Langley Fitzurse Church of England School

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Amaze Excite Inspire

‘Jesus offers life in all its fullness’

**Policies and Procedures Policy**

**March 2020**

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| **Status:** | **Adopted** |  |  |
| Date adopted by governing body: | March 2020 |  |  |
| Review Date: | March 2020 |  |  |
| Review Frequency: | Every 4 years |  |  |
| Approved by the Standards & Performance Committee | March 2020 |  |  |
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|  | Content reviewed and updated | V1.2 | March 2020 |
|  |  |  |  |
| Created by | Policy Group | V1.0 |  |

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**

A policy is a statement of commitment to a particular requirement. In the context of a school it is used to inform governors, staff and parents of a required outcome. Some policies – designated statutory – are required by law.

The total number of policies a school requires is large and wide-ranging. At Langley Fitzurse CE Primary School, the responsibility for generating policies and keeping them up to date belongs to the Headteacher, other staff and governors. The paper (which paper??) spells out the procedures involved. It draws on guidance issued by Wiltshire Governor Services.

**STRUCTURING A POLICY**

All policies start with a statement of purpose and go on to explain how these aims will be achieved. They describe the roles and responsibilities of the Headteacher, other staff and governors, and the arrangements for monitoring and evaluation. Policies are dated and a review date assigned.

**MANAGING POLICIES**

At Langley Fitzurse CE Primary School all policies are kept in a master file on SchoolBus held at the school by the Clerk to the Governors. The index for this file is available on the website and the policies themselves are available on request. The index shows the date a policy was approved and adopted by the governing body and the date of the next review. Policies are differentiated according to whether they are statutory (required by law), non-statutory (but required), or policies relating to particular subjects. Each policy has an “owner”, who may be the Headteacher, another member of staff or a governor.

At Langley Fitzurse CE Primary School, responsibility for carrying out a review is devolved to one of the committees of the full governing body: Leadership and Resources; Standards and Performance; and People (no longer exists). As policies fall due the responsible Governor will issue a reminder to the owner and request that they provide an up-to-date version giving them a deadline by which this must be completed. Once this (the updated/reviewed policy) has been received by the responsible Governor it will be checked for content and format and forwarded to the Clerk who will forward the up-dated policy to the relevant committee for review. Once the committee is happy with the policy (if necessary, it may sometimes need to check back with the owner), it will recommend that it should be approved. This will then be minuted at the next governors’ meeting and the master file (and/or School Bus) will be updated. The policy list will then be updated.

In broad terms, statutory policies are reviewed annually; non-statutory every two, three or even four years; and subject policies as required and certainly as circumstances or legislation change.

**EXAMPLES OF POLICIES**

Policies required by law are determined by the DfE and are listed at [www.education.gov.uk](http://www.education.gov.uk). The same website also provides links to a useful set of model policies, which can be adapted and modified by the school. Examples of statutory requirements include a range of human resources policies (appeals, appraisal, pay, performance etc.) and policies relating to pupils’ performance and achievement (collective worship, curriculum, early years, SEN etc.). Examples of both statutory and non-statutory policies are also available on School Bus.

Non-statutory policies include, for example, assessment and record keeping, home learning and marking and feedback.

Subject policies cover the whole range of topics taught in the school, from maths and writing to RE and PE.

Langley Fitzurse CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school aims to be part of the wider community through fostering Christian values, and the development of spirituality through reflection to enhance relationships.