

POLICIES AND DOCUMENT CHECK LIST

POLICY or DOCUMENT	Status	Link to document	Committee or individual responsible	Approval date	Review Date	Comments
Finance						
Charging Policy	Statutory		Resources	Sept 2009	Sept 2010	CM dealing by end June
Lettings Policy	Recommended		Resources	March 2010	March 2011	Refer VT
Governors' Allowances (Schemes for Paying) Policy	Statutory					
Schedule of Financial Delegation			Resources	May 2011	May 2012	Resources to sign off May meeting
Refunds Policy			Resources	Sept 2010	Sept 2011	
School management and premises						
Governors' Code of Conduct	Recommended	Governor's Induction Pack	Resources	July 2011	Sept 2012	
Complaints Policy/Procedure	Statutory		Resources	Nov 2010	Nov 2012	
Equality Policy	Statutory		Curriculum	Nov 2010	Jan 2012	
Health & Safety Policy	Statutory		Resources	Feb 2007	Feb 2009	TS reviewing
Off site visits policy						
Attendance policy	Recommended		Curriculum	March 2011	March 2012	Sign off by MJ at Nov FGB, place on website
Equal Opportunities Policy	Recommended	Equality Policy	Curriculum			Place on website & publish in sch news letter
Disability Equality Scheme	Statutory	Equality Policy	Curriculum			
Governor visits to school policy			Curriculum	Feb 2010	Feb 2012	
Admissions Policy (VA and Foundation Schools)	Statutory		Resources	March 2011	March 2012	
Accessibility Plan	Statutory		??????			

For illustration only. Check that the list of statutory and recommended policies and other documents is up to date.

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Emergency Plan	Recommended		??????			
Energy Management Plan						
Sustainability policy						
Travel Plan	Recommended	Guidance	??????			
Curriculum						
Collective Worship Policy	Statutory		????			
Curriculum Policy	Statutory		Curriculum	Nov 2011	Nov 2012	
Sex Education Policy	Statutory		Curriculum	Nov 2011	Nov 2012	
Special Educational Needs Disability policy	Statutory		Curriculum	Nov 2011	Nov 2012	Reviewed Nov 2011, uniform and sign off Feb Board
E safety/ ICT use policy	recommended	Safe Internet	Curriculum	Sept 2011	Sept 2012	add to website
Early Years			Curriculum	Nov 2011	Nov 2012	
Gifted and Talented Children			Curriculum	March 2011	March 2013	Every 2 years
Learning and Teaching			Curriculum	Nov 2010	Nov 2012	
Literacy Policy			Curriculum	June 2011	June 2012	
Children and families						
Pupil Discipline Policy Including anti-bullying	Statutory	Positive Behaviour Policy	Curriculum	Nov 2011	Nov 2012	
Exclusion of pupils policy	Statutory		Resources	Nov 2010	Nov 2011	
Child Protection Policy	Statutory		Curriculum	March 2011	March 2012	
Drugs education / awareness policy						

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Monitoring & Evaluation policy		Marking and Feedback Policy	Curriculum	Nov 2011	Nov 2012	add to website
Extra Curricular Activities policy						
Strategy for community cohesion						
Uniform policy						
Homework policy			Curriculum	May 2011	May 2012	Staff to sign off, DS check with CM
Assessment Policy			Curriculum	Nov 2010	Nov 2012	
Human Resources						
Performance Management Policy	Statutory		Resources	March 2010	March 2012	
Staff Appraisal Policy (see PM policy above)	Statutory	Performance Management policy				
Pay Policy	Statutory		Resources	Feb 2010	Feb 2011	Review, copy in file
Staff Discipline Conduct & Grievance	Statutory	Grievance Procedures Policy	Resources	Sept 2008	Sept 2011	
Disciplinary Procedures for Staff	Statutory	Capability Procedures Policy	Resources	Sept 2008	Sept 2011	
Disciplinary Procedures for Headteachers	Statutory	Capability Procedures Policy				
Grievance procedure for all school staff	Statutory	Grievance Procedures Policy				
Continuous Professional Development (CPD) policy						
Employment Relations Act						
Fair Treatment						
Adoption						
Violence at Work						

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Parental Leave						
Time off for Dependents						
Equal Opportunities in Employment						
Absence Management		Sickness Absence Procedure Policy	Resources	Sept 2008	Sept 2011	
Early Retirement						
Headteachers Capability						
Capability for staff other than HT						
Employee Code of Conduct						
Whistle Blowing			Resources	Sept 2010	Sept 2011	
Staff Reduction						
Redeployment of Teachers						
Other documents that are required						
Register of Business Interests of Headteacher and Governors	Statutory			N/A	Annual	Governors to notify and amend any in-year changes
Instrument of Government All school GBs must be set up under one of these to be legal	Statutory		N/A	(date specific to each school)	Only when change required	Advice must be sought from LA, who have to approve.
Minutes of meetings of the Governing Body including Committees	Statutory		Clerk	At following meeting	N/A	Copies to be sent to LA (Governor Services)
School Improvement Plan						
Prospectus	Statutory					
School profile	Statutory					Due to be withdrawn in 2011
A Self Evaluation document	Statutory					(no longer the SEF)

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Risk Assessments (must be undertaken and record kept)	Statutory					
Attendance targets	Statutory					
Register of Pupils	Statutory					
Curriculum Statement						
Target-setting for schools	Statutory					
Freedom of Information Publication Scheme	Statutory		Resources	June 2011	Sept 2013	AL amending, CM to check
Home-School Agreements	Statutory					
Parenting contracts (when needed to address poor attendance)	Statutory when used					
Penalty Notices (when needed – issued in conjunction with LA)	Statutory when used					
Review of Staffing structure document	Statutory					
Terms of Reference			Resources	Sept 2010	Sept 2011	

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