

**OcStatutory policies for schools – reviewed DfE – September 2014**  
**(Policies and other documents school governing bodies are legally required to hold)**

**A. Statutory policies required by education legislation**

Name	Committee	Date Approved	Review Cycle	Review Date	Checked on website	Responsibility
<b>Capability of Staff; Teacher Support Staff</b>	GB to determine WES policy	March 2013 April 2014				Hayden Abbott
<b>Charging and remissions</b>	Resources	April 2016	3 yearly	April 2019	11/04/2016	Alison Pointon
<b>School Behaviour &amp; Rewards Policy</b>	TLA	January 2015	2 yearly	January 2017	15/02/2016	Simon Bennett /Approval by Head Teacher
<b>Relationship &amp; Sex Education</b>	TLA	May 2016	Annually	May 2018	07/07/2016	Matt Snape
<b>Special Educational Needs</b>	TLA	November 2013	3 yearly	November 2016	15/02/2016	Matt Snape/Sue Jewitt
<b>Teacher Appraisal</b>	Resources	December 2014	Annually	December 2016		Hayden Abbott
<b>Teachers' Pay</b>	Resources	September 2015	Annually	September 2016		Hayden Abbott

**B. Statutory policies required by other legislation, which impact particularly on schools**

Name	Committee	Date Approved	Review Cycle	Review Date	Checked on VLE	Responsibility
<b>Data Protection</b>	TLA	January 2015	2 yearly	January 2017	15/02/2016	Richard Garratt

<b>Health &amp; Safety Policy Part 3 Arrangements</b>	<b>Resources</b>	<b>July 2013 May 2016</b>	<b>3 yearly Annually</b>	<b>July 2016 May 2017</b>		Alison Pointon
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### C. Other statutory documents

Name	Committee	Date Approved	Review Cycle	Review Date	Checked on website	Responsibility
<b>Admissions arrangements</b>	FGB	March 2014	4 yearly	March 2018	10/05/2016	Matt Snape
<b>Access &amp; Disability Policy/Plan</b>	Resources	July 2016	3 yearly	July 2019	070716 old policy on website	Alison Pointon
<b>Behaviour principles written statement</b>	Live document – within Behaviour policy					
<b>Central Record of recruitment &amp; vetting checks</b>	Live document					Hayden Abbott
<b>Complaints Procedure</b>	TLA	April 2016	2 yearly	April 2018	10/05/16	Alison Pointon
<b>Freedom of Information</b>	TLA Government document					Richard Garratt
<b>Governors' allowances (schemes of paying)</b>	Resources	September 2015	3 yearly	September 2016		Alison Pointon
<b>Home-school agreement</b>	TLA	May 2016	Annually	May 2017		Matt Snape
<b>Instrument of government</b>	FGB	April 2015				Head Teacher / Chair

<b>Minutes of, and papers considered at, meetings of the governing body &amp; its committees</b>	Live documents					
<b>Premises management documents</b>	Live documents WCC documentation					
<b>Equality information &amp; objectives (public sector equality duty) statement for publication</b>						
<b>Equality</b>	TLA	January 2014	3 yearly	January 2017	15/02/2016	Paul Hoverd
<b>School information published on the website</b>	FGB Live document					Richard Garratt
<b>Register of business interests of Head Teacher and governors</b>	FGB	September 2015	Annually	September 2016	07/07/2016 James Bonham adding info to go section of website	Clerk to Governors/Chair
<b>Register of pupils' admission to school</b>	Live document					Matt Snape
<b>Register of pupils' attendance</b>	Live document					Simon Bennett
<b>Staff discipline, conduct, and grievance</b>	Resources WCC document	WES - adopted June 2011				Hayden Abbott
<b>Model grievance procedure For all staff</b>	Last update from WES	January 2010				

#### D. Documents referenced in Statutory guidance

Name	Committee	Date Approved	Review Cycle	Review Date	Checked on website	Responsibility
Child Protection	TLA	July 2016	Annually	July 2017	07/07/2016	Sue Jewitt
Allegations of abuse against staff	FGB WCC document	October 2012				Hayden Abbott
Staff/Governor use of Social networking & Internet sites	FGB	July 2016	2 yearly	July 2018		Richard Garratt

#### E. SLT School Policies

Name	Date Approved	Review Cycle	Review Date	Checked on website	Responsibility
Conflict of interest and loyalties policy	April 2016	2 yearly	April 2018		Hayden Abbott
Homework policy	October 2014	2 yearly	October 2016	10/05/2016	Matt Snape
Marking policy	November 2015	3 yearly	November 2018	10/05/2016	Matt Snape
Determining Teaching Groups (previously the Setting policy)	November 2015	Annually	November 2016		Matt Snape
Literacy policy	October 2015	Annually	October 2016	Dates on policy on website wrong	Matt Snape
Management of Drugs in School	October 2015	2 yearly	October 2017	10/05/2016	Simon Bennett

<b>Safeguarding in a Digital World – E Safety</b>	April 2016	Annually	May 2017	10/05/2016	Richard Garratt
<b>Curriculum Choice booklet</b>	Live document	Annually	September 2016		Matt Snape
<b>P16 Curriculum Choice booklet</b>	Live document	Annually	September 2016		Nick Mummery
<b>PSHE (incorporated in SMSC policy)</b>	July 2012		September 2016		Matt Snape
<b>16-19 Bursary</b>	November 2014	2 yearly	November 2016	15/02/2016	Nick Mummery
<b>Attendance Policy</b>	September 2015	2 yearly	September 2016	31/05/2016	Simon Bennett
<b>Whistleblowing policy</b>	July 2014 WES policy				Hayden Abbott