

## Review Schedule for Policies and Other Important Documents

*(To be read in conjunction with the DfE 'Statutory policies for schools' document)*

Policy Title	FGB/Staff Approval Date	Approval Committee	Frequency	Revision Date	Next Revision
Admissions Policy		FGB	Annual	January 2018	January 2019
Charging (and Remission) Policy	FGB 26/11/2018	Resources Committee	Annual	29/10/2018	September 2019
Drugs Policy <i>(not on file)</i>	21/09/16	Improvements Committee	Every 3 years	September 2016	September 2019
Early Years Foundation Stage	FGB 26/02/2018	Improvements Committee	Every 3 years	February 2018	February 2021
Health and Safety Policy	FGB 26/11/2018	Resources Committee	Biennial	September 2018	September 2019
Pay Policy	FGB 29/10/2018	FGB	Annual	October 2018/effective September 2018	September 2019
Performance Management and Capability Policy	FGB 26/11/2018	Resources Committee	Annual	29/10/2018	September 2021
Restrictive Physical Intervention Policy	FGB 21/09/2019	Improvements Committee	Biennial	January 2019	January 2021
Pupil Premium Statement	7/12/16	Improvements Committee	Annual	September 2018	September 2019
Register of Pecuniary Interests	N/A	Clerk & Business Manager	Annual	October 2018	October 2019
Child Protection Policy, Procedure & Guidance	FGB 21/01/2019	FGB	Annual	January 2019	September 2019
Safeguarding Policy (Inc. Child Protection, allegations against staff & Prevent)	FGB 21/01/2019	FGB	Annual	January 2019 Reflecting KCSiE 2018	September 2019
Annual Safeguarding Audit (online) to HCC	N/A	Headteacher & Safeguarding Governor	Annual	July 2018	September 2019
Single Central Record Review		Improvements Committee	Annual	September 2018	September 2018
Sports Premium Statement		Improvements Committee	Annual	September 2018	September 2019
Acceptable Use of ICT for Staff Policy <i>(to be read in conjunction with the School Social Media Policy)</i>	FGB 26/11/2018	Resource Committee	Biennial	29/10/2018	September 2019
Accessibility Plan (Incorporated in Equalities Policies)	11/11/16	Resource Committee	Every 3 years	November 2016	November 2019
Complaints Policy	FGB 26/11/2018	Resources Committee	Biennial	October 2018	November 2020
First Aid Policy	January 2018	School Business Manager	Every 3 years	January 2018	January 2021

Governance and Governor Visits Policy (Inc. Instrument of Governance)	22/11/16	FGB	Biennial	November 2016	October 2018
Induction Policy for Staff, Students and Volunteers ( <i>not on file</i> )		Resources Committee	Biennial	November 2016	November 2018
Supporting Pupils with Medical Conditions	outstanding	FGB	Annual	Jan 2019 by HT	January 2020
Anti-bullying Policy	FGB 21/01/2019	Headteacher	Biennial	January 2019	January 2021
Assessment, Recording and Reporting Policy	February 2018	Headteacher	Biennial	February 2018	July 2018
Attendance and Punctuality Policy	January 2014	Headteacher	Every 3 years	January 2017	January 2020 ( <i>not on file</i> )
Best Value Statement	08/01/2018	Resource Committee	Annual	January 2018	January 2019
Collective Worship Policy	7/03/17	Improvements Committee	Every 3 years	March 2017	July 2019
PSHE Vision Statement	13/07/17	Improvements Committee	Every 3 years	January 2017	January 2020
Community Cohesion Vision Statement ( <i>not on file</i> )		Headteacher	Every 3 years	March 2017	March 2020
Computing and Internet Use Policy		Headteacher	Every 3 years	March 2017	March 2020
Equal Opportunities Employment Policy	8/03/17	Resources Committee	Every 3 years	March 2017	March 2020
Single Equalities Policy (information & objectives annually)	7/03/17	Resources Committee	Every 4 years/(annual)	March 2017	March 2020
Exclusions Policy	6/06/17	Resources Committee	Biennial	March 2017	March 2019
Freedom of Information Policy	6/03/17	Resources Committee	Biennial	March 2017	March 2019
Gifted and Talented Policy		Headteacher	Biennial	March 2017	May 2019
Schools Financial Value Standard	31/03/2018	Resources Committee	Annual	March 2018	March 2019
SEND Policy (Inc. CoP)	FGB 21/01/2019	FGB	Annual	January 2019	January 2020
Disciplinary Procedure & Policy		FGB	Annual	March 2018	March 2020
Grievance Procedure & Policy		FGB	Annual	March 2018	March 2020
Recruitment Policy		Headteacher & Chair	Biennial	February 2018	March 2020
Staffing Structure Review		Headteacher & Chair	Annual	March 2018	March 2019
Whistleblowing Procedure	6/03/17	Resources Committee	Biennial	March 2017	July 2019
Lettings Policy	08/01/2018	Resources Committee	Annual	January 2018	January 2019
Behaviour Policy	FGB 01/10/2018	Headteacher	Biennial	September 2018	Sept 2020

Confidentiality Policy (Inc. volunteer helpers)		Headteacher	Biennial	June 2017	June 2019
Data Protection Policy	5/03/17	Resources Committee	Biennial	April 2017	April 2019
Debt Recovery Policy	5/03/17	Resources Committee	Biennial	July 2017	July 2019
Designated Teacher (annual check)		Headteacher	<b>Annual</b>	June 2017	June 2018
Home School Agreement		Improvements Committee	<b>Annual</b>	May 2018	May 2019
Uniform Policy	7/03/17	Headteacher	Every 3 years	March 2017	July 2020
Virtual Learning Platform Policy		Headteacher	Every 3 years	June 2017	June 2020
Governors' Allowances	FGB 16/07/2018	FGB	<b>Annual</b>	July 2018	July 2019
Home Learning Policy	14/07/17	Improvements Committee	Every 3 years	July 2017	July 2020 <i>(not on file)</i>
Learning Policy <i>(not on file)</i>		Headteacher	Every 3 years	July 2017	July 2020
Marking (and Feedback Policy)	11/10/16	Improvements Committee	Every 3 years	Oct 2017	Oct 2019
Personal Development Learning Policy <i>(not on file – Staff Development Policy)</i>		Headteacher	Every 3 years	July 2017	July 2020
(Presentation Policy) Handwriting Policy		Headteacher	Every 3 years	May 2015	July 2020 <i>(not on file)</i>
Privacy Notice for Pupils (GDPR Compliant)		Headteacher	Every 3 years	May 2018	July 2020
Privacy Notice for Staff (GDPR Compliant)		Headteacher	Every 3 years	May 2018	July 2020
Security Policy	July 2018	Resources Committee	Every 3 years	July 2018	July 2020
Sex and Relationships Education Policy	FGB 21/01/2019	Improvements Committee	Every 3 years	January 2019	January 2022
Staff Sickness and Absence Policy and Procedure		Headteacher	Every 3 years	July 2017	Nov2017
Staff Code of Conduct	FGB 21/01/2019	Headteacher	Biennial	January 2019	September 2020

Educational Visits Policy [Improvements]

Fitness & Suitability for Work Policy (**required** for levels of absence on Health Declaration for pre-employment checks) [Resources]

Premises Management Documents (Fire safety, asbestos) [Resources]