

## Policy and Procedure Planner

TYPE	NAME OF DOCUMENT	APPROVAL	LAST REVIEW	FREQUENCY	REVIEW DATE
<b>FINANCE</b>					
Report	Audit	F&R/GB	Oct 2013-May 2015	Triennially	Oct 2016-May 2018
Report	Asset Independent Audit	F&R	May-15	Annually	May-16
Policy	Asset Management & Redundant Equipment	F&R/GB	May-15	Annually	May-16
Report	Benchmarking	F&R	Mar-15	Annually	Mar-16
Statement	Best Value	F&R	Mar-15	Annually	Mar-16
Report	Budget-ratified	F&R/GB	May-15	Annually	May-16
Plan	Business Continuity	F&R/GB	May-15	Annually	May-16
Policy	<a href="#">Charging</a>	F&R/GB	May-15	Annually	May-16
Report	Conditions of Premises report	F&R	Mar-15	Annually	Mar-16
Report	Disposal Record	F&R	May-15	Annually	Mar-16
Report	Financial Controls Healthcheck	F&R	Mar-15	Annually	Mar-16
Policy	Financial Procedures	F&R/GB	Jul-15	Annually	Jul-16
Document	Insurance Policy	Head	Mar-15	Annually	Mar-16
Policy	LA Scheme for Financing Schools	F&R	Mar-15	Annually	Mar-16
Document	<a href="#">Premises Management Documents-PAT Testing</a>	Head	Jan-15	Annually	Jan-16
Document	<a href="#">Premise Management Documents-Fire Risk Assess.</a>	Head	Jan-14	Biennially	Jan-16
Document	<a href="#">Premise Management Documents-Repair &amp; Maint.</a>	Head	Sep-15	Annually	Sep-16
Policy	Scheme of Delegation	F&R/GB	Jul-15	Annually	Jul-16
Report	School Fund Audit	F&R	Jul-15	Annually	Jul-16
Report	SFVS	F&R	Mar-15	Annually	Mar-16
Report	SIP link to Budget	F&R	Mar-15	Annually	Mar-16
Report	Skills Analysis Matrix	F&R	Jan-15	Annually	Jan-16
Report	SLA Review	F&R	Mar-15	Annually	Mar-16
Statement	Statement of Internal Control	F&R	May-15	Annually	May-16
Policy	Whistle-blowing	F&R/GB	May-15	Annually	May-16

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<b>TEACHING</b>					
Policy	Assessment & Target Setting	Head	Jan-15	As necessary	N/A
Policy	Art	Head/Link gov	Dec-14	As necessary	N/A
Policy	Collective Worship	Head/Link gov	Jan-15	As necessary	N/A
Document	Curriculum Maps	Head	Jul-14	As necessary	N/A
Policy	Design & Technology	Head/Link gov	Dec-14	As necessary	N/A
Policy	Display	Head	Dec-14	As necessary	N/A
Policy	Drug Education	Head	Jun-14	Triennially	Jun-17
Policy	<b>Early Years Foundation Stage</b>	Full GB	Sep-14	Annually	Sep-15
Policy	English with Handwriting and Library	Head/Link gov	Jan-15	As necessary	N/A
Policy	Geography	Head/Link gov	Jan-15	As necessary	N/A
Report	Goals	Head	Jul-14	Annually	Jul-15
Policy	Lesson Protocol	Head	Oct-14	As necessary	N/A
Polciy	Homework	Head	Sep-15	As necessary	N/A
Policy	History	Head/Link gov	Jan-15	As necessary	N/A
Policy	Marking	Head	Oct-14	As necessary	N/A
Policy	Maths and Calculation	Head/Link gov	Jan-15	As necessary	N/A
Policy	Modern Foreign Languages	Head/Link gov	Sep-15	As necessary	N/A
Policy	Music	Head/Link gov	Jan-15	As necessary	N/A
Inspection	Ofsted	Full GB	Nov-12	Triennially	Nov-15
Policy	P.E	Head/Link gov	Jan-15	As necessary	N/A
Policy	<b>SRE</b>	Full GB	Sep-14	Triennially	Sep-17
Policy	PSHE	Head/Link gov	Jan-15	As necessary	N/A
Policy	R.E	Head/Link gov	Jan-15	As necessary	N/A
Report	<b>RAISE Online</b>	Full GB	Dec-14	Annually	Dec-15
Report	School Improvement Plan	Full GB	Mar-15	Annually	Mar-16
Document	School Prospectus inc.Key information/Reception booklets	Head	Jun-14	Annually	Jun-15
Policy	Science	Head/Link gov	Dec-14	As necessary	N/A
Report	Self Evaluation Form	Full GB	Dec-14	Termly/Annually	Dec-15
Policy	Trips	Head	May-15	As necessary	N/A
Policy	Vision and Aims	Full GB	Sep-14	Triennially	Sep-17

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<b>PUPIL &amp; PERSONNEL</b>					
Guidance	Accidents at Work	Head	Feb-10	As necessary	N/A
Policy	<a href="#">Admission Arrangements</a>	Full GB	Dec-14	Annually	Dec-15
Guidance	<a href="#">Supporting pupils at school with medical conditions</a>	Full GB	Jul-15	Annually	Jul-16
Document	<a href="#">Admissions Register</a>	Head	Live Document	As necessary	N/A
Report	Annual Salary Assessment	Chair/PSC	Oct-14	Annually	Oct-15
Policy	Anti-bullying	Full GB	Oct-13	As necessary	N/A
Policy	<a href="#">Appraisal Procedures and Appraisal Supporting Docs</a>	Full GB	Jul-15	Annually	Jul-16
Policy	Attendance	Head	Sep-15	As necessary	N/A
Policy	<a href="#">Behaviour for Learning</a>	Full GB	Sep-14	Annually	Sep-15
Policy	<a href="#">Behaviour Principles Written Statement</a>	Head	Sep-14	Triennially	Sep-17
Policy	Bullying and Harrassment	Head	May-14	As necessary	N/A
Policy	<a href="#">Capability Procedures</a>	F&R/GB	Oct-14	Annually	Oct-15
Policy	<a href="#">Child Protection Policy</a>	Full GB	May-15	Annually	May-16
Policy	<a href="#">Complaints Procedure</a>	Full GB	Sep-14	Annually	Sep-15
Policy	<a href="#">Data Protection</a>	Head	Jul-15	Annually	Jul-16
Letter	<a href="#">Data Protection: Privacy Notice</a>	Head	Oct-14	New starters	N/A
Policy	<a href="#">Disability Equality Scheme &amp; Accessibility Plan</a>	Full GB	Sep-14	Triennially	Sep-17
Policy	<a href="#">Staff Disciplinary</a>	Full GB	Dec-14	Annually	Dec-15
Document	<a href="#">Disclosure and Barring Service Central Record</a>	Head	Live Document	Triennially	N/A
Report	<a href="#">Equality Compliance Information</a>	Head	Jul-15	Annually	Jul-16
Policy	<a href="#">Equality Information &amp; Objectives</a>	Head	Jul-14	Every 4 yearly	Jul-18
Policy	Flexible Working	Head	Sep-14	As necessary	N/A
Policy	<a href="#">Freedom of Information Scheme &amp; Guide to Information</a>	Full GB	Jul-14	Annually	Jul-15
Policy	<a href="#">Grievance &amp; Grievance Policy Supplementary Document</a>	F&R/Full GB	May-15	Annually	May-16
Policy	<a href="#">Health &amp; Safety/Fire Evacuation Procedure</a>	F&R/Full GB	Sep-14	Annually	Sep-15
Policy	Healthy Eating	Head	Jun-14	Triennially	Jun-17
Accreditation	Healthy Schools	Head	Jun-14	Triennially	Jun-17
Document	<a href="#">Home-School Agreement</a>	Full GB	Sep-14	Triennially	Sep-17
Report	HT Performance Management	HTPM Panel	Dec-14	Annually	Oct-15
Protocol	In Year Admission FAP	Head	Jun-15	As necessary	N/A
Policy	Intimate Care	Head	Jul-14	As necessary	N/A
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Guidance	Keeping Children Safe in Education/Supplement	Full GB	May-15	As necessary	N/A
Policy	<a href="#">Pay Policy for Schools</a>	F&R/Full GB	Oct-14	Annually	Oct-15
Policy	Penalty Notice Scheme Protocol	F&R	Oct-13	As necessary	N/A
Policy	Safer Recruitment and Selection	F&R	May-15	As necessary	N/A
Audit	Safeguarding	Head	Nov-13	As necessary	N/A
Policy	Risk Management	Head	Sep-15	As necessary	N/A
Document	<a href="#">Register of Pupils' Attendance</a>	Head	Live Document	As necessary	N/A
Policy	Code of Conduct	F&R	May-15	As necessary	N/A
Report	SEND report-a summary for parents	Full GB	Dec-14	Annually	Dec-15
Policy	Sickness Procedure	F&R	Jan-15	As necessary	N/A
Policy	Shared Parental Leave	Head	Jul-15	As necessary	N/A
Policy	Smoke Free	Head	Apr-10	As necessary	N/A
Policy	<a href="#">Special Educational Needs</a>	Full GB	Mar-15	Annually	Mar-16
Policy	Special Leave	F&R	May-14	As necessary	N/A
Planner	Staff Planner inc. Induction Checklist	Head	Sep-15	Annually	Sep-16
Policy	Staff Organisational Change Procedure	F&R	Dec-13	As necessary	N/A
Policy	Staff Well-Being	Head	Sep-15	As necessary	N/A
Policy	Staff Work-Life Balance	Head	Sep-15	As necessary	N/A
Report	Staffing Structure	F&R	Mar-15	Annually	Mar-16
Policy	<a href="#">Procedures for Managing Allegations of Abuse</a>	Full GB	Oct-14	Triennially	Oct-17
Document	Working with Display Screen Equipment	Head	Jul-14	As necessary	N/A
<b>TRAINING</b>					
Training	Asthma & Allergies/Epilepsy & Eczema	Head	Nov-13	Triennially	Nov-16
Training	Child Protection-Governors	Head	Dec-14	Triennially	Dec-17
Training	Child Protection-Whole School	Head	Jun-13	Triennially	Jun-16
Training	Designated Person-Head-12 hrs	Head	Oct-14	Biennially	Oct-16
Training	Designated Person-Deputy-12 hrs	Deputy	May-15	Biennially	May-17
Training	Fire Awareness-Whole School	Head	Sep-14	Annually	Sep-15
Training	Fire Marshall	Head	Sep-14	Triennially	Sep-17
Training	First Aid	Head	See appendix1	Triennially	See appendix 1
Training	LA Governor Services Annual Allotted Time	Head	Jul-15	Annually	Jul-16
Training	Safer Recruitment	Head	May-13	Every 5 years	May-18
Training	Safer Recruitment	Governor	Mar-11	Every 5 years	Mar-16

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GOVERNORS					
Document	<a href="#">All Minutes &amp; Papers</a>	Full GB	At all mtgs	At all mtgs	At all mtgs
Policy	<a href="#">Governor Allowances</a>	Full GB	Sep-14	Annually	Sep-15
Document	<a href="#">Governor booklet inc. structure and responsibilities</a>	Full GB	Jan-15	Annually	Jan-16
Report	Governor Questionnaire	Full GB	Jan-15	Annually	Jan-16
Document	Governor Handbook (DFE)	Full GB	Dec-14	As necessary	N/A
Policy	Governor Visits	Full GB	Oct-13	As necessary	N/A
Document	<a href="#">Instrument of Governance</a>	Full GB	Mar-15	Triennially	Mar-18
Document	<a href="#">Register of Business Interests of Staff &amp; Govs</a>	Full GB/Head	Nov-14	Annually	Oct-15
Document	Terms of Reference	Full GB	Dec-14	Annually	Dec-15
Policy	<a href="#">The School Governance –Roles, Procedures and Regs 2013</a>	Full GB	Feb-14	Triennially	Feb-17
<b>ICT</b>					
Policy	Computing	Head/Link gov	May-15	As necessary	N/A
Policy	E-Safety with appendices	Head	Jan-15	As necessary	N/A
Website	<a href="#">Website - School Information published on website</a>	Head	Ongoing	Ongoing	Ongoing

## Policy and Procedure Planner

RESPONSIBILITY
LA
Jan Aelmans
Jan Aelmans
SBS
Head
Head
Head
Head
Head
Jan Aelmans
SBS
Head
Head
Head
Charlie Gorman
Charlie Gorman
G4S
Head
Head
Head
Head
Head
Head
Head
Head

## Policy and Procedure Planner

RESPONSIBILITY
Ben Stone
Ash Desai
Hodo Dirir
Hodo Dirir
Jenny Breen
Jenny Breen
Jane Nashashibi
Holly
Lucy/Kate W/Kate M
Louise Foxwell
Head
Head
Hodo Dirir
Rabeya Ali
Ben Stone
Holly&Helen
Maristela Geib
Georgias/Greg
Head
Lee Edwards
Jane Nashashibi
Jane Nashashibi
Hodo Dirir
Head
Head/Postholders
Head
Alysha and Alex L
Head
Charlie Gorman
Head

## Policy and Procedure Planner

<b>RESPONSIBILITY</b>
Head
Head
Hena Begum
Theresa Hughes
Theresa Hughes
Charlie Gorman
Head
Head
Charlie Gorman
Charlie Gorman
Head
Head
Head
Head
Head
Dee Dillon/Holly
Louise Hunn
Head
Theresa Hughes
Charlie Gorman
Charlie Gorman
Head
Head
Head
Head
Jane Nashashibi
Jane Nashashibi
Head
Chair of Govs
Head
Louise Hunn
<b>RESPONSIBILITY</b>



## Policy and Procedure Planner

Head
Head
Head
Head
Head
Head
Dee Dillon
Head
Louise Hunn
Head
Head
Head
Louise Hunn
Head
Head
Head
Head
Head
Head
Head
Louise Hunn
Charlie Gorman
Charlie Gorman
Head
Charlie Gorman
Charlie Gorman
Charlie Gorman
Charlie Gorman
Charlie Gorman
Clerk to Governors
Head
Chair of Govs

## Policy and Procedure Planner

Gurmeet Kaur
Clerk to Governors
Head
Head
Clerk to Governors
Head
Gurmeet Kaur
Head
Clerk to Governors
Jan Aelmans
Jan Aelmans
Jan Aelmans