upon request.

10. Lists and Registers

Information held in registers required by law

Available information includes:

- Asset register
- Disclosure logs (previous FOI requests)
- Register of interests (governors and staff where appropriate)

How to access: Upon request to the school office.

11. The services we offer

Available information includes:

- Extra-curricular activities
- School meals information
- Uniform requirements
- Before and after school care provision

How to access: School website, prospectus, or upon request.

12. Charging for Information

Most information will be provided free of charge. Where there are unavoidable costs (such as photocopying or postage), we will inform you in advance.

If charging is required, we will charge based on how much it costs us to comply with the request. If the 'cost of compliance' is under £450, we will only recover our communication costs from the requester e.g. money spent on photocopying, printing or postage.

If the cost is over £450, we will recover our full costs, including the cost of compliance, communication and staff time.

13. When we may not provide information

The FOIA defines a range of exemptions you can use to refuse part or all of a request, including confirming whether or not you hold the information.

We may withhold information or refuse a request if:

- The cost of complying with the request will exceed the £450 limit
- The request is vexatious
- The request is repeated
- The information is covered by an exemption (such as personal data, information that could prejudice law enforcement, or information given in confidence)

If we refuse a request, we will explain our reasons in writing.

14. Making a Complaint

If you are unhappy with our response to your request, please contact:



Stage 1: The Headteacher at enquiries@st-annes.lincs.sch.uk

Stage 2: The Chair of Governors at Tracey.Limbert@lincolnshire.gov.uk

You also have the right to complain to the Information Commissioner's Office:

- Website: www.ico.org.uk
- Telephone: 0303 123 1113

15. Contact Us

For any queries about this publication scheme or to request information:

St Anne's CofE Primary School
Harrowby Road
Grantham
Lincolnshire
NG31 9ED

Email: enquiries@st-annes.lincs.sch.uk

Telephone: 01476 564505

Publication Scheme Coordinator: Emma McGill, Office Administrator

16. Monitoring and Review

Date written:	March 2026
Date agreed by Governing Body:	March 2026
Chair of Governors:	Tom Woodlock
Headteacher:	Elizabeth Hindmarsh
Date of next review:	March 2028

