



MANOR INFANT SCHOOL AND NURSERY

Approval By: School	
Review Frequency: 3 years	
Next Review Due: January 2021	
Last Reviewed: 25.01.18	
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	<i>R.E. Anderson</i>
Review Approved (signature):	
Date Approved:	29.1.18

Policies

'Valued as Individuals, Inspired as Learners'

Introduction

Policies and procedures are essentially the governing documents by which Manor Infant school is run. It is essential that all policies & procedures are current and up-to-date. These are reviewed and revised as necessary and new policies and procedures are written as needed.

Policy writing format

- All policies will be completed using the model template. (See Appendix 1).
- Each policy will be paginated and show the total number of pages
- Each page of the policy will identify which policy it is.

Staff involvement and training

Staff will be involved in writing policies, reviewing policies, reading policies and adhering to them. New members of staff will have access to the policies (school system, school website, file in office) and it is their responsibility to ensure that they have read and are implementing the school's policies. If there are any questions concerning the policies, new members of staff will seek support from their inductor or one of the Senior Leadership team.

Approval process

The relevant policies will be shared with the Governors assigned the responsibilities to review specific policies. These policies will be ratified at the relevant Governing Board meetings. Approval of the policies will be written in the minutes and signed by the chair of governors or other delegated governor.

The Governing Board, at its meeting on the 19th May 2015, agreed that, for non-statutory policies, the review frequency would be every 3 years or earlier if changing circumstances necessitate this.

Master copy file

A master copy file of all policies will be kept in the main reception office and in the headteacher's office. There will be an electronic master copy file kept on the school's system under 'school policies'.

Responsibility for policies on website

The admin assistant has the responsibility of keeping the policies up to date on the school website. When new policies are written or when policies have been updated, once they are approved, these will immediately be added to the website and will replace the policies which are out of date.

Responsibility for removal/destruction or archiving of superseded versions.

Staff will be responsible for ensuring that they destroy any obsolete hard copies of policies in their possession and replace them with the up-to-date version.

The admin assistant will be responsible for making sure that all out of date electronic copies of policies on the school's system are removed. All out of date policies will be removed from the master copy files and replaced with the updated policies. These paper copies will be put in an 'archived policies' folder. The out of date policies will also be stored electronically in the 'archived policies' folder on the school system.

Appendix 1



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<p>Approval By: Review Frequency: Next Review Due: Last Reviewed:</p>
<p>CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE</p>
<p>Review Approved (signature): Date Approved:</p>

Name of policy

'Valued as Individuals, Inspired as Learners'