

**POLICY AND KEY DOCUMENTS – LIST AND REVIEW CYCLE**

<b>STATUTORY POLICES ARE IN AMBER, OTHER POLICIES ARE STRONGLY RECOMMENDED</b>		<b>NOTES</b>	<b>Folder</b>
Administering Medicine Policy	Annually		1 tab 1
Admission Arrangements and Admissions Policy	Annually		1 tab 2
Adoption Leave Policy	3 yearly		1 tab 3
Adverse Weather Conditions	Annually		1 tab 4
Allegations of Abuse Against staff	3 yearly		1 tab 5
Anti-Bullying Policy	3 yearly		1 tab 6
Anti-Fraud and Corruption Policy	3 yearly		1 tab 7
Assessment Policy	3 yearly		1 tab 8
Attendance Policy	Annually		1 tab 9
Behaviour Policy	Annually		1 tab 10
Central Record	Annually		n/a
Charging and Remissions Policy	Annually		1 tab 11
Child Protection Policy	Annually		1 tab 12
Communication Policy	3 yearly		1 tab 13
Community Cohesion Policy	3 yearly		1 tab 14
Complaints Procedure Statement	3 yearly		1 tab 15
Conduct Policy	3 yearly	See Staff Code of Conduct	n/a
CPD Policy	3 yearly		1 tab 16
Curriculum	3 yearly		1 tab 17
Data Management	3 yearly	Covered in E-safety and Data Security Policy	n/a
Data Protection Policy	3 yearly	Covered in E-safety and Data Security Policy	n/a
Disability Access Statement	3 yearly		1 tab 18
Disciplinary Procedure	3 yearly		1 tab 19
Display Screen and Equipment Policy	3 yearly		1 tab 20
Drug and Substance Abuse Policy	3 yearly		2 tab 1
EAL	3 yearly	Covered in Inclusion Policy	n/a
Early Years Foundation Stage Policy	Annually		2 tab 2
Eco and Recycling Policy	3 yearly		2 tab 3
Education Visits	3 yearly	Covered in Off-Sites Policy	n/a
Emergency Plan	Annually		2 tab 4
Employee Pensions	3 yearly		2 tab 5
English	3 yearly		2 tab 6
Equalities Policy	Annually		2 tab 7
E-Safety and Social Media Policy	3 yearly		2 tab 8
Examination	3 yearly	See Assessment Policy	n/a
Exclusion Policy	Annually		2 tab 9
Fire Safety and Evacuation Policy and Procedures	Annually	Also covered in Health and Safety Policy	2 tab 10

First Aid Policy	3 yearly		2 tab 11
Flexible Working Policy	3 yearly		2 tab 12
Food Hygiene Policy	Annually		2 tab 13
Freedom of Information Policy	3 yearly		2 tab 14
Gifted and Talented	3 yearly	Covered in Inclusion Policy	n/a
Governor Visits Policy	Annually		2 tab 15
Grievance Resolution Procedure and Guidance	3 yearly		2 tab 16
Guidance for the Teaching of Handwriting	3 yearly		2 tab 17
Harassment Policy	3 yearly		2 tab 18
Health & Safety Policy	Annually		2 tab 19
Health & Wellbeing Policy	3 yearly		2 tab 20
Home School Agreement	3 yearly		3 tab 1
Homework Policy	Annually		3 tab 2
Incident & Accident Policy	Annually	Covered in Health and Safety Policy	n/a
Inclusion (including SEND) Policy	Annually		3 tab 3
Individual needs	3 yearly	Covered in Inclusion Policy	n/a
Induction Policy	Annually		3 tab 4
Infection Control Policy	3 yearly	Covered in Health and Safety Policy	n/a
Information Management Systems Policy	3 yearly		3 tab 5
Initial Teacher Training	3 yearly		3 tab 6
Intimate Care Policy	3 yearly		3 tab 7
Lettings Policy	3 yearly		3 tab 8
Managing Sickness and Absence	3 yearly		3 tab 9
Marking and Presentation Policy	Annually		3 tab 10
Meals Arrangements	3 yearly		3 tab 11
Missing Child Policy	Annually		3 tab 12
NQT Induction Policy	Annually		3 tab 13
Off-Site Policy	Annually		3 tab 14
Paternity Leave Policy	3 yearly	Covered in Adoption Leave Policy	n/a
Positive Handling Policy	Annually		3 tab 15
PSHCE Policy	3 yearly		3 tab 16
Read Write Inc (Phonics) Policy	Annually		3 tab 17
Recruitment and Selection Policy	3 yearly		3 tab 18
Redeployment Policy	3 yearly		3 tab 19
Redundancy Policy	3 yearly		3 tab 20
Religious education	3 yearly		4 tab 1
Reorganisation Procedure	3 yearly		4 tab 2
Risk Assessment Policy	Annually	Covered in Health and Safety and Off-Site Policies	n/a
Safe Driving at Work Policy	Annually		4 tab 3
Safeguarding and Pupil Welfare Policy	Annually		4 tab 4
SEND Policy	Annually	Covered in Inclusion Policy	n/a

Sex Education and Relationship Policy	Annually		4 tab 5
Spiritual, Moral, Social and Cultural Education	3 yearly		4 tab 6
Staff Code of Conduct	Annually		4 tab 7
Staff Cover	3 yearly		4 tab 8
Staff: Appointments procedures including DBS and vetting procedures	Annually	Covered in Safeguarding and Pupil Welfare and Recruitment and Selection Policies	n/a
Student Voice	3 yearly		4 tab 9
Support Staff Appraisal Policy	Annually		4 tab 10
Support Staff Capability Policy	Annually		4 tab 11
Support Staff Pay Policy	Annually		4 tab 12
Swimming Policy	Annually		4 tab 13
Target Setting	Annually		4 tab 14
Teacher Appraisal Policy	Annually		4 tab 15
Teacher Capability Policy	Annually		4 tab 16
Teacher Pay Policy	Annually		4 tab 17
Teaching and Learning Policy	3 yearly		4 tab 18
Travel Plan	Annually		4 tab 19
Uniform Policy	3 yearly		4 tab 20
Whistle Blowing Policy	3 yearly		5 tab 1

**New policies added recently:**

PTA Social Media Policy	Annually		5 tab 2
Supporting Pupils with Medical Needs	Annually		5 tab 3