

Hollycombe Primary School Schedule of Policies

Policy	Local-authority-maintained schools	Review cycle	Approval level
<i>(terms below are from the GOV.UK doc't - at our school the names might vary from this, and is written in italics)</i>			
Admission arrangements	Yes	Annually	Governing body but abiding by WSCC Admissions Policy
Charging and remissions	Yes	Recommended annually	Governing body: delegated to Resources Cttee
Data protection	Yes	Recommended annually	Headteacher
Protection of biometric information of children in schools and colleges	Yes	Recommended annually	Governing body <i>(currently not applicable at Hollycombe)</i>
Register of pupils' admission to school and attendance	Yes	Live document	Headteacher
School information published on a website	Yes	Live document	Individual governor or headteacher
School complaints	Yes	Recommended annually	Governing body
Capability of staff	Yes	Recommended annually	Governing body: delegated to Resources Cttee
Newly qualified teachers (NQTs)	Yes	Recommended annually	Governing body: delegated to Resources Cttee
Staff discipline, conduct and grievance (procedures for addressing)	Yes	Recommended annually	For local-authority-maintained schools: full governing body
<i>At Hollycombe these policies are named Disciplinary Policy, Adults' Behaviour Policy, Grievance Policy, and Acceptable Use of the Internet Policy</i>			
Single central record of recruitment and vetting checks	Yes	Live document	Safeguarding governors with the headteacher

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Statement of procedures for dealing with allegations of abuse against staff <i>At Hollycombe this is within our Safeguarding and Child Protection Policy</i>	Yes	Recommended annually	Governing body
Safeguarding and child protection policy and procedures	Yes	Annually	Governing body
Accessibility plan <i>At Hollycombe this is part of our Equality Policy</i>	Yes	Every 3 years	Headteacher
Children with health needs who cannot attend school <i>(part of our SEND policy)</i>	Yes	Recommended annually	Governing body
Special educational needs and disability policy <i>including our SEND offer and SEND Information Report</i>	Yes	Annually	Governing body
Early years foundation stage (EYFS)	Yes	Varies	Governing body delegates to HT and EYFS leader
Supporting pupils with medical conditions <i>(part of our SEND policy)</i>	Yes	Recommended annually	Governing body
Sex and relationships education	Yes	Recommended annually	Headteacher
Behaviour in schools	Yes	Recommended annually	Headteacher and Staff
Behaviour principles written statement	Yes	Recommended annually	Governing body
School exclusion <i>(part of our Behaviour policy)</i>	Yes	Recommended annually	Governing body following WSCC guidance

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Health and safety	Yes	Annually	Employer: WSCC
First aid in schools	Yes	Recommended annually	Employer: WSCC
Premises management documents	Yes	Recommended annually	Headteacher and H&S Governor (using WSCC guidance) then reports to FGB in summer term
Equality information and objectives (public sector equality duty) statement for publication <i>At Hollycombe this includes our Accessibility Plan</i>	Yes	Every 4 years	Headteacher
Governors' allowances (schemes for paying) <i>known as Governor Expenses Policy here at Hollycombe</i>	Yes	Recommended annually	Governing body: delegated to Resources Cttee
Instrument of government	Yes	Recommended annually	Governing body
Register of business interests of headteachers and governors <i>and all staff</i>	Yes	Live document	Governing body
Careers guidance: details of your careers programme and a provider access statement	Yes	Recommended annually	Governing body <i>(currently not applicable at Hollycombe)</i>

List above taken from GOV.UK document:

Statutory policies for Schools and Academy Trusts, updated 27th January 2020

RED items are Governor Policies: reviewed in September each year

Italicised items indicate where these documents can be found as part of another policy

BLACK items are School Policies: reviewed annually in January, if required or at 3 or 4 year intervals in January

'Live documents' are kept under constant review