

THE YARE EDUCATION TRUST - POLICIES

Policy and Level of Statute		Responsibility	Date of Last Review	Date of Next Review*	File
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Section A

Statutory Policies Required by Education Legislation

Capability of Staff – Associate Staff	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Capability of Staff – Teaching Staff	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Charging and Remissions Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	November 2016	November 2017	Paper File School Website
School Behaviour Policy Incorporating: Exclusion Policy Uniform Policy To be read in conjunction with the Anti- Bullying Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	October 2017	October 2020	Paper File School Website HR Folder
Sexual Health and Relationships Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2017	February 2020	Paper File
Special Educational Needs Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	May 2018	May 2019	Paper File School Website HR Folder
Special Educational Needs Information Report and Local Offer – <i>available on the school's website</i>	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	May 2018	May 2019	Paper File School Website
Pay Policy	TRUST	Trustees Staffing Committee	March 2018	March 2019	ExtraNet Paper File

Section B

Statutory Policies Required by Other Legislation (which impact particularly on schools)

Data Protection Policy Including: Privacy Notice – Students Privacy Notice – School Workforce	TRUST	Trustees Full Board	September 2016	September 2018	ExtraNet Paper File School Website HR Folder
Health and Safety Policy	TRUST	Trustees Standards and Audit Committee	September 2016	September 2019	ExtraNet Paper File HR Folder

Section C

Other Statutory Documents

Accessibility Plan and Action Plan	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	September 2016	September 2019	Paper File School Website
Admission Arrangements – Secondary	TRUST	Trustees Full Board	February 2017	February 2018	ExtraNet Paper File School Website
Admission Arrangements – Primary	TRUST	Trustees Full Board	November 2017	November 2018	ExtraNet Paper File School Website
Behaviour Principles – Written Statement	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File School Website
Central Record of Recruitment and Vetting Check – LIVE DOCUMENT	LOCAL GOVERNING BOARD	Principal Staffing Committee	N/A	N/A	
Including: Recruitment and Selection Policy Disclosure and Barring Service Policy Childcare (Disqualifications) Regulations	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File

Guidance					
Complaints Procedure	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File School Website
Freedom of Information Publication Scheme	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
Trustees and Governors' Allowances (schemes for paying)	TRUST	Trustees Finance Committee	September 2016	September 2019	ExtraNet Paper File
Home-School Agreement Document	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
Minutes of, and Papers Considered at, Meetings of the Governing Board and its Committees	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing	Paper File
Premises Management Documents	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	June 2017	June 2020	Paper File
Equality Information and Objectives (public sector equality duty) Statement for Publication	TRUST	Trustees Full Board	September 2016	September 2020 (Publish Annually)	ExtraNet Paper File School Website HR Folder
School Information Published on a Website – Policy	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
School Information Published on a Website – LIVE DOCUMENT	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing	
Register of Business Interests Policy	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
Register of Students' Admission to School – LIVE DOCUMENT (Please refer to Attendance Policy)	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing	
Register of Students' Attendance – LIVE DOCUMENT (Please refer to Attendance Policy)	LOCAL GOVERNING BOARD	Principal Full Governing Board	Ongoing	Ongoing	
Staff Discipline, Conduct and Grievance Including:	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File HR Folder

Safer Working Practices Guidance Dignity at Work Policy Employee Discipline Procedure Guidelines on Conduct for Employees Grievance Policy					
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Section D

Documents Referenced in Statutory Guidance

Child Protection Policy and Procedure (Incorporating Whole School Policy for Safeguarding) Including Guidance On: Female Genital Mutilation Forced Marriage Keeping Children Safe in Education What To Do If You Are Worried a Child is Being Abused Use of Reasonable Force Working Together to Safeguard Children Child Sexual Exploitation	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	February 2018	February 2019	Paper File HR Folder
Early Years Foundation Stage (EYFS)	LOCAL GOVERNING BOARD	Not Applicable			
Statement of Procedures for Dealing with Allegations of Abuse Against Staff	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Supporting Children with Medical Needs	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File

Section E
Additional Policies

Anti-Corruption, Fraud and Bribery Policy	TRUST	Trustees Standards and Audit Committee	September 2016	September 2019	ExtraNet Paper File HR Folder
Appraisal Policy – Associate Staff	TRUST	Trustees Staffing Committee	September 2016	September 2019	ExtraNet Paper File
Appraisal Policy – Teaching Staff	TRUST	Trustees Staffing Committee	January 2017	January 2019	ExtraNet Paper File
Articles of Association	TRUST	Members Full Board	September 2016	If Required	ExtraNet Paper File Trust Website
Assets and Depreciation Policy	TRUST	Trustees Finance Committee	September 2016	September 2019	ExtraNet Paper File
Attendance Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2017	January 2020	Paper File HR Folder
Bad Debt Policy	TRUST	Trustees Finance Committee	September 2016	September 2019	ExtraNet Paper File
Change of Student Surname Policy	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
Collective Worship Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2013	January 2019	Paper File
Competitive Tendering Policy	TRUST	Trustees Standards and Audit Committee	January 2017	January 2020	ExtraNet Paper File
Critical Incident and Policy and Business Continuity	LOCAL GOVERNING BOARD	Principal Strategy Committee	January 2014	January 2018	Paper File
Educational Visits Policy	TRUST	Trustees Full Board	September 2016	September 2020	ExtraNet Paper File
Employing Temporary Staff Policy	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Finance Policy	TRUST	Trustees Finance Committee	January 2017	January 2020	ExtraNet Paper File

Financial Regulations	TRUST	Trustees Finance Committee	September 2017	September 2020	ExtraNet Paper File
Governors' Terms of Reference	LOCAL GOVERNING BOARD	Principal Strategy Committee	September 2017	September 2018	Paper File School Website
Governors' Annual Report to Parents	LOCAL GOVERNING BOARD	Applies to Grant Maintained Nurseries Only	N/A	N/A	
Health, Safety and Wellbeing (Separate Folder)	TRUST	Trustees Full Board	September 2016	When notified by Health and Safety Service Provider	ExtraNet Paper File
Improving Attendance and Ill Health Absence Management	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Information Technology Acceptable Use Policy	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File HR Folder
Investment Policy	TRUST	Trustees Standards and Audit Committee	January 2017	January 2018	ExtraNet Paper File
Leave and Time Off Policy	TRUST	Trustees Staffing Committee	September 2016	September 2019	ExtraNet Paper File HR Folder
Local Governing Board Handbook	LOCAL GOVERNING BOARD	Principal Full Governing Board	September 2016	September 2018	Paper File GovernorHub
Maternity, Adoption, Surrogacy and Paternity Policy	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Minutes of, and Papers Considered at, Meetings of the Partners	TRUST	Company Secretary	Ongoing	Ongoing	ExtraNet Paper File
Minutes of, and Papers Considered at, Meetings of the Trustees	TRUST	Company Secretary	Ongoing	Ongoing	ExtraNet Paper File
Pension Scheme – Policy Statement	TRUST	Trustees Staffing Committee	January 2017	January 2020	ExtraNet Paper File
Preventing Extremism and Radicalisation Policy	TRUST	Trustees Full Board	January 2018	January 2019	ExtraNet Paper File HR Folder
Provision of References Policy	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File

Pupil Premium	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File
Reserves Policy	TRUST	Trustees Finance Committee	September 2017	September 2020	ExtraNet Paper File
Risk Assessments	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	Ongoing	Ongoing	Paper File
Scheme of Delegation	TRUST	Trustees Full Board	September 2017	September 2018	ExtraNet Paper File Trust Website
School Prospectus	LOCAL GOVERNING BOARD	Principal Strategy Committee	September 2016	September 2017	School Website Paper File
Smoke Free Policy	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File HR Folder
Stress Management Policy	TRUST	Trustees Staffing Committee	September 2016	When notified by HR Service Provider	ExtraNet Paper File
Transport Policy	LOCAL GOVERNING BOARD	Principal Students and Community Committee	May 2015	May 2018	Paper File
Vision – Trust	TRUST	Trustees Full Board	September 2016	September 2019	ExtraNet Paper File Trust Website
Vision (including Sixth Form)	LOCAL GOVERNING BOARD	Principal Strategy Committee	July 2013	September 2018	Paper File School Website HR Folder
Whistleblowing Policy	TRUST	Trustees Staffing Committee	September 2016	September 2019	ExtraNet Paper File HR Folder

Section F

Thorpe St Andrew School and Sixth Form Policies

16-19 Bursary Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	March 2017	March 2020	Paper File School Website
Access to Fair Assessment Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2018	February 2019	Paper File School Website
Careers Education and Information Policy including Policy Statement of Provider Access	LOCAL GOVERNING BOARD	Vice Principal Curriculum and Standards Committee	February 2018	February 2019	Paper File School Website
Changing Room Policy	LOCAL GOVERNING BOARD	Principal Staffing Committee	November 2014	November 2020	Paper File
Curriculum Policy	LOCAL GOVERNING BOARD	Deputy Principal Curriculum and Standards Committee	October 2017	October 2020	Paper File
Dress and Appearance Code	LOCAL GOVERNING BOARD	Principal Staffing Committee	September 2016	September 2019	Paper File HR Folder
Drugs and Drug Abuse Policy	LOCAL GOVERNING BOARD	Assistant Principal – Student Support Students and Community Committee	January 2017	January 2020	Paper File HR Folder
Examinations Policy	LOCAL GOVERNING BOARD	Assistant Principal – Data / Learning and Teaching Committee	February 2018	February 2019	Paper File School Website
Examinations Contingency Plan	LOCAL GOVERNING BOARD	Assistant Principal – Data / Learning and Teaching Committee	February 2018	February 2019	Paper File
Finance Matters	GUIDANCE		September 2015	September 2018	Paper File HR Folder
First Aid Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	March 2017	March 2019	Paper File

Food Policy	LOCAL GOVERNING BOARD	Deputy Principal Curriculum and Standards Committee	February 2018	February 2022	Paper File
House Style	GUIDANCE		September 2016	September 2019	Paper File HR Folder
Internal Appeals Procedure	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2018	February 2019	Paper File School Website
Literacy Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2017	February 2020	Paper File
Malpractice and Maladministration Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2018	February 2019	Paper File School Website
Non Examination Assessment Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	February 2018	February 2019	Paper File School Website
Physical Education Policy	LOCAL GOVERNING BOARD	Deputy Principal Learning and Teaching Committee	October 2017	October 2021	Paper File
Separated Parents	LOCAL GOVERNING BOARD	Principal Students and Community Committee	January 2017	January 2021	Paper File
Shared Use Policy	LOCAL GOVERNING BOARD	Director of Finance Business Management Committee	March 2017	March 2018	Paper File
Staff Handbook	GUIDANCE		June 2016	June 2017	Paper File
Use of Laptops in the Classroom and Examinations	GUIDANCE		December 2016	December 2019	Paper File

* Policy review dates are subject to change in accordance with the HR Service Provider, Department for Education and any other relevant guidance and legislative requirements.

Key:

Trust Policy
Individual School Policy
Thorpe St Andrew School and Sixth Form Policy