**POLICIES TO READ**

As a team, we are obliged to make sure we comply with DfE and Ofsted requirements. The following policies are in place to ensure we all work together in a consistent, fair, safe, and professional manner. All members of staff\* are required to read our Safeguarding Policies and Teaching and Learning Policies by 7th September 2016. Once read, you need to photocopy this page Policies to Read Form sign at the bottom, and hand them to our the school office. All other policies should be read by the end of September 2016. Copies will be kept in your HR file.

\*For members of staff who are not class-based, policies highlighted on the form in blue must be read. All policies are available on the secure staff area on the school website.

**IF UNSURE ABOUT ANY ASPECT(S) OF SCHOOL LIFE, CHECK THE POLICY CHECKLIST AT THE END OF THIS HANDBOOK, AS OUR POLICIES COVER ALL ASPECTS OF WHAT WE DO AT RANDAL CREMER PRIMARY. IF IN DOUBT, SPEAK TO OUR HEADTEACHER.**

The following policies are the ones you should start with.

|  |  |
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| NAME OF POLICY | Available |
| Behaviour Policy | On Secure Staff Area of Website |
| Fire Safety and Procedures | On Secure Staff Area of Website |
| Health and Safety Policy | On Secure Staff Area of Website |
| Marking and Presentation Policy | On Secure Staff Area of Website |
| Child Protection and Safeguarding Policy | On Secure Staff Area of Website |
| Communication Policy | On Secure Staff Area of Website |
| E-Safety and Data Protection Policy | On Secure Staff Area of Website |
| Homework Policy | On Secure Staff Area of Website |
| Staff Code of Conduct | On Secure Staff Area of Website |
| Uniform Policy | On Secure Staff Area of Website |
| Whistleblowing Policy | On Secure Staff Area of Website |
| Staff Acceptable Use Policy of ICT | On Secure Staff Area of Website |
| Keeping Children Safe in Education – DFE Guidance | On Secure Staff Area of Website |

I have read the above policies;

Signed Print Name

Date Position

Other Policies: