



# St. Peter's C.E. Junior School

Stilwell Close, Yateley, Hampshire GU46 6XH.

<i>Policy Number:</i> GB/5/Jul08	<i>Date Agreed:</i> 11 <sup>th</sup> September 2008
<i>Policy Title:</i> <b>POLICY REVIEW PROCEDURE</b>	<i>Authorised By:</i>  <u>J.H.Divall</u>
<i>Area:</i> Governing Body	<i>Due for Review:</i> September 2009
<p><i>The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential.</i></p> <p><i>All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy.</i></p> <p><i>In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.</i></p>	

## Aim

To provide a streamlined, effective, efficient policy process for the review of school policies, which allows all stakeholders to have input.

## Categories of Policies

There are two categories.

- statutory policies that are prescribed by the government Dept of Children and Family Services (DCSF), which we are obliged to review every year, and
- non-statutory policies which reflect good operating practice and which the school finds useful to adhere to.

The policies are listed in the Appendix.

## Allocation of responsibilities

It is the statutory responsibility of the Governing Body to maintain effective strategic control/overview of the school's operations, through adherence to a defined set of policies and procedures. The majority of the policies will be reviewed and authorised within the business of the Governing Body meetings, following input from staff. There are also policies which the Governing Body feels it is more appropriate to allocate to one of the committees, and the associated delegation of authority to do so is incorporated within the Terms of Reference and Operating Procedures of the Governing Body, which are reviewed annually by the full Governing Body. The body responsible for the review of each policy is also listed in the Appendix.

## **The Review Process**

A named individual is assigned the task of undertaking a detailed review of each policy on behalf of the responsible body. They will:

- Check if the current version of the policy remains compliant with any legislation which may have been passed since the last review date and is still fit for purpose
- Consult with appropriate members of staff to ensure that any proposed amendments are appropriate and workable. (This extends to identifying whether a non-statutory policy is still necessary.)
- Circulate the amended policy, even if only the date has changed, to all members of the responsible body one week in advance of the meeting at which it will be discussed and authorised. Any updates will be highlighted to assist in the discussion and authorisation process.

## **The Schedule**

The Chair will maintain an overall schedule of policy review dates. This will be shared with the responsible bodies on a regular basis. Policy review dates will be spread throughout the year to even the workload.

## **Document Storage**

1. Signed master paper copies will be held on file in the school office.
2. Master electronic copies will be held in MS-Word format in Schoolpool (i.e. the area of the school IT system which is accessible only by management). These will show the date and signatory of the latest paper copy.
3. An Adobe PDF copy of the latest version will also reside in Schoolpool, with a second copy in Teacherspool (i.e. the area of the school IT system accessible to teachers).
4. An Adobe PDF copy of the latest version will also reside on the school internet webserver.

## **Document Update Procedure**

1. When a policy is due for update and teachers will be involved, a copy of the policy in MS-Word format will join the PDF version in Teacherspool. This will be stored with 'track changes' enabled. All teachers can then make suggested contributions.
2. Once an updated policy is agreed, by whatever means, a signed paper copy and also electronic copies, in Word and PDF format, will be supplied to the school Admin Officer.
3. The Admin Officer, or their agent, will then:
  - a. Archive the old Word and PDF copies in a designated area of Schoolpool.
  - b. Copy the new Word and PDF versions onto Schoolpool.
  - c. Copy the latest PDF version onto Teacherspool.
  - d. Send the latest PDF version to the webmaster for adding to the school internet website.
  - e. Delete the old Word copy from Teacherspool (if applicable).
  - f. Annotate the paper copy, indicating when and by whom the IT systems were updated, and file it.

## **Monitoring the Effectiveness of the Policy Review Process**

Once a year, the full Governing Body will assess whether the policy review process is effective, and introduce modifications as necessary.

## APPENDIX: POLICIES AND RESPONSIBLE BODIES

<i>Ref Number</i>	<i>Policy Title</i>	<i>Responsible Body</i>
<b>STATUTORY POLICIES</b>		
C/1	Curriculum Policy	Governing Body
C/2	Sex and Relationship Education Policy	Governing Body
C/3	Special Educational Needs Policy	Governing Body
C/4	School Behaviour (incl. Anti-Bullying and pupil discipline)	Governing Body
C/9	Collective Worship	Governing Body
C/13	Target Setting for Schools	Governing Body
GB/1	Complaints Policy and Procedure	Governing Body
GB/2	Admissions Policy	Governing Body
GB/4	Health and Safety Policy and risk assessment	Governing Body
GB/6	Freedom Of Information Publication Scheme	Governing Body
GB/7	Home - school - pupil agreement	Governing Body
GB/8	Exclusion of Pupils	Governing Body
GB/9	Accessibility Plans	Governing Body
F/1	Charging and Remissions Policy	Finance & Gen Purposes Comm.
F/2	Governors Allowances Policy	Finance & Gen Purposes Comm.
P/2	Performance Management for Staff	Personnel Committee
P/3	Pay Policy	Personnel Committee
P/4	Racial Equality Policy	Personnel Committee
P/6	Child Protection Policy	Personnel Committee
<b>NON-STATUTORY POLICIES</b>		
P/1	Induction of Newly Appointed Staff	Personnel Committee
P/5	Equal Opportunities for Staff (and General)	Personnel Committee
GB/3	Gender Equality Policy	Governing Body
GB/5	Policy Review Procedure	Governing Body
C/5	Attendance Policy	Governing Body
C/6	Confidentiality Policy	Governing Body
C/7	Physical Restraint	Governing Body
C/8	Healthy Eating Policy *	Governing Body
C/10	Marking for Improvement Policy	Governing Body
C/11	Teaching & Learning Policy	Governing Body
C/12	Governor Monitoring Visits	Governing Body
GB/10	Dedicated Headship Time Policy	Governing Body
	Medication	Governing Body
	Able Child	Governing Body
	Assessment and Record Keeping	Governing Body
	Homework Policy	Governing Body
	Inclusion Policy	Governing Body
	SMSC Policy	Governing Body
<b>* EXPAND TO HEALTHY SCHOOLS</b>		